South Mountain Community College

Academic Catalog Archive

2025-2026

This document is an archival record of the academic programs offered during the 2025-2026 academic year. It is a printable option of the online catalog for accreditation organizations, agencies and college offices for data collection, evaluation purposes and referencing. The information and links presented in this archive may no longer be accurate. For current catalog information, refer to the online version of the academic catalog.

Corrections or additions to the Academic Catalog Archive 2025-2026 program information, as of August 2025, may be provided in a future addendum. For inquiries or questions, please contact the SMCC Scheduling & Curriculum Office.

SOUTH MOUNTAIN COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination

About this Document

To navigate this version of the Academic Catalog, refer to the table of contents and the bookmarks provided. The table of contents provides a listing of resources in the order in which they appear in this document. Keyword searches may be used as an additional way of locating resources within this document.

Along with information about South Mountain Community College and Maricopa Community Colleges common policies, this document contains program descriptions and requirements for transfer degrees, career and technical degrees and certificates of completion, and academic certificates.

Table of Contents

About South Mountain Community College

SMCC Vision, Mission and Values

Accreditation

College Leadership and Administration

Governing Board

Academic Departments

- Communication, Fine Arts, & Social Sciences
- Counseling
- Language Arts
- Math, Science, & Engineering
- myCareer, Library, & Center for Teaching and Learning

Academic Calendar

Student Resources

MCCCD Graduation and Degree Information

Career and Technical Degrees, Certificates, and Programs of Study

- Fields of Interest
- List of AAS Degrees and CCLs
- Descriptions and Requirements of AAS Degrees and Certificates of Completion (CCL)

MCCCD Catalog Common Policies 2023-2024

- 2.4.1 General Statement
- 2.4.2 Nondiscrimination Policy
- 2.4.3 Equal Opportunity Statement
- Affirmative Action Statements
- 4.1 Governing Values (Board Policy)

Admissions, Registration, and Enrollment

- 2.1 General Regulation
- 2.2.1 Admission Policy/Classifications
- 2.2.2 Admission Information
- 2.2.3 Other Admission Information
- 2.2.4 Transfer Credit and Prior Learning Assessment Policy

Transfer Credit
Credit by Exam
International Baccalaureate (IB) Diploma
Credit by Evaluation

2.2.6 Academic Advising, New Student Orientation, and Student Success Course
2.2.7 Student Assessment and Course Placement
2.2.8 Registration
2.2.9 Tuition and Fees Policy
2.2.10 Refund Policy
2.2.11 Student Financial Assistance
2.2.12 Vaccinations
2.2.13 University Transfer
2.9 Veterans Services

Scholastic Standards

2.3.1 Academic Load
2.3.2 Attendance
2.3.3 Grading
2.3.4 Academic Standing, Warning, and Probation 2.3.5 Instructional Grievance Process
2.3.12 Non-Instructional Complaint Resolution Process 2.3.6 Withdrawal
2.3.7 Academic Renewal ("Academic Forgiveness") 2.3.8 Honors Opportunities & Recognition
2.3.9 General Graduation Requirements
2.2.5 Catalog Under Which a Student Graduates 2.3.13 Course Substitutions
2.3.10 Transcripts for Transfer

College Environment

2.4.4 Sexual Harassment Policy for Students
5.1.8 Policy Prohibiting Harassment
5.1.9 Additional Policy Violations
5.1.10 Responsibility for Policy Enforcement
5.1.11 Complaints
5.1.12 Confidentiality
5.1.13 Violations of Law
5.1.14 False Statements Prohibited
5.1.15 Retaliation Prohibited
5.1.16 Title IX Sexual Harassment Policy
2.4.6 Emissions Control Compliance
2.4.8 Petition Signature Solicitation
2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users 2.4.10 Children on Campus
2.4.11 Crime Awareness and Campus Security Act
2.4.15 Campus Sex Crimes Prevention Act

2.4.12 Workplace Violence Prevention

2.4.13 Student Right to Know

Student Rights and Responsibilities

2.4.5 Copyright Act Compliance

3.2 Copyright Regulation

3.4 Recording of Faculty Lectures

4.4 Technology Resource Standards

2.6 Hazing Prevention Regulation

2.4.7 Abuse-Free Environment

4.12 Smoke-Free/Tobacco-Free Environment

Appendix S-16 Statement on the Arizona Medical Marijuana Act (Proposition 203)

2.8 Students with Disabilities

2.8.1 Eligibility for Accommodations and Required Disability Documentation

2.8.2 Eligibility of Students Taking Reduced Course Loads

2.8.3 Technology Accessibility

2.3.11 Academic Misconduct

Disciplinary Standards

2.5.1 Disciplinary Standards

2.5.2 Student Conduct Code

2.5.3 Student Records

Appendix S-17: FERPA Appeal Process

Student Handbook

2.5.4 Student Employment

2.5.5 Student Governance

4.18 Consensual Relationships

SMCC Faculty List

SMCC Location and Campus Maps

About South Mountain Community College

Just as nearby South Mountain is a cherished Phoenix landmark, so is its namesake, South Mountain Community College (SMCC). For four decades, the college has been a Phoenix tradition.

SMCC is one of ten colleges in the Maricopa County Community College District. The Maricopa Community Colleges began with one college, Phoenix College, founded in 1920 with 53 students. Today, the Maricopa County Community College District is made up of ten regionally accredited colleges, multiple satellite extensions and a skill center, serving more than a quarter of a million students each year.

The Maricopa County Community College District ranks among the nation's largest community college systems and is the largest single provider of higher education in the state of Arizona. It is a major resource for those seeking post-secondary education and job training.

South Mountain Community College was created by the Maricopa County Community College District Governing Board on April 16, 1978. Its service area includes the majority of South Phoenix, centered on the Baseline Road corridor, and bordered by the Salt River on the north, Laveen on the west, Tempe on the east, and the Gila River Indian Community and county border on the south.

SMCC was initially accredited by the Higher Learning Commission in 1984, with continued accreditation granted in 1989, 1999 and 2009. Classes were held in area schools and churches while construction was completed on the 98-acre site at 7050 South 24th Street in Phoenix. The college, dedicated in 1980, began offering classes at the new thirteen building campus in 1981.

At that time, the college had about 500 students; today, nearly 10,000 students study here each year. The college has grown steadily, to accommodate its ever-growing student body.

In 1986-87, two new buildings were added to accommodate steady growth in the student population.

A bond election in 1994 provided funding for additional construction at all Maricopa colleges, resulting in the SMCC Technology Center. That bond also provided funds for the design and construction of the SMCC Performing Arts Center. The PAC houses SMCC's existing art, music, and liberal arts classes, as well as a 350- seat theater, a 100-seat black box theater, a 75-seat dance studio, scene and costume shops, a dressing room, makeup room, and green room, as well as faculty offices and two multi-purpose classrooms. In 2003, world renowned poet Maya Angelou performed at its dedication ceremony.

In 2004, another Maricopa Community College District bond was approved by voters, providing funding for a variety of college projects, including acquisition of land for future facilities in Laveen.

An upgrade to our popular Guadalupe Center and a new campus building designed for use by Northern Arizona University were also paid for through this bond.

The college also features the award-winning South Mountain Community Library. By partnering with the City of Phoenix, also coming off a successful bond election, Maricopa and SMCC were able to maximize the available funding to design and construct this new jewel of the college's campus, which opened in September 2011. The library has achieved recognition around the nation and the world for its striking and unique design.

Through an inter-governmental agreement, operation is shared between SMCC and the City of Phoenix, providing a truly extraordinary educational resource for students and the community.

South Mountain Community College looks forward to many more years of quality service to its community, and helping all area residents seeking education and training to improve their lives to "climb higher!" "Estamos Aquí!" "We are Here!

The Maricopa Community Colleges

- Chandler-Gilbert Community College, 2626 East Pecos Road, Chandler, AZ 85225; 480.732.7000
- Estrella Mountain Community College, 3000 North Dysart Road, Avondale, AZ 85392; 623.935.8000
- GateWay Community College, 108 North 40th Street, Phoenix, AZ 85034; 602.286.8000
- Glendale Community College, 6000 West Olive Avenue, Glendale, AZ 85302; 623.845.3000
- Mesa Community College, 1833 West Southern Avenue, Mesa, AZ 85202; 480.461.7000
- Paradise Valley Community College, 18401 North 32nd Street, Phoenix, AZ 85032; 602.787.6500
- Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013; 602.285.7500
- Rio Salado College, 2323 West 14th Street, Tempe, AZ 85281; 480.517.8000
- Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256; 480.423.6000
- South Mountain Community College, 7050 South 24th Street, Phoenix, AZ 85042; 602.243.8000
- Maricopa County Community College District, 2411 West 14th Street, Tempe, AZ 85281; 480.731.8000

SMCC Vision, Mission, and Values

Our Vision

South Mountain Community College educates minds, transforms lives, touches hearts, and builds community.

Our Mission

South Mountain Community College provides quality higher education for our diverse community. We create a caring teaching and learning environment that fosters student learning environment that fosters student development and supports productive citizenship in an increasingly global and technological society.

Our purpose is to meet these needs by offering:

- General education courses
- Transfer programs
- Occupational education and career development
- Continuing education
- Developmental studies and English as a Second Language
- Cultural, civic, and social events
- Academic support and student services

Our Values

- **Student Success**: Placing students at the center of all we do, creating pathways that empower individuals to reach their full potential.
- **Excellence**: Pursuing the highest standards of teaching, learning, service and leadership.
- **Wellbeing**: Fostering a culture that supports balanced health and personal growth.
- **Integrity:** Promoting honesty, transparency, and accountability.
- **Collaborative Innovation**: Working together to drive creative solutions toward continuous improvement.
- **Community Partnership**: Building meaningful community relationships to enrich our college.

South Mountain Community College is a member of the Maricopa County Community College District and is recognized by the Arizona State Community College Board.

South Mountain Community College is accredited by the Higher Learning Commission (HLC).

The Higher Learning Commission
230 South La Salle Street, Suite 7-500
Chicago, Illinois 60604

Email: info@hlcommission.org
Telephone: (800) 621-7440
Website: https://www.hlcommission.org

ACCREDITATION

Accreditation is a review process used in higher education to scrutinize colleges, universities and educational programs for quality assurance and institutional improvement. In 2019-2020 South Mountain submitted an assurance argument, supported by detailed artifacts or evidentiary documents, to the HLC. In February 2020, the college hosted HLC representatives as they engaged in a campus visit to verify claims and validate our continued accreditation.

In May 2020, the Higher Learning Commission announced that South Mountain Community College has been fully reaccredited for the maximum allowable time frame of ten years.

Most recently, in 2024, SMCC submitted an assurance argument, supported by evidence, to the HLC. More information about the HLC's accreditation peer review process can be found on their website.

South Mountain Community College and the Maricopa Community College District Board reserve the right to change or withdraw, without notice, any of the materials, information, requirements, and regulations stated in this catalog.

HLC ASSURANCE REVIEW CRITERIA

CRITERION ONE – MISSION
The institution's mission is clear and articulated publicly; it guides the institution's operations.

CRITERION TWO – INTEGRITY:
Ethical and Responsible Conduct
The institution acts with integrity: its conduct is ethical and responsible

CRITERION THREE – TEACHING AND LEARNING:
Quality, Resources, and Support
The institution provides high quality education, wherever and however its offerings are delivered.

CRITERION FOUR – TEACHING AND LEARNING:
Evaluation and Improvement
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

College Leadership and Administration

South Mountain Community College is one of the ten colleges that make up the Maricopa Community College District. The District Leadership consist of the Chancellor, Vice Chancellors, and Governing Board. The college is led by President Veronica Hipolito and the President's Cabinet.

The President's Cabinet is guided by the College's Vision, Mission, and Values, providing leadership that is designed to serve the needs of the College's diverse student population, its employees and the community at large. Along with the Office of the President, South Mountain Community College has administrative units to lead Academic Affairs, Student Services, Information Technology Services, and all operational aspects of the college.

The College Leadership includes the following:

- Dr. Veronica Hipolito, President, veronica.hipolito@southmountaincc.edu, 602-243-8150
- Dr. Alice Murillo, Vice President of Academic Affairs, alice.murillo@southmountaincc.edu, 602-243-8231
- Dr. Kristina Scott, Vice President of Student Affairs, Kristina.scott@southmountaincc.edu, 602-243-8063
- Mr. Kenneth Guerrero, VP of Administrative Services, Kenneth.guerrero@southmountaincc.edu, 602-243-8287
- Mr. Tim Budworth, Associate Vice President of Technology, tim.budworth@southmountaincc.edu, 602-243-8050
- Dr. Travis May, Dean of Academic Innovation (Interim), travis.may@southmountaincc.edu, 602-243-8191
- Ms. Dana Frasca, Dean of Enrollment Services, dana.frasca@southmountaincc.edu, 602-390-1270
- Ms. Lisa Ponzio-Doromal, Development Officer, Senior, lisa.doromal@southmountaincc.edu, 602-872-7858

Governing Board

The Maricopa County Community College District's Governing Board has seven seats, including five elected positions from geographical districts within Maricopa County and two at-large positions representing the entire county. Board members serve staggered four-year terms.

Membership:
Ms. Susan Bitter Smith, President, District 2
Ms. Marie Sullivan, Secretary, District 5
Ms. Jacqueline Smith, J.D., Member, District 1
Ms. Donna Davis, Member, District 4
Dr. Tom Nerini, Member, District 5
Ms. Kelli Butler, Member, At-large
Dr. Linda Thor, Member, At-large
Ms. Pamela R. Smith, Student Member

Members of the Governing Board may be contacted by mail at:
Maricopa Community Colleges
2411 W 14th Street Tempe, AZ 85281

Academic Divisions

Communications/Fine Arts/Social Sciences

Chair: Dr. Carlos Caire
602-243-8104
carlos.caire@southmountaincc.edu

ARH	Art History
ART	Art
ASB	Anthropology
AVC	Art Visual Communication
CFS	Child/Family Studies
COM	Communications
DAH	Dance Humanities
DAN	Dance
EDU	Education
EED	Early Education
FMP	Film and Media Production
HIS	History
HUM	Humanities
MHL	Music: History/Literature
MTC	Music: Theory/Composition
MUP	Music: Performance
PHI	Philosophy
POS	Political Science
PSY	Psychology
REL	Religious Studies
SOC	Sociology
STO	Storytelling
THE	Theatre
THF	Theatre and Film
THP	Theatre Performance/Production

Counseling, Health & Wellness

Chair: Dr. Thomas E. Rojo Aubrey Jr.
602-305-5880
thomas.aubrey@southmountaincc.edu

BHS Behavioral Sciences
FYE First Year Experience

Language Arts

Chair: Dr. Kimberly Mauldin
602-305-5896
kimberly.maulding@southmountaincc.edu

ARB	Arabic
ASL	American Sign Language
CRE	Critical Reading
CRW	Creative Writing
ENG	English
ENH	English Humanities
ESL	English as a Second Language
NAV	Navajo
RDG	Reading
SPA	Spanish
SPH	Spanish Humanities
WST	Women's Studies

Math, Science, & Engineering

Chair: Dr. Jacqueline Levy
602-243-8344
jacqueline.levy@southmountaincc.edu

ASM	Anthropology	GLG	Geology
BIO	Biology	MAT	Mathematics
CHM	Chemistry	PHY	Physics
ECE	Engineering Science	SSH	Sustainability/ Social Science
ENV	Environmental Sciences		

MyCareers, Library, & the Center for Teaching and Learning

Chair: Dr. Bruce A McHenry
602-305-5810
bruce.mchenry@southmountaincc.edu

ACC	Accounting	GBS	General Business
AJS	Administration of Justice	HCR	Health Care Related
BPC	Business-Personal Computers	HES	Health Science
CIS	Computer Information Systems	ITS	Information Technology Security
CNT	Cisco Network Technology	MGT	Management
CON	Construction	MKT	Marketing
CSC	Computer Science	MST	Microsoft Technology
ECN	Economics	PED	Physical Education
EPS	Entrepreneurial Studies	REA	Real Estate
EXS	Exercise Science	SBS	Small Business Management
FON	Food and Nutrition	SPT	Sports
FOR	Forensic Science		

Academic Calendar

Registration - Go to SMCC's website for registration and drop/add information.

Most dates are based on the Maricopa County Community College District Academic Calendar and are subject to change without notice.

Summer Semester – 2025

Classes Begin Tuesday May 27
Observance of Independence Day (campus closed) Thursday, July 3 Summer Semester Ends Thursday, July 31

Fall Semester – 2025 (Open registration begins for all students on Monday, March 17, 2025.)

Classes Begin (In Person)	Saturday	August 23
Online Classes Begin	Monday	August 25
Labor Day Observed (campus closed)	Monday	September 1
Spring 2024 Priority Registration for Currently Enrolled Students	*Monday*	*October 6*
Last Day to File Application for December 2023 Graduation *Spring*	*	*
2024 Open Registration Begins	*Monday*	*October 13*
Last Day for Student Withdrawal without Instructor's Signature+	Saturday	October 11
Last Day Student Initiated Withdrawal Accepted++	Monday	October 13
Observance of Veterans' Day (campus closed)	Tuesday	November 11
Thanksgiving Holiday Recess (campus closed)	Thurs-Sunday	Nov 27-30
Last Day of Regular Classes	Sunday	December 14
**Final Exams Week	Mon-Fri	December 15-19
Fall Semester Ends	Friday	December 19
Mid-Year Recess Begins (campus closed December 25 - January 1)	Saturday	December 20

Spring Semester – 2026

Classes Begin (In Person)	Saturday	January 17
Martin Luther King, Jr. Holiday (campus closed)	Monday	January 19
Online Classes Begin	Tuesday	January 20
Observance of Presidents' Day (campus closed)	Monday	February 16
Last Day to File Application for May 2024 Graduation	Saturday	*
Summer/Fall 2025 Priority Registration for Currently Enrolled	Monday	March 2
Students Last Day for Student Withdrawal without Instructor's	Saturday	March 7
Signature+ Last Day Student Initiated Withdrawal Accepted++	Monday	March 9
Spring Break	Mon-Sun	March 16-22
Summer/Fall 2025 Open Registration Begins	Monday	March 23
Last Day of Classes	Sunday	May 10
**Final Exams Week	Mon-Friday	May 11-15
Commencement	Friday	May 15
Spring Semester Ends	Friday	May 15

Summer Semester – 2026 (Open registration begins for all students on Monday, March 23, 2026)

Observance of Memorial Day (campus closed)	Monday	May 25
Classes Begin	Tuesday	May 26
Observance of Juneteenth National Independence Day (campus closed)	Thursday	June 18
Observance of Independence Day (campus closed)	Thursday	July 2
Summer Semester Ends	Thursday	July 30

* Last day to file for graduation is subject to change. Please contact SMCC's Admissions and Records Office.

** Classes meeting on Friday evening only, Saturday only will have final examinations during their last regular class meeting.

+ Through the 7th week, student may initiate an official withdrawal from course(s) without instructor signature (*see Appendix S-7 in Catalog Common Pages*).

++ After the 7th week, student must initiate an official withdrawal request from instructor and obtain their signature (*see Appendix S-7 in Catalog Common Pages*).

Student Services and Support

Admissions and Records

Nicole Wetzel, Ed.D, Director of Admissions and Records
Phone: 602-243-8000
admissions@southmountaincc.edu

The SMCC Admissions and Records Office is located in the Student Enrollment Services Building.

This office provides information and services concerning the following:

- Process class registrations and withdrawals
- Maintain official college transcripts
- Evaluate official transcripts received from other institutions
- Process transcript requests and enrollment verifications
- Evaluate graduation applications for degree and certificate completion
- Process FERPA (Family Educational Right Privacy Act) requests
- Issue student ID cards
- Calculate tuition and fee payments
- Process refunds (when appropriate)
- Assist students with tasks in the Student Services Center

AMERICAN INDIAN STUDENT CENTER (AISC)

Student Union Building, SU 120 Office: 602-305-5643
smc-aisc@southmountaincc.edu

Imagine educational success through family and culture. South Mountain Community College would like to achieve this vision through the development of our American Indian Student
Center, a multicultural program that encompasses a culturally-relevant approach to foster outreach and retention of American Indian students. The primary goal for the AISC is to establish and coordinate programs/activities including Outreach, Support Services, and Student-Centered Programs.

The primary focus of AISC is to provide intimate and extensive collaborative efforts with Tribal Communities and local community- based organizations. As a collaborative team, the partnership will coordinate to provide support for the students and their families.

Through a sense of community, students will receive specialized and specific support services to empower American Indian students to experience academic success. Students can receive specific services such as: Advisement, Counseling, Disability Resource Services, Financial Aid, Tribal Scholarships, Mentoring and Tutoring.

Athletics

Todd Eastin, Director of Athletics
todd.eastin@southmountaincc.edu
602-243-8236
South Mountain Community College is a member of the National Junior College Athletic Association, sponsoring men's and women's sports teams. Men can compete in basketball, baseball, and golf while women can compete in volleyball, basketball, softball, and golf.

If you have an interest in participating in intercollegiate athletics at South Mountain Community College, please go to smccCougars.com and click on the "JOIN" link at the top of the page.

Bookstore/Follett

Suzy Clancy, Assistant Store Manager
bkstr.com/southmountaincc.store/home
602-243-8159

The South Mountain Community College Bookstore is proudly managed by Follett Higher Education Group, bringing new products, saving and support for our campus store customers.

The bookstore is dedicated to serving South Mountain Community College students, faculty, staff, alumni, fans, and the local Phoenix community, offering products and services both in-store and online. To shop online or for further details, including bookstore hours, please visit bkstr.com/southmountainccstore/home.

Academic Advisement

Callan Fay, Ed.D, Student Services Manager
callan.fay@southmountaincc.edu
602-243-8257
advise@southmountaincc.edu

The Academic Advisement department at South Mountain Community College (SMCC) has primary responsibility for helping students plan their educational path and to stay on track to graduation.

Academic advisors serve as guides, advocates, and educators helping students navigate their educational journey to achieve their academic and career goals. Services provided are designed to educate students on degree, certificate, and career pathways; teach students how to understand and navigate college policies and procedures; encourage the development of students' self-efficacy through educational and career planning; and connect students to the SMCC campus community and available support resources.

University Transfer:
SMCC and the Maricopa County Community College District (MCCCD) have an extensive network of transfer partners, including in-state and nationwide universities. University transfer information
Opportunities to meet with university representatives
Transfer fairs held in the fall and spring semesters

CARE & Conduct

Ralph D. Thompson II, Manager
ralph.thompson@southmountaincc.edu
602-243-8153
Location: Student Enrollment Services, Room 130

Purpose

The CARE & Conduct office at South Mountain Community College exists to promote student success by creating a learning environment that is safe, respectful, inclusive, and equitable. We provide comprehensive support and accountability systems that respond to student behavior, wellbeing, and community standards. Our mission is to proactively identify challenges, connect students to resources, and uphold the integrity of the educational experience through fair and consistent processes.

Program Overview

The CARE & Conduct program is a collaborative initiative that integrates early intervention, behavioral assessment, and student conduct services under one coordinated framework. The program is designed to:

- Support Students in Distress (CARE):
  Through the CARE (Connections, Advocacy, Resources, and Empowerment) process, we offer compassionate outreach and connect students with vital resources—such as mental health counseling, housing assistance, food support, financial aid guidance, and academic support—to help them persist and thrive.

- Promote Accountability and Integrity (Conduct):
  The Conduct process educates students about their rights and responsibilities as members of the campus community. We address violations of the Student Code of Conduct through a fair, developmental, and restorative approach that emphasizes learning, reflection, and growth.

- Assess and Respond to Concerning Behavior (BAT):
  Our Behavioral Assessment Team (BAT) evaluates reported behaviors that may pose a risk to individual or community safety. We use structured assessment tools and a collaborative approach to develop intervention strategies that balance support with safety.

Support Services

The CARE & Conduct office provides:

- Personalized student outreach and follow-up

- Case management for both wellness concerns and conduct issues

- Coordination with Counseling, Disability Resources, Veteran Services, and Academic Affairs

- Referrals to internal and external resources (mental health, housing, food, etc.)

- Maintenance of confidential records for legal and compliance purposes

Career Services

Marisel Herrera, M.Ed., Director of Career Services
Marisel.herrera@southmountaincc.edu
602-305-5677

Career Services supports the career development of SMCC students, alumni, and community members with activities and partnerships that promote student success via four core tenets: Career. Connection. Community. Celebration.

From the first day on campus until they reach their goals, Career Services takes a holistic and asset-based approach to supporting diverse students ensuring that graduates are career and life-ready.

Career: High impact career coaching and career educational programming that addresses the mindset and strategies for career success that equip students to explore options and ultimately design the career and life of their dreams. This includes:

- Individual or group coaching sessions to help students explore their interests, skills, values, and goals.
- Coaching by Career Peers and Professional Career Staff
- Providing guidance on effective job search strategies, i.e. resume writing, cover letter and interview preparation
- Conducting mock interviews to improve interviewing skills
- Offering workshops or training sessions to enhance essential job-related skills, such as networking, communication, professionalism in workplace and time management

Connection: Connections and exposure to game-changing resources and opportunities including student involvement, internships, and job opportunities such as:

- Assisting in identifying internship and other experiential and work-based experiences relevant to individuals' career aspirations
- Providing support in the application and interviewing process
- Organizing seminars, webinars, and other education events to provide information on industry trends, job market demands, and career paths

Community: Opportunities to belong to and make an impact on a diverse community on campus and beyond. This includes:

- Resource-rich relationships with Career Peers, faculty, staff, and to SMCC alumni who understand how to maximize the SMCC student experience
- Innovative partnerships with employers and community organizations that positively impact the broader Phoenix community.
- Facilitating events or programs that connect students with industry professionals, alumni, or potential employers

Celebration: Career Services informs, inspires, and celebrates student's unique academic and professional successes through:

- Career Challenges and recognition of achievement of career milestones
- Career related swag and support
- Customized programming and cross collaboration with other campus units and entities

Counseling

Dr. Thomas E. Rojo Aubrey, Division Chair
thomas.aubrey@southmountaincc.edu
602-305-5880

Counselors are available to assist students with personal, educational, and vocational concerns. Services provided by the counseling faculty include:

- Personal-Social Counseling – to help examine concerns which interfere with your personal development and growth or relationship with others
- Referral – To provide resource information and referral to outside agencies for ongoing assistance with personal and emotional concerns.
- Crisis Counseling: All counseling services are available to current students. Career and educational counseling services are also available to prospective and past students on a limited basis only. Stop by or call 602-305-5608 for an appointment. Counselors are located in the Student Enrollment Services (SES) building.

Recruitment and Outreach

Arnold Torres, Manager of Student Recruitment and Outreach
arnold.paul.torres@southmountaincc.edu
602-884-7791

Department Contact Information:
recruit@southmountaincc.edu
Main Line: 602-243-8000

Recruitment Specialists engage in high school, community, and campus outreach to provide information to outreach prospective students on college resources, programs, and services with a special emphasis on guidance and support throughout the enrollment process. They also facilitate SMCC College Previews, Introduction to College workshops, admission workshops, and campus tours to prospective students and community members to introduce them to SMCC and MCCCD programs and services. Recruitment Specialists establish, foster, and maintain campus and community partnerships and collaborations to create experiences that support student transitions to successful college careers.

SMCC has embedded college advisors in various high schools within SMCC's service area. Students from these high schools can meet with their SMCC representative on site where enrollment assistance to students and parents is provided.

Community members and students from high school campuses not served by embedded college advisors can find more information about the enrollment process at southmountaincc.edu/become-student/recruitment.

The Recruitment Cougar Scholarship – The Recruitment Cougar Scholarship is a one-time scholarship opportunity for current or incoming students to South Mountain Community College. Applicants have worked with a SMCC Recruitment Specialist and are registered for the upcoming semester. Applicants have demonstrated financial hardships and are eligible to submit a Free Application for Federal Student Aid (FAFSA). The one-time scholarship usually covers tuition and registration fees for one course in the upcoming term, or it can be applied as a book scholarship or honorary stipend for a Cougar Ambassador.

First Year Experience

orientation@southmountaincc.edu
602-243-8337

Every academic year, SMCC engages students who are new to college and who have declared an intent to earn an associate's degree or to transfer to a university. It is important that the college has systems in place to prepare students to enter and to be successful in a program of study and to participate in the college learning environment.

The Department of First Year Experience (FYE) strives to create an educational environment that connects first-time college students to their Field of Interest (FOI), as well as the people (staff, faculty, and administrators), resources, and services to promote student success. The department's signature program is New Student Orientation (NSO), a celebratory and welcoming experience that honors a student's choice to begin an academic journey at South Mountain Community College.

Disability Resources and Services

Mary Kilmer, M.Ed., Director of Disability Resources and Services
drs@southmountaincc.edu
602-243-8395

The Disability Resources and Services (DRS) Office coordinates the provision of reasonable accommodation for qualified students with disabilities. Reasonable accommodation is the provision of an auxiliary aid, device, or adjustment to the course or program to allow equal access to the educational program, material, activity or degree.
All accommodations are provided on a case-by-case basis. Any student requesting accommodation must begin the process by:

- Informing the institution of the need for an accommodation within a reasonable time frame
- Completing our online application and providing appropriate documentation of their disability
- Meeting with an access specialist to review their needs and complete a DRS new student orientation to review their rights and responsibilities under the ADA

Guidelines for documentation for any requested accommodations are available through the DRS office or by visiting the Maricopa County Community College website at: district.maricopa.edu/regulations/adminregs/section-2/2-8

Contact the DRS Office to obtain additional information. You may also visit the DRS website at: southmountaincc.edu/disability resources. The Disability Resources and Services office is located in the Student Enrollment Services (SES) Building, Room SES163.

Financial Aid Office

Elizabeth (Liz) Carlon, Director of Financial Aid
finaid@southmountaincc.edu
480-731-8900
SES Building

The Financial Aid Office at SMCC is designed to provide financial assistance to eligible students from federal, state, institutional, and private sources of funding. Awards are made based on financial need. Need is the difference between the cost of attending SMCC and the resources an applicant has available. Those resources include, but are not limited to expected family contribution, student contribution (through savings and employment), or other resources available to the student and their family.

To assess need, all applicants must submit financial information concerning themselves and their parents if applicable. The information is submitted by a Free Application for Federal Student Aid (FAFSA) form. Students are encouraged to file this application through www.studentaid.gov. The Financial Aid Office uses this information to determine need and aid eligibility after verifying the information.

Financial assistance may be provided in the form of grants, scholarship, loans, and employment offered singularly or in some combination, depending upon the level of financial need, and various eligibility criteria.

ATTENTION: Only those with a lawful presence in the U.S. may qualify for federal financial aid. For details regarding Residency and Citizenship Information requirements, please visit district.maricopa.edu/consumer information/residency/faq/residency. In assessing an applicant's need, all available resources are subtracted from the budget.

Financial Aid and Student Responsibilities Prior to receiving any source of financial aid, the student is required to: (1) Successfully complete academic assessment testing; (2) Enroll for those classes that apply to a specific program of study leading to a degree or certificate; (3) Have a Student Service Specialist approve a specific major course of study (degree objective); (4) Maintain Satisfactory Academic Progress (SAP) each semester, which requires: successful completion of 2/3 of attempted credits with appropriate catalogue GPA in an appropriate time frame; (5) notify the Financial Aid Office and Business Services Office of withdrawal from school; repay any debts as stated on any promissory note signed by the student; and meet other requests and requirements established by the Financial Aid Office not expressed here.

BOOK ADVANCE PROGRAM
The Book Advance Program provides cash advance refunds to qualified students who have been awarded and have accepted their financial aid awards. Eligible students are able to receive Book Advance funds approximately nine days prior to the beginning of classes (some exceptions may apply), IF they have an award credit beyond owed tuition and fees. Students are allowed to purchase books and supplies with their advance refund at on- campus bookstores, a neighborhood bookstore, or online.
For more information, go to: my.maricopa.edu/ financial-aid/book-advances

NOTE: The amount of cash a student is to receive is determined after the financial obligations to South Mountain Community College are deducted. Balance of remaining financial aid funds due to the students are typically released two weeks after the start of the semester. Students who enroll entirely in late- start classes will have a late disbursement date.

More information about the application process, students' rights and responsibilities, enrollment

requirements, verification and academic progress policies, refund policies, and summaries of various state, federal, and local aid programs are at: www.southmountaincc.edu/paying-college or by calling the Maricopa Financial Aid Answer Center at 1-855-622-2332.

LEARNING RESOURCE CENTER

Daniel Lacapa, Director of the Learning Resource Center
daniel.lacapa@southmountaincc.edu
602-243-8181
LRC Building, Room 182
TC Building , TC Computing Commons

The Learning Center offers free tutoring to students in a variety of subjects including Biology, Math, Chemistry, and Accounting. Services are available on a drop-in basis during the normal hours of operation in the LRC and Computing Commons. Tutoring is peer lead with one-on-one and small group opportunities based on tutor availability. Study rooms and computer pods are available for reservation as well. Resources and tutoring are available to enrolled Maricopa Community College students.

For more information, including current hours of operation, please stop by, call, or visit our website at https://www.southmountaincc.edu/current-students/learning-resources/learning-center/

College Police

480-784-0900 for calls for service or to report a crime
602-243-8100 for information and questions
Location: OA Building (located on east side of campus, near the PAC)
Monday-Friday, 6:00 AM-10:00 PM
Saturday 8:00 AM-3:00 PM

South Mountain Community College enjoys excellent relations with its neighbors and maintains a highly visible College Police Unit. The College Police at SMCC are committed to providing a professional service for the students, staff and guests who attend, work, or visit our teaching and learning community.

We strive to ensure that our campus environment is safe, accessible, cheerful, and conducive to academic achievement.

To decrease the chances of crimes occurring within the campus community, everyone's cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to College Police.

General information about the College Police Office can be found at **southmountaincc.edu/about/college- police.**

Statistics available on the SMCC Public Safety website are gathered in accordance with guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C.1092(f). The crime definitions outlined in the Federal Bureau of Investigation's National Incident Based Reporting System, as modified by the Hate Crime Statistics Act, are utilized in compiling the numbers.

South Mountain Community Library

hhp://smclibrary.org
602-243-8194
SMCC college resources: libguides.southmountaincc.edu/home

The South Mountain Community Library (SMCL) is an integrated, shared-use library comprising the academic library for SMCC and a branch of the Phoenix Public Library System. The purpose of the SMCL is to provide instructional, informational, and recreational resources and programming to meet the needs and interests of our college and community. SMCC students will find all of the resources necessary, including e-books 60+ databases, to support their curriculum and research needs, and will use their student ID cards to access materials. Community members are welcome to get a free Phoenix Public Library card.

Library faculty assist students with their research through classroom instruction, one-on-one instruction at the reference desk, and during scheduled faculty office hours. College librarians, in consultation with SMCC faculty, provide instruction in library skills, research, and information literacy to classes. This may be scheduled by faculty by calling the library or filling out an online request.

Students have access to supplementary classroom materials and some textbooks through the SMCC Reserve Collection, housed on the 2nd floor of the Library. Please use our website above for current hours of operation.

South Mountain Community Writing Center

Dawn Thacker, Writing Center Program Coordinator
writing.center@southmountaincc.edu
602-305-5742

One excellent resource for writing assistance is South Mountain Community College is the new Writing Center. The center offers FREE help with many aspects of writing from brainstorming a topic to Modern Language Association (MLA) documentation. No appointment is necessary, and for distance learners, online writing tutoring is now available.
visit: www.southmountaincc.edu/current-students/learning-resources/writing-center for current hours of operation.

Student Life and Leadership

Lucero Curiel Martinez, Manager
lucero.curiel@southmountaincc.edu
602-243-8065

The Student Life and Leadership Office is located in the Student Union Building, Room 110 and includes staff offices, student game room, the Pantry/Village, and Student Union Conference room and Student Leadership meeting room.

The mission of Student Life and Leadership is to motivate students to enhance their learning experience through participation in leadership, service, recreational, wellness, and cultural activities. We build connections between academic, co- curricular and extracurricular programs to enhance student learning and development. As a program committed to creating quality opportunities for learning, we continually evaluate and assess our learning outcomes effectiveness. Our goal is to help students build skills, make new connections, get involved in

campus life, such as joining a student club or organization, to stay engaged and me the most out of their college experience.

Program/Service Goals and Objectives

- The Student Life and Leadership Office seeks to inspire all students to discover their potential and achieve their goals by providing germane, reasonable, and innovative leadership learning opportunities and services.
- The Student Life and Leadership Office will be the catalyst that transforms our students' lives to ultimately enhance the communities that we serve. Everything we do is focused on expanding student engagement, retention, and completion of their goals—set or otherwise.
- We believe that our own engagement in the learning process increases our ability to enhance our personal lives, career, and work within our global community.

THE VILLAGE AT SOUTH MOUNTAIN COMMUNITY COLLEGE

The purpose of The Village at South Mountain Community College is to assist students with navigating obstacles that hinder personal and academic success.

Students who visit The Village will be able to access services that meet basic needs and to support their personal, social and academic growth. Services provided within The Village include: • Gabriel's Pantry Snack Distribution and bi-weekly free grocery and supply shopping.

- Extended Food Pantry to address food insecurity
- Childcare Resources
- Transportation Resources
- Personal Esteem Resources (toiletry and hygiene supplies)
- Mental Health/Personal Development Resources
- Housing Resources
- Financial Resources Education

For assistance or questions about current hours of operations, or services offered through The Village, contact the Student Life and Leadership Office at 602-243-8065.

Women Rising & MEN

www.maricopa.edu/students/student-life/women-rising
www.maricopa.edu/students/student-life/male-empowerment-network-men

Women Rising & M.E.N. (Male Empowerment Network) are student success and community-based programs for students of color. Students involved in the Women Rising & MEN program participate in activities that promote: Empowerment, Engagement, Success, Leadership, and Sisterhood/Brotherhood.

These activities include:

- Bi-weekly Chapter Meetings
- Networking
- Academic and Career Workshops
- Professional Development
- Cultural Events and Activities
- University Transfer Support

- Leadership Events
- Mentoring
- Campus Resources

Student Clubs & Organizations
www.southmountaincc.edu/current-students/student-life/student-clubs

Student Life & Leadership at South Mountain Community College offers over 15 active student clubs & organizations that help create a strong sense of community and belonging on campus. Receive valuable opportunities for leadership development, life learning experiences, and connection with peers who share similar interests.

Testing Services

Mary Kilmer, M.Ed., Director of Testing Services
testing@southmountaincc.edu
602-243-8188

The Maricopa County Community College District (MCCCD) uses multiple placement options to determine college course placement for students. The Department of Testing Services at South Mountain Community College is committed to helping students maintain momentum in the enrollment process through information on the course placement model using Multiple Measures.

In addition, Testing Services staff administer college level placement, academic, and Combined English Language Skills Assessment (CELSA) exams with an emphasis on accuracy, efficiency, and effectiveness.

The Testing Center at South Mountain Community College provides placement testing (ACCUPLACER), Combined English Language Skills Assessment (CELSA), and academic testing services. **CELSA (COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT)**
A 45-minute test designed to place ESL adult students in the appropriate ESL classes. To complete the CELSA:

- Students, including those under the age of 18, need to present a valid, original picture ID or an original temporary ID provided by the Department of Motor Vehicles (DMV).
- The MCCCD Student ID number received once a student has applied to the college. Please visit my.maricopa.edu/services/admissions-records-registration/proof-identityid-authentication for information on the accepted types of photo identification.

Testing Services staff collect high school GPA, GED, SAT, and ACT scores and enter this information in the Student Information System (SIS) to support course placement for students. For students who do not have eligible high school GPA, GED, SAT, ACT, or ACCUPLACER scores, Testing Services staff educate students on the Maricopa EdReady Diagnostic Assessment at maricopa.edready.org.

Test administration standards have been developed for the Maricopa Community Colleges in compliance with the Arizona Association of College Testing Administrators (AZACTA) and the National College Testing Association (NCTA) guidelines. These standards have been developed to ensure students are treated equitably and fairly.

Veterans Services

Karla Kovalin, Manager
veterans@southmountaincc.edu
602-872-7730
Location: Student Enrollment Services, Room 166

The Veterans Services Office at South Mountain Community College stands as a dedicated hub for veterans and their families, committed to transforming military service into academic and professional achievement. Our comprehensive support system guides veterans through every step of their educational journey, from initial enrollment to graduation and beyond.

Serving as the primary liaison between student veterans and the Department of Veterans Affairs, we specialize in certifying veteran educational benefits and ensuring proper VA educational entitlements. Our team provides hands-on assistance with all necessary paperwork and documentation, making the benefits process as smooth as possible.

Our mission is to ensure that every veteran and their dependents receive not only the tools and benefits they've earned, but also the ongoing guidance and support that empowers them to thrive in their pursuit of educational and career excellence.

Hours:
Fall/Spring Semesters:
Monday-Friday 8:00 AM-5:00 PM

Summer Semester:
Monday-Thursday 8:00 AM-6:00 PM
Closed on Fridays

Maricopa County Community College District (MCCCD)
2025-2026 Associate in Arts (AA) Degree

Description

The Maricopa County Community College District Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis for credit minimums. A minimum grade point average of 2.0 (4.0 scale) and grades of "C" or better are required in all courses to earn the degree. The AA degree is governed by the MCCCD General Academic Policies for Degrees Designed for University Transfer.

The Associate in Arts degree includes the following components:

I. Program Prerequisites (as specified by emphasis area)
II. Required Courses
III. Restricted Electives (as specified by area of emphasis)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts (AA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally**,** the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Arts (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the following website: aztransfer.com/tools

Degree Requirements

The requirements for the Associate in Arts (AA) follow. The AA degree requires at least 60 credits; however, minimum credits for the AA vary for a specific area of emphasis. Refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis and credit minimums; review course sequence at maricopa.edu/degrees-certificates#programs. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Industry-recognized credentials can be counted as general electives.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the AA degree vary by specific emphasis, and are neither required for all emphases nor for the AA degree without a specific emphasis Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis and credit minimums.	**Number varies**
II. Required Courses Students must complete FYE 101 (1) or FYE 103 (3) (see General Graduation Requirements Administrative Regulation 2.3.9)	**Number varies**

and select the required courses for the specific AA degree emphasis. Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums.

III. Restricted Electives..... **Number varies**

Restricted electives for the AA degree vary by specific emphasis and are not required for the general AA degree without a specific emphasis. Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums.

IV. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. Courses applied to meet AGEC-A requirements vary by emphasis. Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis and credit minimums.

Any prerequisite/required/restricted elective courses that also have one or more AGEC designation(s) may be applied toward both requirements. Credits for such shared courses are only counted once toward the total credits for the degree.

AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken. Some of the courses have been approved for more than one designation. Notes below will show how such courses may be used to meet multiple degree requirements.

A. First-Year Composition [FYC]..... **6***
   ENG101 OR ENG107..... (3)*
   AND ENG102 OR ENG108..... (3)*
B. Literacy and Critical Inquiry [L]..... **3**
C. Mathematical Applications [MA]..... **3-6**
   Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187,-MAT188) or higher [MA]-approved general education course

   The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**
E. Humanities, Arts and Design [HU]..... **6**
   Students are encouraged to choose course work from more than one discipline.
F. Social-Behavioral Sciences [SB]..... **6**
   Students are encouraged to choose course work from more than one discipline.
G. Natural Sciences [SQ/SG]..... **8**
   The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credits. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.
H. Awareness Areas.....

The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See AGEC matrix for current course values). Credits for such shared courses may only be counted once. **0-6**

1. Cultural Diversity in the United States [C].....
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)
(0-3)

May be met by [HU] and/or [SB] course depending on specific course(s) selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

V. MCCCD Additional Requirements..... **0-6**

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication ..... (0-3)
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits)

B. Critical Reading..... (0-3)
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives..... 0-28

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines. MCCCD has established recommended courses and sequencing to align with various "Emphasis Areas" in one of nine different "Fields of Interest." See maricopa.edu/degrees-certificates for links to these transfer pathways.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com/tools, maricopa.edu/degrees-certificates/university-transfer/partners as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **60-64****

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer information

Maricopa County Community College District (MCCCD)
2025-2026 Associate in Arts, Elementary Education (AA-EE) Degree

Description

The Maricopa County Community College District Associate in Arts, Elementary Education (AAEE) degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 (4.0 scale) and grades of "C" or better in all courses are required to earn the degree. The AAEE degree is governed by the MCCCD General Academic Policies for Transfer Degrees. Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding 8101 AAEE. A minimum grade point average of 2.0 (4.0 scale) and grades of "C" or better are required in all courses to earn the degree. The AA degree is governed by the MCCCD General Academic Policies for Degrees Designed for University Transfer.

The Associate in Arts, Elementary Education degree includes the following components:

I. Required Courses
II. Restricted Electives
III. Arizona General Education Curriculum for Arts (AGEC-A)
IV. MCCCD Additional Requirements (Oral Communication and Critical Reading)

Purpose of the Degree

The Associate in Arts, Elementary Education (AAEE) degree is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors. The AAEE is also embedded within the Bachelor of Arts, Elementary Education and Special Education (BAEE/SPED) offered by the Maricopa Community Colleges.

Degree Requirements

The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC and the AGEC matrix report at aztransmac2.asu.edu/cgi-bin/WebObjects/agec. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website. Course sequence is available at maricopa.edu/degrees-certificates#programs.

Requirements	**Credits**
I. Required Courses	**14-20**
EDU221 Introduction to Education	(3)
EDU222 Introduction to the Exceptional Learner	(3)
EDU230 Cultural Diversity in Education	(3)
FYE101 **or** FYE103 Introduction/Exploration To College, Career and Personal Success	(1-3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems	(4)
MAT257 Investigating Geometry, Probability, and Statistics	(0-4)

II. Restricted Electives..... **8**

A total of eight (8) semester credits is required to satisfy the Arizona Professional Teacher Standards: three (3) credits in an additional Education (EDU) course and five (5) credits in Content Area Electives.

Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide (https://aztransfer.com/tools/) in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

Select one (1) additional EDU course (other than EDU221, EDU222, EDU230 or EDU250)..... (3)
Recommended:
EDU110 Education in Film
EDU220 Introduction to Serving English Language Learners (ELL)
EDU236 Classroom Relationships
EDU/HUM/STO292 The Art of Storytelling

Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGEC-A and/or those used to fulfill Required Courses.

Content Area Electives: Select a total of five (5) credits from the following options ……..... **(5)**
ARH+++ Any ARH Art Humanities course(s)
ART+++ Any ART Art course(s)
BPC+++ Any BPC Business-Personal Computers course(s)
CFS/ECH176 Child Development
CFS205 Human Development
CIS+++ Any CIS Computer Information Systems course(s)
ECN+++ Any ECN Economics course(s)
EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)

EED215 Early Learning: Health, Safety, Nutrition and Fitness **OR**
CFS123 Health and Nutrition in Early Childhood Settings **AND**
CFS125 Safety in Early Childhood Settings

ENG+++ Any ENG English course(s)
ENH+++ Any ENH English Humanities course(s)
GCU+++ Any GCU Cultural Geography course(s)
GPH+++ Any GPH Physical Geography course(s)
HIS+++ Any HIS History course(s)
MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)
MHL+++ Any MHL Music: History/Literature course(s)
MTC+++ Any MTC Music: Theory/Composition course(s)
POS+++ Any POS Political Science course(s)
THE+++ Any THE Theatre course(s)
THF+++ Any THF Theatre and Film course(s)
THP+++ Any THP Theatre Performance/Production course(s)
Any Foreign Language course(s)
Any Natural Science course(s)

III. Arizona General Education Curriculum--Arts (AGEC-A)..... **35-44***

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*;

AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken. Some of the courses have been approved for more than one designation. Notes below will show how such courses may be used to meet multiple degree requirements.

A. First-Year Composition [FYC]..... **6***
ENG101 OR ENG107..... (3)*

AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L] - COM225 Public Speaking..... **3**

C. Mathematical Applications [MA]..... **3-6**

Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187, MAT188) or higher approved general education course in the Mathematical Applications [MA] area for which MAT15+ is a prerequisite. (Note that MAT182, MAT206, MAT256, MAT257 do NOT meet this requirement).

The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**

BPC110 Computer Usage and Applications **OR**
CIS105 Survey of Computer Information Systems **OR**
EDU/EED115 Digital Literacy for Teaching and Learning in Education
EDU/EED115 recommended.

E. Humanities, Arts and Design [HU]..... **6**

Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

1) Select one of the following ARH, DAH, MHL or THE courses:..... (3)

ARH100 Introduction to Art OR
ARH101 Prehistoric through Gothic Art OR
ARH102 Renaissance through Contemporary Art OR
DAH100 Introduction to Dance OR
DAH201 World Dance Studies OR
DAH250 Dance in Popular Culture OR
MHL140 Survey of Music History OR
MHL145 American Jazz and Popular Music OR
MHL146 Survey of Broadway Musicals OR
MHL153 Rock Music and Culture OR
THE111 Introduction to Theatre OR
THE220 Modern Drama

AND

2) Select one of the following EDU, ENH or HUM courses:..... (3)

EDU/ENH291 Children's Literature (Recommended) OR
ENH110 Introduction to Literature OR
ENH241 American Literature Before 1860 OR
ENH242 American Literature After 1860 OR
HUM250 Ideas and Values in the Humanities: Early Civilizations to the Renaissance OR
HUM251 Ideas and Values in the Humanities: Renaissance to the Contemporary World

F. Social-Behavioral Sciences [SB]..... **6**

Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

1) Select one of the following US History/Government courses**..... (3)

These courses satisfy the United States Constitution requirement for state teacher certification.

GCU/POS113 United States and Arizona Social Studies OR

HIS103 United States History to 1865 OR
POS110 American National Government

AND

2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses..... (3)
CFS205 Human Development OR
CFS/ECH176 Child Development OR
ECN211 Macroeconomic Principles OR
ECN212 Microeconomic Principles OR
GCU121WG World Geography: People, Places, and Culture OR
HIS104 United States History 1865 to Present OR
PSY101 Introduction to Psychology

(CFS/ECH176 recommended)

G. Natural Sciences [SQ/SG]..... **8**
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. At least four (4) credits must be designated as [SQ]. Eight (8) credits of [SG] will not satisfy this requirement.

1) Life Sciences: Select four (4) credits of SQ or SG in Biology (BIO)..... (4)
AND
2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes:..... (4)
AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

H. Awareness Areas..... **0-3**

1) Cultural Diversity in the United States [C]..... (0)
Met by EDU222 and EDU230 in Required Courses.

2) Global Awareness [G] OR Historical Awareness [H]..... (0-3)
May be met by [HU] and/or [SB] course(s) depending on specific courses selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

IV. MCCCD Additional Requirements..... **0-3**

A. Oral Communication..... (0)
Met by COM225 that is required to satisfy AGEC-A Literacy and Critical Inquiry [L]

B. Critical Reading..... (0-3)
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

TOTAL..... **60-64*****

*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**State certification requirements include courses on the constitutions of the U.S. and Arizona. Taking GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

***64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa County Community College District (MCCCD)
2025-2026 Associate in Arts, Fine Arts (AAFA) Degree

Description

The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis. Students must select one of the emphasis areas:Art, Dance, Music, Musical Theatre, or Theatre. If an emphasis area is not selected, this program is not eligible for Title IV Federal Financial Aid. Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums for each emphasis. A minimum grade point average of 2.0 (4.0 scale) and grades of "C" or better are required in all courses to earn the degree. The AAFA degree is governed by the MCCCD General Academic Policies for associate degrees designed for university transfer.

The Associate in Arts, Fine Arts degree includes the following components:

I. Program Prerequisites (as specified by emphasis area)
II. Required Courses (as specified by area of emphasis)
III. Restricted Electives (as specified by area of emphasis)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts, Fine Arts (AAFA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts; program admission may have an additional emphasis-specific portfolio or performance requirements.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts (AAFA) will apply to general university graduation requirements of the majors that align with AAFA degree; however, students need to pay attention to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: aztransfer.com/tools

Degree Requirements

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. The Associate in Arts, Fine Arts degree requires at least 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, or Theatre). Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums; review course sequence at maricopa.edu/degrees-certificates. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website. Industry-recognized credentials can be counted as general electives.

I. Required Courses..... **Number varies**

Students must complete FYE101 or FYE103 (see General Graduation Requirements Administrative Regulation 2.3.9) and the required (major-specific) courses listed in the Associate in Arts Fine Arts degree Required Courses area for the specific emphasis (Art, Dance, Music, Musical Theatre, or Theatre).

Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums for each emphasis.

II. Restricted Electives..... **Number varies**

Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis: (Art, Dance, Music, Musical Theatre, or Theatre). Refer to curriculum.maricopa.edu (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums for each emphasis.

III. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. However, depending on courses selected, it may take as many as 44 credits to satisfy all the General Education criteria. Any required/restricted elective courses that also have one or more AGEC designation(s) may be applied toward both requirements. Credits for such shared courses are only counted once toward the total credits for the degree.

AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken. Some of the courses may have been approved for more than one designation. Notes below will show how such courses may be used to meet multiple degree requirements.

A. First-Year Composition [FYC]..... **6***
   ENG101 OR ENG107..... (3)*
   AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **3**

C. Mathematical Applications [MA]..... **3-6**

   Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or higher [MA]-approved general education course.

   The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**

E. Humanities, Arts and Design [HU]..... **6**

F. Social-Behavioral Sciences [SB]..... **6**
   Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG]..... **8**
   The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas..... **0-6**

The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See AGEC matrix at https://aztransmac2.asu.edu/cgi-bin/WebObjects/agec.woa/3/wa/agecMatrixReport?inst=001075 for current course values). Credits for such shared courses may only be counted once.

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

   May be met by [HU] and/or [SB] course(s) depending on specific courses selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

IV. MCCCD Additional Requirements..... **0-6**

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication..... (0-3)

Refer to emphasis area (Art, Dance, Music, Musical Theatre, or Theatre***) for specific COM course to select from the following list:***

COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading..... (0-3)
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

V. General Electives..... **0-25**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines. MCCCD has established recommended courses and sequencing to align with the Fine Arts Emphasis Areas. See maricopa.edu/degrees-certificates for links to these transfer pathways.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com/tools, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer information.

Maricopa County Community College District (MCCCD)
2025-2026 Associate In Applied Science (AAS) Degree and General Education Requirements

Description

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements at curriculum.maricopa.edu click on Current Programs or search in the offering college(s)' catalog.

Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges and can be searched alphabetically (click on Current Programs) or by field of interest. Requirements for each degree can be found on the linked web pages and in the corresponding college(s)'s catalog.

Academic Policies that Govern the AAS degree:

* Degree requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character or comma (/ or ,) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;

* All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates

* The graduation policies within the general catalog must be satisfied. (see General Graduation Requirements Administrative Regulation 2.3.9). First Year Experience is required (FYE 101 or FYE 103).

* Some courses also have equivalent combinations of modular variants; all options are listed and completion of either the course or its modular equivalents will satisfy the AAS requirements.

* Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog.

* Industry-recognized credentials can be counted as general electives.

* Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. The recovery of a deficiency in a requirement (Prerequisites, Required Courses, Restricted Electives, or General Education) category due to a quarter-hour or other credit system application will be determined by the college.

* Any course that is cross referenced with that of another discipline/subject (for example EDU/ENH291, Children's Literature) covers identical contents. A course under either subject (for example, EDU291 or ENH291) will count only once toward degree requirements.

AAS GENERAL EDUCATION CORE
(12-15 credits)*
Demonstrate college-level skills in the following areas:

First-Year Composition (6 credits)*
ENG English [101/107] & [102/108/111]

Oral Communication (3 credits)
COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB &110AC/225/230

Critical Reading (3 credits)
CRE Critical Reading 101 **or** Equivalent as indicated by assessment

Mathematics (3 credits)
MAT Mathematics 112,114,115,120,121,122,126 140,141,142,145,146,150,150&182,151,MAT151&182, 152,152&182,155,155&182,156,156&182,172,187,188, 206,212,213,217,218,220,221,225,227,230,231,240, 241,256,257,276,277, equivalent course/Satisfactory completion of a higher level mathematics course

AAS GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)
Humanities, Arts and Design (2-3 credits)
AFR African American Studies *203*
AHU Arabic Humanities 245
AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ART Art 131
ASB Anthropology 211/214/220/222/223/253
AVC Art and Visual Communication 150
CCS Chicana and Chicano Studies 101
COM Communication 150, 241
CON Construction 101
DAH Dance Humanities 100/201/250/255
ECE Engineering Science 150
EDU Education 230/291/292/294
EED Early Education 225
ENG English 200/213/218
ENH English Humanities Any ENH Course(s)
FMT Film, Media, and Theatre 107
FRE French 265
GST Game Studies 202
HCR Health Care Related 210
HIS History 101/102/103/108/110/111/113/114/203/212/251/252
HON Honors 190
HUM Humanities Any HUM course(s) (except 120, 225)
INT Interior Design 115/120
JPH Japanese Humanities 245
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155/194/ 204/241/242/295
PHI Philosophy Any PHI Course(s)
QST Queer Studies 200, 210
REL Religious Studies Any REL Course(s)
SLC Studies in Language & Culture 201/202
SPA Spanish 241/242/265/266
SPH Spanish Humanities 241, 245
SSH Sustainability/Social Sciences and Humanities 111
STO Storytelling 292/294, 295
SWU Social Work 183
TEC Textiles and Clothing 105, 125
THE Theatre 111/220
THF Theatre and Film 205/206/210
THP Theatre Performance/Production 217, 241
WST Women's Studies 209/284/285/290

Social-Behavioral Sciences (3 credits)
AFR African American Studies 202/203/204
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/200/225/258/270
ASB Anthropology 100/102/202/211/222/223/ 226/230/235/252
ASM Anthropology 104/275

(Social-Behavioral Sciences Continued)
BHS Behavioral Health Services Technology 150, 155, 175, 210
CAP Counseling and Applied Psychology 120
CCS Chicana and Chicano Studies 202
CFS Child/Family Studies 112/157/159/176/205/235/259
COM Communications 100/100AA&100AB&100AC/ 110/110AA&110AB & 110AC/ 163/230/250/263
CPD Counseling and Personal Development 102AH, 180
ECH Early Childhood Education 176
ECN Economics Any ECN course(s)
EDU Education 221/222
EED Early Education 205/222
EMT Emergency Medical Technology 258
ENG English 213
FSC Fire Science Technology 258
GCU Cultural Geography 102/113/121WG/141/221
HES Health Science 100, 120
HIS History Any HIS course(s) (except 111,170, 173, 251, 252)
HON Honors 201
HUM Humanities 235
IBS International Business 109
IFS Information Studies 201, 210, 213
MCO Mass Communications 120
MGT Management 229/230
PAD Public Administration 200
POS Political Science Any POS course(s)
PSY Psychology 101/123/132/156/157/215/218/225/235/240/241/ 243/250/260/262/266/277/280/292
QST Queer Studies 200, 210
REC Recreation 120
SBU Society and Business 200
SLC Studies in Language & Culture 201
SOC Sociology Any SOC course(s) (except 143, 245, 253, 265)
SSH Sustainability/Social Sciences and Humanities 111
SUS Sustainability/Natural Sciences 110
SWU Social Work 171/182/250/258/295
TEC Textiles and Clothing 105
WST Women's Studies 100/161
YAQ Yaqui Indian History and Culture 100

Natural Sciences (4 credits)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.
AGS Agricultural Science 164, 260
ASB Anthropology (Soc/Behv. Science) 231
ASM Anthropology (Science/Math) 104/265/275
AST Astronomy 101/106/111/112
BIO Biology 100/101/102/105/107/108/109/111/116/145/ 149AN/156/156XT/160/181/181XT/182/182XT/ 201/201XT/202/205
CHM Chemistry 107&107LL/130&130LL/130AA, 140AA 150AA/150&151LL/151AA/151&151LL/152AA/ 152&152LL/230AA/230&230LL
CON Construction 106
ENV Environmental Sciences 101
FON Food and Nutrition 241&241LL
FOR Forensic Science 105/106
GLG Geology Any combination of GLG course(s) meeting the minimums described above
GPH Physical Geography 111&112/113/211/212&214/ 213&215
PHS Physical Science 110/115/120
PHY Physics 101/111/112/121/131
PSY Psychology 275/290AB/290AC

* FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Accounting

Major: **3149**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Primary College: **Phoenix College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **AAS**
Total Credits: **62-73**
CIP Code: **52.0301**

Instructional Council: **Business/Management**
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
13-2011.01 Accountants
43-3011.00 Bill and Account Collectors
43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
13-2031.00 Budget Analysts
13-2041.00 Credit Analysts
13-2081.00 Tax Examiners and Collectors, and Revenue Agents
13-2082.00 Tax Preparers

Description: The Associate in Applied Science (AAS) in Accounting program is designed to provide fundamental skills for individuals planning to enter the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, payroll clerk, credit clerk, bookkeeper, accounting intern, tax preparation or comparable positions. This program may prepare students for certification in Certified Bookkeeper (CB), Enrolled Agent (EA), and Certified Payroll Professional (CPP). Certificates of Completion (CCL) in Accounting and Enrolled Agent are available.

Learning Outcomes

1. Apply effective oral, written, and visual business communication skills. (GBS120, GBS233, [FYC], (COM))
2. Use basic mathematics and accounting principles to report the financial position of an organization. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC219, ACC221, ACC222, ACC230, ACC240, ACC+++++, GBS131, GBS220, GBS221, GBS261, [MA])
3. Apply current technology to specific business tasks. (ACC115, CIS105, CIS114DE)
4. Evaluate the legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ACC121, ACC221, ECN211, ECN212, GBS151, GBS205, MGT101, MGT175, MGT229, SBU200, [HU])
5. Demonstrate critical thinking through written and oral formats. (ACC+++++, GBS120, GBS151, GBS205, GBS220, GBS233, SBU200, [FYC], [HU], [SG/SQ], (COM),(CRE))
6. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, GBS205, MGT101, MGT175, MGT229)
7. Apply principles and practices of accounting to analyze and interpret general purpose financial statements. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC219, ACC221, ACC222, ACC230, ACC240, ACC+++++)

8. Apply basic rules of financial accounting to business transactions. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC219, ACC221, ACC222, ACC230, ACC240, ACC+++++)
9. Apply basic rules of managerial accounting to business decision making. (ACC212, ACC240)
10. Apply appropriate procedures to prepare individual, partnership, and corporate taxes, including tax reporting for income, payroll, sales, and personal property. (ACC105, ACC121, ACC221, ACC222)
11. Demonstrate an understanding of compliance in accounting, reporting and tax. (ACC105, ACC121, ACC221, ACC222, GBS205)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Consultation with an Academic Advisor is recommended for course selection.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I (3) AND
+ ACC230 Uses of Accounting Information I (3) AND
+ ACC240 Uses of Accounting Information II (3)
OR
ACC111 Accounting Principles I (3) AND
+ ACC112 Accounting Principles II (3) AND
+ ACC212 Managerial Accounting (3)
OR
ACC211 Financial Accounting (3) AND
+ ACC212 Managerial Accounting (3) 6-9

ACC105 Payroll, Sales and Property Taxes (3) OR
+ ACC222 Payroll Accounting (3) 3

ACC115 Computerized Accounting 3

Credits: 34-39

ACC121 Individual Tax Preparation (3) OR
+ ACC221 Tax Accounting (3) 3

+ ACC219 Intermediate Accounting I 3

CIS114DE Excel Spreadsheet 3
CIS105 Survey of Computer Information Systems 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS120 Workplace Communication Skills (3) OR
+ GBS233 Business Communication (3) 3

Restricted Electives

Students must select six (6) credits from the list below:

ACC+++ Any additional ACC Accounting course(s) except ACC111, ACC112, ACC211, ACC212, ACC230, ACC240 0-6
GBS131 Business Calculations 3
+ GBS220 Quantitative Methods in Business 3
+ GBS221 Business Statistics 3
GBS261 Investments I 3

Credits: 6

MGT101 Techniques of Supervision (3) OR
MGT175 Business Organization and Management (3) OR
MGT229 Management and Leadership I (3) 3

General Education Requirements

General Education Requirement **Credits: 22-28**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics **Credits: 3-6**

Any approved general education course from the Mathematics area. 3-6

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area. 3

Social-Behavioral Sciences **Credits: 3**

ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business (3) 3

Natural Sciences **Credits: 4**

Any approved general education course from the Natural Sciences area.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

BEHAVIORAL SCIENCE AND HUMAN SERVICES

Administration of Justice Studies

Major: **3181**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Primary College: **Estrella Mountain Community College**
Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **AAS**
Total Credits: **61-65**
CIP Code: **43.0104**

Instructional Council: **Administration of Justice Studies**
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
23-1012.00 Judicial Law Clerks
33-1012.00 First-Line Supervisors of Police and Detectives
33-3011.00 First-Line Supervisors of Correctional Officers
33-3012.00 Correctional Officers and Jailers
33-3021.00 Detectives and Criminal Investigators
33-3021.01 Police Detectives
33-3021.02 Police Identification and Records Officers
33-3021.03 Criminal Investigators and Special Agents
33-3051.04 Customs and Border Protection Officers
33-3021.06 Intelligence Analysts
33-3051.00 Police and Sheriff`s Patrol Officers
33-3051.01 Police Patrol Officers
33-3052.00 Transit and Railroad Police
33-9032.00 Security Guards
43-5031.00 Police, Fire, and Ambulance Dispatchers

Description: The Associate in Applied Science (AAS) in Administration of Justice Studies provides in-depth preparation for students desiring to be practitioners or pursue continued education and advancement in several fields including local and federal law enforcement, the courts, corrections, security, and investigations. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice as well as one of five Certificates of Completion (CCLs) in Corrections, Homeland Security, Law Enforcement, Legal Studies, and Victimology. A transfer pathway in Criminal Justice is also available (Associate Arts (AA), Emphasis in Criminal Justice) as well as an Associate in Applied Science (AAS) in Forensics and related Certificates of Completion. Additionally, a transfer pathway is also available for the Bachelor of Applied Science (BAS) Public Safety Administration.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS113, AJS123, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS200, AJS201, AJS205, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS270, AJS275, AJS290BN, AJS+++++, (COM), (CRE), [FYC], [MA], [SG], [SQ])
2. Solve problems through logical and sound reasoning. (AJS101, AJS109, AJS113, AJS123, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS201, AJS205, AJS210, AJS212, AJS225, AJS230,

AJS240, AJS255, AJS/EMT/FSC258, AJS260, AJS270, AJS275, AJS290BN, (COM), (CRE), [FYC], [MA], [SG], [SQ])
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS113, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS201, AJS205, AJS210, AJS212, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS270, AJS275, AJS290BN, (COM), (CRE), [FYC], [MA], [SG], [SQ])
4. Communicate in the language common to the criminal justice system. (AJS101, AJS109, AJS113, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS201, AJS205, AJS210, AJS212, AJS225, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS270, AJS275, AJS290BN, (COM), (CRE), [FYC])
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS113, AJS123, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS200, AJS201, AJS210, AJS212, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS290BN, (COM), (CRE), [FYC])
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS109, AJS113, AJS123, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS200, AJS201, AJS210, AJS212, AJS225, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS260, AJS290BN, (CRE), [FYC], [MA])
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS113, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS200, AJS201, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS270, AJS275, AJS290BN, (COM), (CRE), [FYC], [MA], [SG], [SQ])
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS109, AJS113, AJS119, AJS123, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS201, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS260, AJS270, AJS275, AJS290BN, (COM), (CRE), [FYC], [SG], [SQ])
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS109, AJS113, AJS119, AJS123, AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS162, AJS195, AJS201, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC258, AJS260, AJS270, AJS275, AJS290BN, (CRE), [FYC], [SG], [SQ])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS101 Introduction to Criminal Justice 3
AJS109 Substantive Criminal Law 3
AJS123 Ethics and the Administration of Justice 3

AJS200 Current Issues in Criminal Justice (3) OR
AJS/EMT/FSC258 Victimology and Crisis Management in Public Safety (3) 3

Credits: 28-30

AJS212 Juvenile Justice Procedures 3
AJS225 Criminology 3
AJS230 The Police Function 3

AJS240 The Correction Function 3
AJS260 Procedural Criminal Law 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Restricted Electives

Complete twelve to thirteen (12-13) credits from the course options below. Some of these options fulfill requirements for one or more related certificates of completion (CCLs). Consult with an AJS faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

AJS113 Criminal Justice Crime Control Policies and Practices 3
AJS119 Computer Applications in Justice Studies 3
AJS270 Community Relations 3

The following courses fulfill the requirements for the Corrections certificate (5776N):
AJS205 Effective Communication and Report Writing in Criminal Justice 3
AJS255 The Criminal Justice System Handling of the Mentally Ill 3
AJS275 Criminal Investigation I 3

The following course fulfills the requirements for the Crime Scene Investigation (5964) and Fingerprint Identification and Photography (5010N):
AJS290BN Courtroom Testimony Seminar 1

The following courses fulfill the requirements for the Homeland Security (5322N):
AJS/FSC139 Emergency Response to Terrorism 3
AJS/FSC147 Emergency Preparedness 3
AJS/FSC148 Fundamentals of Emergency Management 3
AJS/FSC149 Hazard Mitigation 3
AJS195 International and Domestic Terrorism 3

Credits: 12-13

The following courses fulfill the requirements for the Law Enforcement certificate (5987N):
AJS205 Effective Communication and Report Writing in Criminal Justice 3
AJS275 Criminal Investigation I 3

The following courses fulfill the requirements for the Legal Studies certificate (5966N):
AJS201 Rules of Evidence 3
AJS205 Effective Communication and Report Writing in Criminal Justice 3
AJS210 Constitutional Law 3

The following courses fulfill the requirements for the Victimology certificate (5392N):
AJS162 Domestic Violence 3
AJS255 The Criminal Justice System Handling of the Mentally Ill 3

AJS+++++ Any AJS Administration of Justice Studies course not listed under the Required Courses area 3

General Electives

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree.

Select courses not already listed in Required Courses, Restrictive Electives, or General Education requirements. Consult with an AJS faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals. **Credits: 0-6**

General Education Requirements

General Education Requirement **Credits: 16-22**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment

Mathematics **Credits: 3-6**

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Any higher approved general education course in the Mathematics area 3-6

General Education Distribution **Credits: 4**

Humanities, Arts and Design **Credits: 0**

Met by AJS123 in the Required Courses area

Social-Behavioral Sciences **Credits: 0**

Met by AJS101, AJS200, AJS225 or AJS/EMT/FSC/SWU258 Required Courses area

Natural Sciences **Credits: 4**

Any approved general education course from the Natural Sciences area.

Recommended:
FOR105 Forensic Science: Physical Evidence (4) OR
FOR106 Forensic Science: Biological Evidence (4) OR
a course with the [SQ] or [SG] general education designation (4) 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 28, 2023

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Administrative Professional

Major: **3680**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **EM GC PC PV SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **AAS**
Total Credits: **62-70**
CIP Code: **52.0401**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

43-6011 Executive Secretaries and Executive Administrative Assistants
43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Description: The Associate in Applied Science (AAS) in the Administrative Professional degree is designed to provide training for various office positions. The curriculum incorporates people and technological skills essential for job success. Includes instruction in business communications, office procedures, public relations, accounting, records management, and report preparation. A Certificate of Completion (CCL) in Administrative Professional is also available.

Learning Outcomes

1. Apply effective oral, written, and visual business communication skills. (GBS120, FYC, [COM])
2. Apply current technology to specific business tasks. (BPC110, CIS105, CIS113DE, CIS114DE, BPC101AA, BPC/OAS111AA, CIS133AA, CIS121AI, CIS121AE, CIS122AE, MKT110, CIS103, CIS214DE, CIS133DA, CIS117DM, ACC115)
3. Create advanced business documents, reports, spreadsheets, and presentations. (ACC115, BPC101AA, BPC110, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS214DE)
4. Demonstrate critical thinking through written and oral formats. (CIS214DE, GBS120, GBS151, GBS205, MGT251, FYC, [SG/SQ], (CRE))
5. Apply functions of modern business, including business principles and marketing to business situations. (GBS151, MKT271, MKT110)
6. Use the Internet as a communication tool and information resource. (BPC101AA, BPC110, CIS103, CIS105, CIS133AA, CIS133DA, GBS120, GBS205, MKT110)
7. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS151, GBS205, MKT110, SBU200)
8. Apply mathematics to common business calculations. (ACC+++, ACC115, BPC110, CIS105, CIS114DE, CIS214DE, GBS131, [MA])

9. Apply effective interpersonal and customer service skills in the workplace. (GBS120, MGT126, MGT251)
10. Apply professional behavior and ethics. (CIS105, GBS151, GBS205, MGT126, MGT251 SBU200, [HU])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

ACC115 Computerized Accounting 3

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Credits: 25-27

GBS120 Workplace Communication Skills 3
GBS131 Business Calculations 3
GBS151 Introduction to Business 3

Select three (3) of the following courses:
BPC101AA Introduction to Computers I 1
BPC/OAS111AA Computer Keyboarding I 1
CIS121AE Windows Operating System: Level I 1
CIS121AI Mac Operating System 1
+ CIS122AE Windows Operating System: Level II 1
CIS133AA Internet/Web Development Level I-A 1

Restricted Electives

Students should select fifteen (15) credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a program advisor:

ACC+++ Any ACC Accounting prefixed course (except ACC115) 3
MGT251 Human Relations in Business 3
MGT126 Customer Service Skills and Strategies 3
CIS133DA Internet/Web Development: Level I 3
+ CIS214DE Advanced Excel Spreadsheet: Level II 3
CIS103 Introduction to Social Media 3
MKT110 Marketing and Social Networking 3

Credits: 15

CIS117DM Microsoft Access: Database Management 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
MKT271 Principles of Marketing 3

General Education Requirements

General Education Requirement **Credits: 22-28**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3)

Critical Reading **Credits: 0-3**

Any approved general education course from the Critical Reading area OR
Equivalent as indicated by assessment.

Mathematics **Credits: 3-6**

Any approved general education course from the Mathematics area OR
Equivalent as indicated by assessment.

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design area.

Social-Behavioral Sciences **Credits: 3**

SBU200 Society and Business 3

Natural Sciences **Credits: 4**

Any approved general education course from the Natural Sciences area.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

MARICOPA COMMUNITY COLLEGES

BEHAVIORAL SCIENCE AND HUMAN SERVICES

Behavioral Sciences

Major: **3067**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Primary College: **South Mountain Community College**
Program Availability: **GC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **AAS**
Total Credits: **63-71**
CIP Code: **30.1701**

Instructional Council: **Counseling**
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
31-1133.00 Psychiatric Aides
21-1093.00 Social and Human Service Assistants
29-2053.00 Psychiatric Technicians
21-1099.00 Community and Social Service Specialists, All Other
21-1011.00 Substance Abuse and Behavioral Disorder Counselors
19-3099.00 Social Scientists and Related Workers, All Other
21-1094.00 Community Health Workers

Upon completion of a bachelor`s degree, students may pursue a career as:
21-1021.00 Child, Family, and School Social Workers
21-1020.00 Social Workers
11-9151.00 Social and Community Service Managers
21-1091.00 Health Educators
21-1029.00 Social Workers, All Others
21-1015.00 Rehabilitation Counselors
21-1092.00 Probation Officers and Correctional Treatment Specialists
19-4061.00 Social Science Research Assistants

Upon completion of a graduate degree, students may pursue a career as:
21-1010.00 Counselors
21-1023.00 Mental Health and Substance Abuse Social Workers
21-1014.00 Mental Health Counselors
21-1011.00 Substance Abuse and Behavioral Disorder Counselors
21-1012.00 Educational, Guidance, School, and Vocational Counselors
21-1013.00 Marriage and Family Therapists
21-1022.00 Healthcare Social Workers
19-3033.00 Clinical and Counseling Psychologists
19-3034.00 School Psychologists
19-3032.00 Industrial-Organizational Psychologists
19-3039.00 Psychologists, All Other
19-3099.00 Social Scientists and Related Workers, All Other

Description: The Associate in Applied Science (AAS) in Behavioral Sciences provides a general education as well as focused coursework in human behavior to prepare students to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, addictions and substance use, trauma, developmental disabilities, comorbid medical conditions, and challenging behaviors. Focuses on the skills necessary to deliver specialized and comprehensive behavioral health and social services. This program prepares students for industry certification and is embedded in the Bachelor of Science (BS) in Behavioral Sciences available at MCCCD.

Learning Outcomes

1. Distinguish the role, function, and responsibilities of various mental health professions. (BHS150, BHS160, BHS170, BHS175, BHS180, BHS190, BHS205, BHS210, BHS215)
2. Assess the comprehensive bio-psycho-social needs of diverse client populations in behavioral health and social service settings. (BHS150, BHS165, BHS170, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210, [FYC], (COM), (CRE), [SG], [SQ])
3. Evaluate evidence-based behavioral health interventions using assessment and outcome measures. (BHS150, BHS160, BHS165, BHS170, BHS175, BHS180, BHS190, BHS205, BHS210, BHS215, [FYC], [MA], (CRE), [HU], [SG], [SQ])
4. Demonstrate ethical interpersonal and communication skills important in establishing and maintaining relationships. (BHS150, BHS155, BHS160, BHS165, BHS170, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210, BHS215, [FYC], (COM), (CRE), [HU])
5. Assist clients with substance use and co-occurring disorders in their recovery. (BHS150, BHS160, BHS165, BHS175, BHS205, BHS210, BHS215)
6. Apply the principles of trauma-informed care with diverse client populations. (BHS150, BHS155, BHS160, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210, BHS215)
7. Practice methods to resolve current symptoms and prevent future effects of burnout, traumatic stress, and compassion fatigue. (BHS155, BHS160, BHS165, BHS175, BHS190, [HU])
8. Manage crisis/trauma situations while engaging in appropriate self care to promote professional resilience and personal safety. (BHS155, BHS160, BHS165, BHS175, BHS185, BHS190, BHS205, BHS210, BHS215)
9. Manage individual cases as part of a multidisciplinary team, in a fashion that best serves the patient and simultaneously protects the practitioner. (BHS155, BHS160, BHS165, BHS170, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210, (COM))
10. Implement treatment plans developed in collaboration with a multidisciplinary team. (BHS160, BHS170, BHS180, BHS185, BHS205, BHS210, [FYC], [MA], (COM), (CRE), [HU])
11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

BHS150 Introduction to Behavioral Health and Social Services 3
BHS155 Professional Resiliency and Well-Being 3
BHS160 Ethical, Legal and Professional Issues in Counseling Services 3
BHS165 Applied Therapeutic Communication Skills 3
BHS170 Case Management and Clinical Documentation 3
BHS180 Child, Family, and Adult Advocacy 3

Credits: 35-37

Note: The above courses are required in the Certificate of Completion (CCL) in Foundations of Behavioral Sciences (5522)

BHS175 Trauma-Informed Care and Recovery Treatment 3
BHS185 Cultural Competence in Behavioral Health 3
+ BHS190 Supervised Practice in Behavioral Health and Human Services 1
BHS205 Introduction to Individual Counseling Theories 3
BHS210 Addictions, Substance Use Disorders, and Recovery 3
BHS215 Introduction to Group Therapy 3
Note: The above courses are required in the Certificate of Completion (CCL) in Advanced Behavioral Sciences (5521)

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Restricted Electives

Students must choose six (6) credits from one of the following specializations:

Specialization 1: Trauma and Crisis Stabilization
BHS230 Crisis and Trauma Stabilization 3
BHS235 Emergency Mental Health Crisis Response and Recovery 3

Specialization 2: Infant and Early Childhood Mental Health
BHS275 Infant and Early Childhood Mental Health (3) OR
CFS177 Parent-Child Interaction (3) 3

BHS272 Child and Adolescent Mental Health and Interventions 3
CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight 3
+ EED210 Creative and Cognitive Play 3
(If EED210 is selected, CFS235 will need to be selected unless another requisite option has been met)

Specialization 3: Addiction and Substance Use Disorders **Credits: 6**
ASD110 Pharmacology of Substances of Abuse and Dependency 3

ASD245 Co-Occurring Disorders (2) AND
ASD120 Professional Ethics in Addictions and Substance Use Disorders (1) OR
ASD145 AIDS and Addiction (1) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3

Specialization 4: Developmental Disabilities
BHS271 Developmental Disabilities Assistance Training 3
+ PSY241 Understanding and Changing Behavior 3
+ PSY243 The Psychology of Developmental Disabilities 3

Specialization 5: Criminal Justice and Forensic Science
+ PSY267 Introduction to Forensic Psychology 3

AJS101 Introduction to Criminal Justice (3) OR

AJS200 Current Issues In Criminal Justice (3) OR
AJS225 Criminology (3) 3

Specialization 6: Mental Health
BHS230 Crisis and Trauma Stabilization (3) OR
BHS235 Emergency Mental Health Crisis Response and Recovery (3) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3
BHS255 Health and Wellness Coaching in Professional Resiliency 3
BHS262 Behavioral Health Service Techniques for the Elderly 3
BHS266 Violence and Abuse Services 3
BHS269 Grief Support Techniques 3
BHS271 Developmental Disabilities Assistance Training 3
BHS272 Child and Adolescent Mental Health and Interventions 3
BHS275 Infant and Early Childhood Mental Health 3
CPD180 Human Resilience: Cognitive, Emotional, and Behavioral Applications 3
+ PSY266 Psychological Disorders 3

General Education Requirements

General Education Requirement **Credits: 22-28**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6

ENG102 or ENG108 recommended for students considering pursuing a bachelor`s degree.

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics **Credits: 3-6**

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR

MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Higher level course in the Mathematical Applications [MA] area (3-6) 3-6

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design area 3

HCR210 Clinical Health Care Ethics recommended.

Social-Behavioral Sciences **Credits: 3**

PSY101 Introduction to Psychology 3

Natural Sciences **Credits: 4**

Any approved general education course from the Natural Sciences area (4)

BIO160 Introduction to Human Anatomy and Physiology recommended for students intending to pursue the MCCCD Bachelor of Science in Behavioral Science.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 22, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Construction Technology

Major: **3193**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **MC, SM**
Field of Interest: **Applied Technology**

Award: **AAS**
Total Credits: **61**
CIP Code: **46.0415**

Instructional Council: **Applied Technology**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
General
47-1011.00 First-Line Supervisors of Construction Trades and Extraction Workers
47-2061.00 Construction Laborers

Carpentry
47-2081.00 Drywall and Ceiling Tile Installers
47-3012.00 Helpers--Carpenters
47-2031.00 Carpenters
47-3019.00 Helpers, Construction Trades, All Other

Electrical
47-2111.00 Electricians
49-2094.00 Electrical and Electronics Repairers, Commercial and Industrial Equipment
47-3013.00 Helpers--Electricians

Plumbing
47-2152.00 Plumbers, Pipefitters, and Steamfitters
47-3015.00 Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters

Description: The Associate in Applied Science (AAS) in Construction Technology prepares individuals to apply technical knowledge and skills in carpentry or plumbing or electrical systems in residential and commercial settings. Instruction is in both the theoretical and practical aspects of the construction trade, and includes course work in safety, tools and equipment, construction calculations, blueprint reading, and trade-specific codes, material characteristics, and installation techniques. Certificates of Completion (CCL) and Certificates of Competency (CCT) in Carpentry, Electrical, and Plumbing are also available and are embedded in this AAS.

Learning Outcomes

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271)
2. Evaluate construction plans to make informed decisions. (CON102++, CON103, CON110++, CON122++, CON132++, CON210++, CON222, CON232, CON271, (CRE), [FYC], [MA])
3. Interpret construction plans to perform a task. (CON102++, CON103, CON110++, CON122++,

CON132++, CON210++, CON222, CON232, CON271, (CRE), [FYC], [MA])
4. Identify potential construction problems. (CON102++, CON103, CON110++, CON122++, CON132++, CON210++, CON222, CON232, CON271, (CRE), [MA], [NS])
5. Resolve a problem in the construction field. (CON102++, CON103, CON110++, CON122++, CON132++, CON210++, CON222, CON232, CON271, (COM), [MA], [NS])
6. Recognize the interrelationships among the construction trades. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271, (CRE), [MA])
7. Describe the implications of working in construction trades. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222++, CON232, CON271, (COM), [SB])
8. Effectively work within a team structure. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271, (COM), [FYC], [HU], [NS], [SB])
9. Effectively communicate with all stakeholders. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271, (COM), [FYC])
10. Demonstrate work quality, timeliness, and continuous improvement. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271)
11. Demonstrate professionalism with conduct, ethics, and work practices. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271, [HU], [SB])
12. Use, maintain and secure materials, tools, and equipment according to professional standards. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271)
13. Maintain the work space according to professional standards. (CON102++, CON103, CON110++, CON122++, CON132++, CON210, CON222, CON232, CON271)
14. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

Credits: 8-12

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Restricted Electives

Specialization 1: Carpentry
Credits: 18
+ CON110 Construction: Carpentry (9) OR
+ CON110AA Construction: Carpentry/Floor Systems (3) AND
+ CON110AB Construction: Carpentry/Wall Systems (3) AND
+ CON110AC Construction: Carpentry/Ceiling and Roof Systems (3) 9

Credits: 18

+ CON210 Carpentry: Commercial and Residential 9

Specialization 2: Electrical
Credits: 18
+ CON132 Construction: Electrical Systems (9) OR
+ CON132AA Construction: Electrical Systems/Introduction to Electrical (3) AND
+ CON132AB Construction: Electrical Systems/Electrical Power Generation (3) AND
+ CON132AC Construction: Electrical Systems/Raceways and Wireways (3) 9

+ CON232 Construction: Advanced Electrical 9

Specialization 3: Plumbing
Credits: 18
+ CON122 Construction: Plumbing (9) OR
+ CON122AA Construction: Plumbing/Pipes and Fittings (3) AND
+ CON122AB Construction: Plumbing/Drain, Waste and Vent (3) AND
+ CON122AC Construction: Plumbing/Fixtures, Faucets and Water Distribution Systems (3) 9

+ CON222 Construction: Advanced Plumbing 9

General Electives

Select additional courses 100-level or higher to complete the minimum 61 credits required for this degree. Consult with the Program Director or an Academic Advisor.

Credits: 3-13

The following courses are recommended:
CON244 Working Drawing Analysis: Blueprint Reading 3
CON271 Construction Safety 3

General Education Requirements

General Education Requirement **Credits: 22-28**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics **Credits: 3-6**

+ GTC108 Technical Mathematics II (3) OR
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Any approved general education course from the Mathematics area (3-6) 3-6

Recommend one of the following mathematics courses for transfer to a university program:
+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
+ MAT155 College Algebra/Functions with Review (5) OR
+ MAT156 College Algebra/Functions with Review (6) 3-6

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities and Fine Arts area 3

Recommended: CON101 Construction and Culture 3

Social-Behavioral Sciences **Credits: 3**

Any approved general education course from the Social and Behavioral Sciences area 3

Natural Sciences **Credits: 4**

CON106 Foundations of Concrete (4) OR
Any approved general education course from the Natural Sciences area (4) 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2024

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MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cybersecurity

Major: **3197**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG, EM, GC, GW, MC, PC, PV, RS, SC, SM**
Field of Interest: **Computer and Information Technology**

Award: **AAS**
Total Credits: **62-77**
CIP Code: **11.1003**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
15-1122.00 Information Security Analysts
15-1142.00 Network and Computer Systems Administrators
15-1152.00 Computer Network Support Specialists

Upon completion of a bachelor`s degree, students may pursue a career as:
11-3021.00 Computer and Information Systems Managers
15-1241.00 Computer Network Architects

Description: The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure. Some of these programs are available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Explain the fundamental components, concepts, and application of cybersecurity principles. (BPC170, BPC270, BPC274, CIS105, CIS126DL, CIS126RH, CIS143, CIS156, CIS162++, CIS201, CIS202, CIS203, CIS227, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS250, CIS262++, CIS270, CIS271DL, CIS271RH, CIS275DL, ITS110, ITS291, ITS292, MST150++, MST160, CLD110 [FYC])
2. Describe cyber defense tools, methods, and components. (CIS156, CIS190, CIS270, CNT140AB, CNT150AB, ITS110, ITS240, ITS291, ITS292, (COM), (CRE))
3. Apply cyber defense methods to prepare a system to repel attacks. (CIS156, CIS201, CIS202, CIS203, CIS270, CIS290AC, CIS298AC, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, ITS240, [SG], [SQ])
4. Analyze common security failures and identify specific design principles that have been violated. (BPC274, CIS121AH, CIS201, CIS202, CIS203, CIS270, CNT202, CNT205, ITS110, MST260, CLD120)
5. Describe the interaction between security and system usability and the importance for minimizing the effects

of security mechanisms. (BPC274, CIS201, CIS202, CIS203, CIS270, CNT160AB, ITS110, MST260, CLD120)
6. Apply appropriate protocols, tools, and techniques to maximize security in the network environment. (CIS119DO, CIS156, CIS162++, CIS190, CIS201, CIS202, CIS203, CIS227, CIS262++. CIS270, CIS276++, CIS290AC, CIS298AC, CNT140AB, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, ITS240, ITS291, ITS292, [MA], [SG], [SQ])
7. Describe the fundamental concepts, technologies, components, vulnerabilities, and issues related to networks. (BPC170, CIS105, CIS119DO, CIS143, CIS190, CIS201, CIS202, CIS238DL, CIS238RH, CIS270, CIS276++, CNT140AB, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, (COM))
8. Identify and describe basic security issues of operating systems. (BPC270, BPC274, CIS105, CIS121AH, CIS126DL, CIS126RH, CIS201, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS270, CIS271DL, CIS271RH, CIS275DL, ITS110, ITS240, MST150++, MST160, CLD110)
9. Identify perpetrators, their resources, and their motivations in cyberspace. (BPC274, CIS111, CIS143, CIS203, CIS270, CIS290AC, CIS298AC, ITS110, ITS120, ITS240, MST160, CLD110)
10. Compare and contrast offensive and defensive resources used in cybersecurity ecosystems/environment. (CIS201, CIS202, CIS203, CIS270, CIS290AC, CIS298AC, ITS110, ITS240, (COM), (CRE), [FYC])
11. Delineate differences between the moral, behavioral, ethical, and legal ramifications found in the cybersecurity world. (CIS105, CIS111, CIS143, CIS156, ITS120, (CRE) [FYC], [HU], [SB], [SG], [SQ])
12. Apply knowledge of regulatory and legal requirements to ensure compliance. (CIS111, CIS143, CIS202, CIS290AC, CIS298AC, ITS120, ITS240, (CRE), [FYC])
13. Apply risk analysis methodologies to identify potential vulnerabilities, associated impacts, and recommend appropriate responses. (BPC274, CIS111, CIS143, CIS121AH, CIS201, CIS202, CIS203, CIS238DL, CIS238RH, CIS270, CIS290AC, CIS298AC, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, ITS120, ITS240, ITS291, ITS292, MST160, MST260, CLD110, CLD120 [MA])
14. Communicate professionally in formal and informal situations to diverse audiences. (BPC270, CIS105, CIS111, CIS143, CIS156, CIS201, CIS202, CIS203, CIS270, CIS271DL, CIS271RH, CIS275DL, CIS290AC, CIS298AC, ITS110, ITS120, ITS240, (COM), [FYC], [HU], [SB], [SG], [SQ])
15. Collaborate with others to solve cybersecurity problems. (CIS105, CIS111, CIS143, CIS201, CIS202, CIS203, CIS270, CIS271DL, CIS271RH, CIS275DL, CIS290AC, CIS298AC, ITS110, ITS120, ITS240, ITS291, ITS292, (COM), [SG], [SQ])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3
(MST150++ required for Cloud System Administration specialization and Critical Infrastructure specialization)

Credits: 25-28

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR

ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

+ CIS270 Essentials of Network and Information Security (3) OR
+ ITS110 Information Security Fundamentals (3) 3
(ITS110 required for Cyber Operations specialization; CIS270 required for Critical Infrastructure specialization)

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

+ ITS240 Ethical Hacking and Network Defense 3

Restricted Electives

Students must complete 12-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Cloud System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

Specialization I: Cyber Operations
Credits: 17
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR
+ CIS298AC Special Projects (3) 3

Credits: 12-18

+ ITS291 Computer Forensics Foundations 4
+ ITS292 Advanced Computer Forensics 4

Specialization II: Linux System Administration
Credits: 15
+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS239DL Linux Shell Scripting 3

+ CIS240DL Linux Network Administration (3) OR
+ CIS240RH Red Hat System Administration III (3) 3

+ CIS271DL Linux Security (3) OR
+ CIS271RH Red Hat System Administration IV (3) 3

+ CIS275DL Linux Capstone 3

Specialization III: Cloud System Administration
Credits: 15-16
+ BPC274 Advanced Server Computer Maintenance: Server+ Prep 3
CIS121AH Microsoft PowerShell/Command Line Operations 3
+ CIS239DL Linux Shell Scripting 3

+ MST160 Azure Administrator (4), OR
+ CLD110 Amazon Web Services Cloud Foundations (3) 3-4

+ MST260 Microsoft Azure Cloud Development and Operations (3), OR
+ CLD120 Amazon Web Services Cloud Architect Associate (3) 3

Specialization IV: Cisco Network Administration and Security
Credits: 12
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4

Specialization V: Cyber Engineering
Credits: 18
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3
(Students intending to transfer to U of A South should take CIS162 C Programming)

+ CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3
+ CIS262++ Any C Programming: Level II course 3

Specialization VI: Critical Infrastructure
Credits: 16
+ CIS143 Introduction to Critical Infrastructure Protection 3
+ CIS201 Introduction to Operational Technology 3
+ CIS202 Introduction to Smart Grid Security 3
+ CIS203 Principles of the Risk Management Framework 3
+ CNT150AB Switching, Routing, and Wireless Essentials 4

General Electives

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree. It is recommended to select from the Restricted Elective options. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals. **Credits: 0-3**

General Education Requirements

General Education Requirement **Credits: 22-28**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

COM100 required for students intending to transfer to ASU West to earn a Bachelor of Science in Applied Computing (Cybersecurity).

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics **Credits: 3-6**

Any approved general education course in the Mathematics area. 3-6

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course(s) in the Humanities, Arts and Design area.

Social-Behavioral Sciences **Credits: 3**

Any approved general education course(s) in the Social-Behavioral Sciences area.

Natural Sciences **Credits: 4**

Any approved general education course(s) from the Natural Sciences area.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 27, 2023

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MARICOPA COMMUNITY COLLEGES

STEM

Engineering Technology

Major: **3187**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Chandler-Gilbert Community College**
Program Availability: **CG, EM, GC, PV, SM**
Field of Interest: **Science, Technology, Engineering and Mathematics**

Award: **AAS**
Total Credits: **61-70**
CIP Code: **15.0000**

Instructional Council: **Engineering**
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
17-3021.00 Aerospace Engineering and Operations Technicians
17-3022.00 Civil Engineering Technicians
17-3026.00 Industrial Engineering Technicians
17-3027.00 Mechanical Engineering Technicians
17-3027.01 Automotive Engineering Technicians
17-3024.00 Electro-Mechanical Technicians
17-3024.01 Robotics Technicians

Description: The Associate in Applied Science (AAS) in Engineering Technology program prepares students as entry-level engineering technicians. They will apply basic engineering principles and technical skills to support engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions, including preparation in the areas of research, production, and operations. This degree will prepare highly skilled and needed workers for area manufacturers and the tech industry.

Learning Outcomes

1. Use computer programming, computer tools, and computer modeling as applied to engineering analysis and design. (ECE102, ECE103, ECE216, ECE216AA, ECE216LL, CIS105, CIS150, CIS150AB, CIS156, CIS159, CIS162AB, CIS162AD, CIS163AA, CSC100, CSC100AA, CSC100AB, CSC110, CSC110AA, CSC110AB)
2. Analyze engineering designs as a member of an engineering project team. (ECE102, ECE103, ECE104, ECE216, ECE216AA, ECE216LL, ECE294++, ECE298++, PHY111, PHY121, (COM))
3. Apply principles of engineering, science, and mathematics to solve engineering problems. (ECE102, ECE103, ECE104, ECE105, ECE216, ECE216AA, ECE216LL, CHM130, CHM130LL, CHM140AA, CHM150, CHM150AA, CHM150AA, CHM151, CHM151LL, CHM151AA, PHY111, PHY121, PHY112, PHY131, ECE294++, ECE298++, [MA])

4. Apply visual and spatial reasoning to create and interpret engineering diagrams. (ECE102, ECE103, ECE216, ECE216AA, ECE216LL, CAD100, CAD101, CAD145, DFT110, DFT126, CON241)
5. Safely and correctly use tools and equipment for industrial and lab applications. (ECE102, ECE103, CHM130, CHM130LL, CHM140AA, CHM150, CHM150AA, CHM150AA, CHM151, CHM151LL, CHM151AA, PHY111, PHY121, PHY112, PHY131)
6. Conduct appropriate experimentation and testing. (CHM130, CHM130LL, CHM140AA, CHM150, CHM150AA, CHM150AA, CHM151, CHM151LL, CHM151AA, PHY111, PHY121, PHY112, PHY131)
7. Employ appropriate engineering principles to collect and interpret data. (ECE102, ECE103, ECE104, ECE105, ECE294++, ECE298++, MAT206, CHM130, CHM130LL, CHM140AA, CHM150, CHM150AA, CHM150AA, CHM151, CHM151LL, CHM151AA, PHY111, PHY121, PHY112, PHY131)
8. Write technical reports consistent with engineering analysis and engineering design. (ECE102, ECE103, CHM130, CHM130LL, CHM140AA. CHM150, CHM150AA, CHM150AA, CHM151, CHM151LL, CHM151AA, PHY111, PHY121, PHY112, PHY131, [FYC])
9. Demonstrate effective collaboration and participation on a diverse and inclusive team to establish goals, plan tasks, and meet objectives. (ECE102, ECE103, ECE104, ECE294++, ECE298++, CHM130, CHM130LL, CHM140AA, CHM150, CHM150AA, CHM150AA, CHM151, CHM151LL, CHM151AA, PHY111, PHY121, PHY112, PHY131, (COM), [HU], [SB])
10. Use effective written, visual, and oral strategies to communicate to a range of audiences. (ECE102, ECE103, ECE104, ECE294++, ECE298++, (COM), (CRE), [FYC])
11. Recognize ethical and professional responsibilities in engineering situations and the implications for society at large. (ECE102, ECE103, ECE104, ECE296++, [FYC], [HU], [SB])
12. Demonstrate creativity, curiosity, and adaptability in a variety of contexts. (ECE102, ECE103, ECE104, ECE294++, ECE298++, (CRE), [FYC])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Credits: 27-35

+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1)
OR
+ CHM130AA Fundamental Chemistry with Lab (4)

OR
+ CHM140AA General Chemistry for Engineers with Lab (6)
OR
+ CHM150 General Chemistry I (4) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM150AA General Chemistry I with Lab (5)
OR
+ CHM151 General Chemistry I (3) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM151AA General Chemistry I (4) 4-6

CIS105 Survey of Computer Information Systems 3

+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AB C++: Level I (3) OR
+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) OR
+ CSC100 Introduction to Computer Science (C++) (3) OR
+ CSC100AA Introduction to Computer Science (C++) (3) OR
+ CSC100AB Introduction to Computer Science (C++) (4) OR
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ ECE102 Engineering Analysis Tools and Techniques 2
+ ECE103 Engineering Problem Solving and Design 2

ECE216 Computer-Aided Engineering (2) AND
+ ECE216LL Computer Aided Engineering Laboratory (1) OR
+ ECE216AA Computer Aided Engineering (3) 3

+ ECE104 EPICS Gold I (2) OR
+ ECE294++ Special Topics in Engineering (1-4) OR
+ ECE296++ Cooperative Education (1-3) OR
+ ECE298++ Special Projects (1-3) 1-4

FYE101 Introduction to College, Career and Personal Success (1)
OR
FYE103 Exploration of College, Career and Personal Success (3)

1-3

+ PHY111 General Physics I (4) OR
+ PHY121 University Physics I: Mechanics (4) 4

+ PHY112 General Physics II (4) OR
+ PHY131 University Physics II: Electricity and Magnetism (4) 4

Restricted Electives

In consultation with an Academic, Faculty, or Program Advisor, complete 10-14 credits of coursework from any of the areas below that best align with academic and professional goals. Students may select courses from multiple areas.

Credits: 10-14

General Application
Select one of the following programming courses not already taken in required courses:
+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AB C++: Level I (3) OR
+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) OR
+ CSC100 Introduction to Computer Science (C++) (3) OR
+ CSC100AA Introduction to Computer Science (C++) (3) OR
+ CSC100AB Introduction to Computer Science (C++) (4) OR
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

Select one of the following courses not already taken in required courses:
+ ECE104 EPICS Gold I (2) OR
+ ECE294++ Special Topics in Engineering (1-4) OR
+ ECE296++ Cooperative Education (1-3) OR
+ ECE298++ Special Projects (1-3) 1-4

+ ECE105 MATLAB Programming 1

ECE106 Survey of Nanotechnology (1) OR
MNT110 Nanotechnology: What It Is and Why It Matters (3) 1-3

AIT100 Industrial Safety (1) OR
CON271 Construction Safety (3) OR

GTC/MIT/OSH106 Industrial Safety (2) 1-3

+ MAT206 Elements of Statistics 3

Biomedical Engineering Technician
BIO160 Introduction to Human Anatomy and Physiology (4) OR
+ BIO201 Human Anatomy and Physiology I (4) 4

ABS175 Research Methods in Biology 1
BIO211AA Biotechnology Seminar: Biomedical Applications 1
ECE111 Bioengineering Systems 3

Civil Engineering Technician
+ CET211 Strength of Materials (3) OR
CON223 Strength of Materials (3) 3

+ CON241 Surveying 3

ECE216 Computer-Aided Engineering (2) AND
+ ECE216LL Computer Aided Engineering Laboratory (1) OR
+ ECE216AA Computer Aided Engineering (3) 3

GLG101 Physical Geology: Dynamic Earth Lecture (3) AND
GLG103 Physical Geology: Dynamic Earth Lab (1) OR
GLG101IN title to Physical Geology: Dynamic Earth Lab (4) 4

Drafting for Engineering Technician
CAD100 Fundamentals of 2D AutoCAD 3
+ CAD101 Elements of CAD Graphics (AutoCAD) 3
+ CAD145 Design Principles for Industry 3
DFT110 Introduction to Drafting 3
DFT126 Building Trades Blueprint Reading 3

ECE216 Computer-Aided Engineering (2) AND
+ ECE216LL Computer Aided Engineering Laboratory (1) OR
+ ECE216AA Computer Aided Engineering (3) 3

General Education Requirements

General Education Requirement	**Credits: 19-23**

General Education Core	**Credits: 13-17**

First-Year Composition	**Credits: 6**
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3) 6	

Oral Communication	**Credits: 3**
COM100 Introduction to Human Communication (3) OR COM110 Interpersonal Communication (3) OR + COM225 Public Speaking (3) OR COM230 Small Group Communication (3) 3 Recommend COM225 or COM230	

Critical Reading	**Credits: 0-3**
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment (0) 0-3	

Mathematics	**Credits: 4-5**
+ MAT187 Precalculus (5) OR + MAT220 Calculus with Analytic Geometry I (5) OR + MAT221 Calculus with Analytic Geometry I (4) 4-5	

General Education Distribution	**Credits: 6**

Humanities, Arts and Design	**Credits: 3**
Any approved general education course in the Humanities, Arts and Design area.	

Social-Behavioral Sciences	**Credits: 3**
Any approved general education course in the Social-Behavioral Sciences area. Recommend ECN211 or ECN212	

Natural Sciences	**Credits: 0**
Met by CHM or PHY in Required Courses.	

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2025

MARICOPA COMMUNITY COLLEGES

HEALTH SCIENCES

Exercise Science: Health, Fitness, and Sports Performance

Major: **3059**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**
Primary College: **Glendale Community College**
Program Availability: **CG, GC, MC, PV, SC, SM**
Field of Interest: **Health Sciences**

Award: **AAS**
Total Credits: **62-74.5**
CIP Code: **31.0507**
Instructional Council: **Exercise Science, Health & Physical Education, Recreation & Wellness**
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
39-9031.00 Exercise Trainers and Group Fitness Instructors

Description: The Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM) and the American Council on Exercise (ACE) personal trainer certifications. The curriculum is designed to prepare students for employment in positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. The curriculum includes the foundational courses required for the Certificate of Completion (CCL) in Personal Training coupled with advanced hands-on courses required for the CCL in Personal Training: Advanced that foster the development of critical thinking, leadership, and communication skills important for developing, implementing and leading exercise programs. This curriculum also provides a good foundation for transfer to a four-year bachelor program. Students who complete this AAS also qualify for the CCL in Personal Training and Personal Training: Advanced. An Associate in Arts (AA), Emphasis in Exercise Science is also available for students interested in continuing their studies in this field.

Learning Outcomes

1. Apply a fundamental understanding of the relevant scientific concepts of human anatomy and physiology, biomechanics and psychology. (BIO160, BIO181++, BIO201++, EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, FON100, FON241, PSY101)
2. Locate and evaluate relevant scholarly literature. (EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS290, FON100, FON241, HES100, [FYC], (COM), (CRE))
3. Conduct advanced evidence-based assessments of health and human movement. (EMT101, EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, WED106, [MA])
4. Design evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257,

EXS270++, FON100, FON241, HES100, PED101ST, PED101RT) [MA])
5. Implement evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, FON100, FON241, PED101ST, PED101RT)
6. Apply theories of motivation and behavior change to develop and implement basic strategies for improving exercise adoption and adherence. (EXS101, EXS215, EXS217, EXS257, EXS270++, HES100, PSY101)
7. Adapt instructional techniques to ensure client safety and goal attainment. (EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, HES210, PED101ST, PED101RT PED101++)
8. Apply industry standards of care to mitigate risk and ensure the safety of clients. (EMT101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, WED106, HES210)
9. Communicate through a variety of written and spoken modalities within diverse contexts. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, HES100, WED106, HES210, [FYC], (COM), (CRE), [HU])
10. Demonstrate industry-accepted professional, ethical, and business standards. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, WED106, PED101ST, PED101RT, PED101++, [FYC], (COM), (CRE), [HU])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Credits: 46-52.5

+ BIO181++ General Biology (Majors) I (4) OR
One (1) year of high school biology (0) 0-4

BIO160 Introduction to Human Anatomy and Physiology (4) OR
+ BIO201++ Human Anatomy and Physiology I (4) 4

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
WED106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current CPR/AED certification (0) 0-0.5

EXS101 Introduction to Exercise Science 3
+ EXS125 Introduction to Exercise Physiology 3
+ EXS146 Introduction to Exercise Testing 1

+ EXS215 Resistance Training and Recovery Techniques 3
+ EXS217 Cardiorespiratory and Flexibility Training 3
+ EXS246 Advanced Exercise Testing 2
+ EXS255 Program Design: Muscular Fitness and Performance 3
+ EXS257 Program Design: Cardiorespiratory Fitness 3

Student must complete three (3) credits from the following EXS internship course options:
+ EXS270 Exercise Science Internship (3) OR
+ EXS270AA Exercise Science Internship (1) AND
+ EXS270AB Exercise Science Internship (2) 3

+ EXS290 Introduction to Evidence Based Practice 3

FON100 Introductory Nutrition (3) OR
FON241 Principles of Human Nutrition (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

HES100 Healthful Living 3
HES210 Cultural Aspects of Health and Illness 3

PED101RT Resistance Training for Improved Sports Performance (1)
OR
PED101ST Strength Training (1) 1

PED101BC Boot Camp (1) OR
PED101BS Body Sculpting (1) OR
PED101CY Cycling - Indoor (1) OR
PED101GF Group Fitness/Aerobics (1) OR
PED101KB Kickboxing (1) OR
PED101LD Latin Dancing (1) OR
PED101PC Physical Conditioning (1) OR
PED101PS Pilates (1) OR
PED101SR Stretch and Relaxation (1) OR
PED101TC Tai Chi (1) OR
PED101TX Suspension Training (1) OR
PED101YG Gentle Yoga (1) OR
PED101YH Hatha Yoga (1) OR
PED101YO Yoga (1) OR
PED101YP Power Yoga (1) OR
PED101YR Restorative Yoga (1) OR
PED101ZU Zumba Fitness (1) 1

PSY101 Introduction to Psychology 3

Restricted Electives

Complete one (1) credit from one of the following course options not already selected in the Required Courses area. Choose a course that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor as needed. **Credits: 1**

EXS+++++ Any EXS Exercise Science course 1
FON+++++ Any FON Food and Nutrition course 1
HES+++++ Any HES Health Science course 1
PED+++++ Any PED Physical Education course 1
IFS110 Critical Research for College Success 1

General Education Requirements

General Education Requirement	**Credits: 15-21**

General Education Core	**Credits: 12-18**

First-Year Composition	**Credits: 6**
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3) 6	

Oral Communication	**Credits: 3**
COM100 Introduction to Human Communication (3) OR COM110 Interpersonal Communication (3) OR + COM225 Public Speaking (3) OR COM230 Small Group Communication (3) 3	

Critical Reading	**Credits: 0-3**
+ CRE101++ College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment (0) 0-3	

Mathematics	**Credits: 3-6**

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6)
OR
+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
+ MAT155 College Algebra/Functions with Review (5) OR
+ MAT156 College Algebra/Functions with Review (6) OR
Higher level course in the Mathematical Applications [MA] area (3-6) 3-6

General Education Distribution	**Credits: 3**

Humanities, Arts and Design	**Credits: 3**
Any approved general education course from the Humanities, Arts and Design area.	

Social-Behavioral Sciences	**Credits: 0**
Met by HES100 in Required Courses.	

Natural Sciences	**Credits: 0**
Met by BIO160 or BIO201++ in Required Courses.	

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2025

Forensic Science

Major: **3183**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Mesa Community College**
Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **AAS**
Total Credits: **60-64**
CIP Code: **43.0406**

Instructional Council: **Administration of Justice Studies**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
19-4092.00 Forensic Science Technicians
13-1041.06 Coroners
33-1012.00 First-Line Supervisors of Police and Detectives
33-3021.01 Police Detectives
33-3021.02 Police Identification and Records Officers
33-3051.00 Police and Sheriff`s Patrol Officers
33-3051.01 Police Patrol Officers
33-3021.00 Detectives and Criminal Investigators
33-3021.06 Intelligence Analysts
33-3021.03 Criminal Investigators and Special Agents

Description: The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, BPC110, FOR286, [FYC], [MA], [SQ])
2. Solve problems through logical and sound reasoning. (AJS101, AJS109, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, BPC110, CIS105, FOR286, [COM], [FYC], [MA], [SQ])
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, BPC110, CIS105, FOR286, [COM], [FYC], [MA], [SQ])
4. Communicate in the language common to the criminal justice system. (AJS101, AJS109, AJS210, AJS215, AJS219, AJS213, AJS214, AJS216, AJS260, AJS290BN, FOR286, [COM], [FYC], [MA], [SQ])
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, FOR286,

[COM], [FYC], [SQ])
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS109, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, FOR286, [FYC], [MA], [SQ])
7. Use technology to collect, analyze and communicate data. (AJS101, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, BPC110, CIS105, FOR286, [COM], [FYC], [MA], [SQ])
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS109, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, FOR286, [COM], [FYC], [SQ])
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS109, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, AJS290BN, FOR286, [FYC], [MA], [SQ])
10. Collect, identify, classify, and analyze physical evidence related to criminal investigations. (AJS101, AJS213, AJS214, AJS215, AJS216, AJS219, AJS290BN, FOR286, [FYC], [MA], [SQ])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS101 Introduction to Criminal Justice 3
AJS123 Ethics and the Administration of Justice 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

AJS215 Criminalistics: Physical Evidence (3) OR
AJS219 Crime Scene Technology: Physical Evidence (3) OR
FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS216 Criminalistics: Biological Evidence (3) OR
FOR106 Forensic Science: Biological Evidence (4) 3-4

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3 **Credits: 32-44**

Students should select courses from one of the following specializations based on career goals.

Specialization 1: Crime Scene (15 credits)
AJS109 Substantive Criminal Law 3
AJS210 Constitutional Law 3
AJS213 Evidence Technology: Fingerprints 3
AJS214 Evidence Technology/Photography 3
AJS260 Procedural Criminal Law 3

Specialization 2: Lab Science (23 credits)
+ BIO181 General Biology (Majors) I 4
+ BIO182 General Biology (Majors) II 4
+ CHM151 General Chemistry I 3

+ CHM151LL General Chemistry I Laboratory 1
+ CHM152 General Chemistry II 3
+ CHM152LL General Chemistry II Laboratory 1
+ FOR286 Principles of Forensic Science 4

Any course or combination of courses that include HU, C, and either G or H General Education designations. 3

Restricted Electives

Students must complete three (3) credits of restricted electives.

Students interested in Specialization 1: Crime Scene
CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications (3) OR
AJS+++++ Any AJS Administration of Justice Studies course not listed in the required courses area. (3) 3 **Credits: 3**

Students interested in Specialization 2: Lab Science
CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications (3) 3

General Electives

Students must choose zero to thirteen (0-13) additional credits of General Elective courses. Total number of General Electives required will largely depend upon specialization selected. **Credits: 0-13**

General Education Requirements

General Education Requirement **Credits: 12-21**

General Education Core **Credits: 12-17**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication **Credits: 3**

+ COM225 Public Speaking 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment (0) 0-3

Mathematics **Credits: 3-5**

For Specialization 1: Crime Scene
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR

+ MAT142 College Mathematics (3) OR
Higher course with an [MA] general education designation 3-5

For Specialization 2: Lab Science
+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
Higher course with an [MA] general education designation 3-5

General Education Distribution **Credits: 0-4**

Humanities, Arts and Design **Credits: 0**

Met by AJS123 in Required Courses area

Social-Behavioral Sciences **Credits: 0**

Met by AJS101 in Required Courses area

Natural Sciences **Credits: 0-4**

For Specialization 1: Crime Scene
Any approved general education course from the Natural Sciences area (4) OR
May be met by FOR105 or FOR106 in Required Courses area (0) 0-4

Recommended
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
+ CHM151 General Chemistry I (3) AND
+ CHM151LL General Chemistry I Laboratory (1) OR
FOR105 Forensic Science: Physical Evidence (4) OR
FOR106 Forensic Science: Biological Evidence (4) 4

For Specialization 2: Lab Science
Met by CHM151 and CHM151LL in Required Courses area

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 27, 2024

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

General Business

Major: **3148**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **AAS**
Total Credits: **62-69**
CIP Code: **52.0101**

Instructional Council: **Business/Management**
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
11-1021.00 General and Operations Managers
11-3012.00 Administrative Services Managers
11-9199.07 Security Managers
11-3071.02 Storage and Distribution Managers
11-3071.01 Transportation Managers
11-2022.00 Sales Managers
13-1199.00 Business Operations Specialists, All Other
13-1041.08 Customs Brokers
13-1199.04 Business Continuity Planners

Description: The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student`s business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. A Certificate of Completion (CCL) in General Business is available.

Program Competencies

1. Apply effective oral, written, and visual business communication skills. (GBS120, GBS233, (COM), [FYC])
2. Demonstrate critical thinking through written and oral formats. (GBS120, GBS151, GBS205, GBS233, EPS+++, GBS+++, SBU200, (COM), [FYC], [HU], [SG], [SQ])
3. Use basic mathematics and accounting principles to manage the financial health of an organization. (ACC111, ACC+++, [MA])
4. Apply current technology to specific business tasks. (CIS105, CIS114DE, CIS117DM, CIS133DA, TQM+++)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ECN211, ECN212, GBS151, GBS205, MGT175, MGT251, MKT271, SBU200, [HU])
6. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT175, MGT251)
7. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting (GBS151, MGT175, MGT251, MGT+++, TQM+++)

8. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, GBS205, IBS+++, MGT175, MGT251, MKT271, MKT+++, REA+++, SBS+++, TQM+++)
9. Analyze marketing research to create marketing plans and forecasts. (GBS151, MGT175, MGT251, MKT271, MKT+++)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS120 Workplace Communication Skills (3) OR
+ GBS233 Business Communication (3) 3

Credits: 22-24

GBS151 Introduction to Business 3
GBS205 Legal, Ethical and Regulatory Issues in Business 3

MGT175 Business Organization and Management (3) OR
MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

Restricted Electives

Students should select 18 credits from the following courses/subjects. Any 100/200 level courses in the following subjects can be used, except courses used to satisfy the Required Courses area.

ACC+++ Any ACC Accounting course(s)
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
EPS+++ Any EPS Entrepreneurial Studies course(s)
GBS+++ Any GBS General Business course(s)
IBS+++ Any IBS International Business course(s)
MGT+++ Any MGT Management course(s)
MKT+++ Any MKT Marketing course(s)
REA+++ Any REA Real Estate course(s)
SBS+++ Any SBS Small Business Management course(s)
TQM+++ Any TQM Total Quality Management course(s)

Credits: 18

General Education Requirements

General Education Requirement **Credits: 22-27**

General Education Core **Credits: 12-17**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3)
COM110 Interpersonal Communication (3)
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics **Credits: 3-5**

Any approved general education course from the Mathematics area.

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course in the Humanities, Arts and Design area.

Social-Behavioral Sciences **Credits: 3**

ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business (3) 3

Natural Sciences **Credits: 4**

Any approved general education course in the Natural Sciences area.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Information Technology

Major: **3196**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **AAS**
Total Credits: **60-69**
CIP Code: **11.0103**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
15-1151 Computer User Support Specialists

Upon completion of a bachelor`s degree, students may pursue a career as:
11.3021 Computer and Information Systems Managers
15-1121 Computer Systems Analysts
15-1122 Information Security Analysts

Description: The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. This degree also provides students with the opportunity to earn one of the following Certificate of Completion (CCL): Cybersecurity Fundamentals, Database Development, Desktop Support, Foundations of Mobile App Development, Microsoft Office Professional, Microsoft System Administration, Programming and Systems Analysis Level I, Oracle Database Operations, Red Hat Linux Engineer, and Web Foundations.

Learning Outcomes

1. Apply current technical concepts and practices in the core information technologies to effectively integrate IT-based solutions into the business environment. (BPC/OAS111AA, BPC170, BPC270, CIS102DA, CIS105, CIS117DM, CIS119DO, CIS119DP, CIS120DF, CIS121AH, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS235, CIS238RH, CIS240RH, CIS276DA, CIS276DB, CIS113DE, CIS114DE, CIS118DB, CIS224, CIS225AB, CIS233DA, CIS250, CIS270, CNT140AB, ITS110, MST150++, MST155DC, MST157DC, MST158DC, [MA])
2. Analyze business requirements to identify and define appropriate technology solutions. (BPC/OAS111AA, BPC170, BPC270, CIS102DA, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS119DO, CIS119DP, CIS120DF, CIS121AH, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS225AB, CIS233DA CIS235, CIS270, CIS276DA, CIS276DB, CIS224, CIS238RH, CIS240RH, CIS250, CNT140AB, GBS151, ITS110, MST150++, MST155DC, MST157DC, MST158DC, [MA], [SG], [SQ])
3. Demonstrate effective written, oral, visual, and interpersonal communication skills with multiple

stakeholders. (BPC/OAS111AA, BPC170, BPC270, CIS102DA, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS119DO, CIS119DP, CIS120DF, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS225AB, CIS235, CIS276DA, CIS276DB, CIS224, CIS233DA, CIS250, CNT140AB, GBS151, MST150++, [FYC], (COM) [HU], [MA], [SB], [SG], [SQ])
4. Collaborate in a culturally responsive manner in a team environment. (CIS102DA, CIS118DB, CIS154, CIS224, CIS250, GBS151, [FYC], (COM), (CRE), [HU], [SB])
5. Integrate professional, social, and ethical responsibility in decision-making and actions. (BPC170, BPC270, CIS102DA, CIS105, CIS111, CIS133DA, CIS233DA, CIS235, CIS250, GBS151, ITS120, ITS240, [HU], [SB])
6. Manage ongoing documentation of information systems according to business standards. (CIS102DA, CIS111, CIS117DM, CIS118DB, CIS119DO, CIS119DP, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS225AB, CIS238RH, CIS240RH, CIS276DA, CIS276DB, CIS233DA, CIS224, CIS250, CNT140AB, GBS151, ITS120, ITS240)
7. Apply project management skills to ensure successful completion of projects. (CIS102DA, CIS118DB, CIS120DF, CIS136, CIS224, CIS233DA, CIS250, GBS151)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization 1: Cybersecurity Fundamentals Credits: 33-34
Information Technology Core Credits: 24-25
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

Credits: 33-41

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3
+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Cybersecurity Fundamentals Credits: 9
CIS111 Ethics in Information Technology (3) OR
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

+ CIS270 Essentials of Network and Information Security (3) OR
+ ITS110 Information Security Fundamentals (3) 3

+ ITS240 Ethical Hacking and Network Defense 3

Related Area Credits: 0-5
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 2: Database Development 36-38
Information Technology Core Credits: 21-22
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3
+ CIS119DO Introduction to Oracle: SQL 3
CIS133DA Internet/Web Development Level I 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
CIS250 Management of Information Systems (3) 3

Database Development Credits: 15
CIS117DM Microsoft Access: Database Management (3) OR
+ CIS154 Database Modeling and Design (3) 3

+ CIS150++ Programming Fundamentals 3

+ CIS164AB Oracle: PL/SQL Programming (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

+ CIS217AM Advanced Microsoft Access: Database Management (3) OR
+ CIS276DB SQL Server Database (3) 3

+ CIS225AB Object-Oriented Analysis and Design 3

Related Area Credits : 0-2
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 3: Desktop Support Credits: 32-38
Information Technology Core Credits: 24-25
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Desktop Support Credits: 6
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
CIS102DA Customer User Support 3

Related Area Credits: 2-8
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 4: Foundations of Mobile App Development Credits: 33-38
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

+BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3
+ CIS162++ Any C Programming: Level I course 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Foundations of Mobile App Development Credits: 12
CIS120DF Introduction to Adobe Photoshop 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

Related Area Credits: 0-5

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 5: Microsoft Office Professional Credits: 31-38
Information Technology Core Credits: 18-19
CIS105 Survey of Computer Information Systems 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

MST150++ Microsoft Windows (3) OR
BPC270 A+ Exam Prep: Operating System Configuration and Support (3) 3

Microsoft Office Professional Credits: 11-13
BPC/OAS111AA Computer Keyboarding (1) OR
Permission of Program Director (0) 0-1

CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3
CIS118DB Desktop Presentation: PowerPoint 3

CIS124AA Project Management Software: Level I (1) AND
CIS124BA Project Management Software: Level II (1) OR
CIS224 Project Management Microsoft Project for Windows (3) 2-3

Related Area Credits: 0-8
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 6: Microsoft Server 36-38

Information Technology Core: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

MST150++ Microsoft Windows 3

Microsoft Server Credits: 15
CIS121AH Microsoft PowerShell/Command Line Operations 3
+ MST155DC Installation, Storage, and Compute with Windows Server 4
+ MST157DC Networking with Windows Server 4
+ MST158DC Identity Management with Windows Server 2016 4

Related Area Credits: 0-2
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 7: Oracle Database Operations 32-38
Information Technology Core Credits: 21-22
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3
+ CIS119DO Introduction to Oracle: SQL 3
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Oracle Database Operations Credits: 9
+ CIS119DP Oracle: Database Administration 3
+ CIS154 Database Modeling and Design 3
+ CIS164AB Oracle: PL/SQL Programming 3

Related Area Credits : 2-8
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 8: Programming and Systems Analysis Level 1 Courses: 32-38
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS133DA Internet/Web Development Level I 3
+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Programming and Systems Analysis Credits: 9
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+CIS163AA Java Programming: Level I (3) OR
+ CIS165++ Any Mobile Application Development course (3) 3

+ CIS166++ Any Web Scripting course 3
GBS151 Introduction to Business 3

Related Area Credits: 1-8
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 9: Redhat Linux Engineer 32-38
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126RH Red Hat System Administration I 3
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Redhat Linux Engineer Credits: 6
+ CIS238RH Red Hat System Administration II 3
+CIS240RH Red Hat System Administration III 3

Related Area Credits: 5-11
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 10: Web Foundations Credits: 36-38

Information Technology Core Credits: 21-22
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+CIS119DO Introduction to Oracle: SQL (3) OR
+CIS276DA MySQL Database (3) OR
+CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Web Foundation Credits: 15
CIS120DF Introduction to Adobe Photoshop 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

Related Area Credits: 0-2
Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS133DA Internet/Web Development Level I 3

+ CIS224 Project Management Microsoft Project for Windows (3) OR
CIS250 Management of Information Systems (3) 3

General Education Requirements

General Education Requirement **Credits: 22-28**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics **Credits: 3-6**

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical area. 3-6

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design area. 3

Social-Behavioral Sciences **Credits: 3**

Any approved general education course from the Social-Behavioral Sciences area. 3

Natural Sciences **Credits: 4**

Any approved general education course from the Natural Science area. 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 27, 2023

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Management

Major: **3070**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Phoenix College**
Program Availability: **CG GC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **AAS**
Total Credits: **62-69**
CIP Code: **52.0201**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
11-1021.00 General and Operations Managers
11-2022.00 Sales Managers
11-3012.00 Administrative Services Managers
11-3050.00 Industrial Production Managers
11-3071.00 Transportation, Storage, and Distribution Managers
11-3111.00 Compensation and Benefits Managers
11-9021.00 Construction Managers
11-3071.04 Supply Chain Managers
11-9151.00 Social and Community Service Managers
11-1011.00 Chief Executives
25-1011.00 Business Teachers, Postsecondary
13-1111.00 Management Analysts

Description: The Associate in Applied Science (AAS) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. The Certificate of Completion (CCL) in Management is fully embedded in this AAS. The following Certificates of Completion (CCL) are also available based on chosen restricted electives: Human Resources Management, Project Management, Business Administration, Supervision and Management, and Organizational Leadership. Some of these programs are available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Use basic accounting principles to develop and maintain business financial records. (ACC110, ACC111, ACC112)
2. Solve basic mathematical problems including discounts, markups, interest, credit, payroll, simple income tax, depreciation, financial statement, and insurance. (ACC110, ACC111, ACC112, GBS131, [MA])
3. Apply current technology to specific business tasks. (BPC110, CIS105, CIS114DE, CIS224)
4. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, IBS101, MKT271, MGT+++, TQM230, TQM240)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals,

groups and societies. (GBS205, SBU200)
6. Create and use effective oral, written, and visual business communication skills. (GBS120, MGT229, CRE101, (COM), [FYC], [HU])
7. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT229, MGT+++, TQM230, TQM240)
8. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT251)
9. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS151, MGT229, MGT251, MGT+++, TQM230, TQM240, CRE101, [MA], [SG], [SQ])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I 3

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3 **Credits: 22-24**

GBS120 Workplace Communication Skills 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3

Restricted Electives

Students should select eighteen (18) credits from the following courses in consultation with a Department Advisor. Courses cannot be shared with Required Courses.

ACC110 Understanding and Using Accounting Systems (3) OR
+ ACC112 Accounting Principles II (3) 3

CIS114DE Excel Spreadsheet 3
CIS224 Project Management Microsoft Project for Windows 3
GBS131 Business Calculations 3
IBS101 Introduction to International Business 3
MKT271 Principles of Marketing 3
MGT+++ Any MGT Management course(s) (except courses used to satisfy Required Courses area) 3
TQM230 Teamwork Dynamics 2
TQM240 Project Management in Quality Organizations 3

Credits: 18

General Education Requirements

General Education Requirement **Credits: 22-27**

General Education Core **Credits: 12-17**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics **Credits: 3-5**

Any approved general education course from the Mathematics [MA] area. 3-5

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area. 3

Social-Behavioral Sciences **Credits: 3**

SBU200 Society and Business 3

Natural Sciences **Credits: 4**

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Mobile App Development

Major: **3099**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Phoenix College**
Program Availability: **PC RS SM**
Field of Interest: **Computer and Information Technology**

Award: **AAS**
Total Credits: **61-67**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
15-1132.00 Software developers, applications
15-1251.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers
15-1254.00 Web Developers

Description: The Associate in Applied Science (AAS) in Mobile App Development provides students with the design and programming skills necessary for entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared for transfer to selected BAS programs. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. A Certificate of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development, Foundations of Mobile App Development and Mobile App Development are also available.

Learning Outcomes

1. Design and develop a complex user interface that utilizes professional UI/UX principles. (CIS133DA, CIS120DF, CIS159, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS265, CIS265DA)
2. Design and develop complex applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133AA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB)
3. Develop effective, efficient, tested code that meets complex specifications. (CIS105, CIS133AA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
4. Analyze complex problems using critical thinking skills and design program solutions. (CIS105, CIS133AA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD,

CIS163AA, CIS165, CIS165DA, CIS166AA, CIS166AE, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB, (CRE), [FYC], [HU], [MA], [SB], [SG, [SQ])
5. Research and evaluate professional resources to effectively apply them to a complex problem. (CIS133AA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB, (CRE), [FYC], [HU], [SB], [SG], [SQ])
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB, (COM), (CRE), [FYC], [HU], [MA], [SB], [SG], [SQ])
7. Practice industry accepted professional and ethical behavior. (CIS133AA, CIS166AA, CIS166AE, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB, (COM), [HU], [SB])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL 5193 Mobile App Development and CCL 5914N iOS Application Development may be taken in the AAS 3099 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: AAS/3139 Mobile Apps Programming

Program Prerequisites: None

Required Courses

Credits: 25-30

CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0) 0-3

CIS120DF Introduction to Adobe Photoshop 3
+ CIS133DA Internet/Web Development Level I 3
+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS156 Python Programming: Level I (3) OR

+ CIS159 Visual Basic Programming I (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS162AD C#: Level I 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

FYE101 Introduction to College, Career and Personal Success (1)
OR
FYE103 Exploration of College, Career and Personal Success (3)
1-3

Restricted Electives

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas. **Credits: 9**

+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS166AA Introduction to JavaScript 3
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

+ CIS233DA Internet/Web Development Level II 3
+ CIS262AD C# Level II 3
+ CIS265 Advanced iOS Application Development 3
+ CIS265DA Advanced Android Application Development 3
+ CIS276DA MySQL Database 3
+ CIS276DB SQL Server Database 3

General Electives

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree. Consult with the Program Director or an Academic Advisor. **Credits: 0-5**

General Education Requirements

General Education Requirement	Credits: 22-28

General Education Core	Credits: 12-18

First-Year Composition	**Credits: 6**
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3) 6	

Oral Communication	**Credits: 3**
COM100 Introduction to Human Communication (3) OR COM110 Interpersonal Communication (3) OR + COM225 Public Speaking (3) OR COM230 Small Group Communication (3) 3	

Critical Reading	**Credits: 0-3**
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment. 0-3	

Mathematics	**Credits: 3-6**
+ MAT140 College Mathematics (5) OR + MAT141 College Mathematics (4) OR + MAT142 College Mathematics (3) OR MAT145 College Mathematics with Review (5) OR MAT146 College Mathematics with Review (6) OR Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6	

General Education Distribution	**Credits: 10**

Humanities, Arts and Design	**Credits: 3**
Any approved general education course in the Humanities, Arts and Design area.	

Social-Behavioral Sciences	**Credits: 3**
Any approved general education course in the Social-Behavioral Sciences area.	

Natural Sciences	**Credits: 4**

Any approved general education course in the Natural Sciences area.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

MARICOPA COMMUNITY COLLEGES

VISUAL AND PERFORMING ARTS

Music Industry Studies: Music Business

Major: **3017**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Phoenix College**
Program Availability: **MC, PC, PV, SM**
Field of Interest: **Visual and Performing Arts**

Award: **AAS**
Total Credits: **61-70**
CIP Code: **50.1003**

Instructional Council: **Music**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
27-3099.00 Media and Communication Workers, All Other
11-2021.00 Marketing Managers
11-2011.00 Advertising and Promotions Managers
13-1161.00 Market Research Analysts and Marketing Specialists
13-1199.00 Business Operations Specialists, All Other
11-1021.00 General and Operations Managers
27-2041.04 Music Composers and Arrangers
27-2042.02 Musicians, Instrumental
13-1011.00 Agents and Business Managers of Artists, Performers, and Athletes

Description: The Associate in Applied Science (AAS) in Music Industry Studies: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

Learning Outcomes

1. Analyze the values, ethics, and key factors, including economic, legal, policy, audience, and consumer that influence the creation of music-related media products. (MGT253, MHL155, MKT271, MUC109, MUC110, MUC209, MUC242, MUC293, (COM), (CRE), [HU], [MA], [SB], [SG], [SQ])
2. Utilize applications and tools to manage business and creative activities in the music industry. (GBS+++, MGT253, MKT110, MKT271, MKT+++, MTC180, MTC+++, MUC109, MUC110, MUC180, MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA, MUC+++)
3. Create a project plan applying project management skills. (GBS+++, MGT253, MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA, MUC+++)

4. Demonstrate interpersonal skills in building relationships and networking with clients, colleagues, and organizations. (GBS+++, MGT253, MKT110, MKT271, MKT+++, MUC109, MUC110, MUC293, MUC296WA, MUC298AA, MUC209, MUC+++, (COM))
5. Identify opportunities for expanding creative, innovative, and entrepreneurial skills in the music industry. (GBS+++, MGT253, MKT110, MKT271, MKT+++, MUC109, MUC110, MUC209, MUC293, MUC296WA, MUC298AA, MUC+++, MUP+++)
6. Analyze and synthesize musical content for social, cultural, aesthetic and historical significance. (MHL155, MUC109, MUC110, MUC242, MUC+++, MUP+++ (CRE), [HU], [SB])
7. Evaluate branding, marketing communications, and sales skills to build a music brand. (GBS+++, MKT110, MKT271, MKT+++, MUC109, MUC110, MUC209, MUC293, MUC+++)
8. Investigate intellectual property law, rights management, publishing, licensing, and contracts. (MUC109, MUC110, MUC+++)
9. Differentiate operating structures and business types. (MGT253, MUC109, MUC110, MUC+++)
10. Analyze metrics and revenue data to improve business processes. (GBS+++, MGT253, MKT110, MKT271, MKT+++, MTC180, MTC+++, MUC180, MUC209, MUC293, MUC+++, [MA], [SG], [SQ])
11. Use effective written, oral, and visual communication skills for diverse audiences and outcomes. (GBS+++, MGT253, MKT110, MKT271, MKT+++, MUC109, MUC110, MUC209, MUC293, MUC+++, (COM), (CRE), [FYC], [HU], [MA], [SB], [SG], [SQ])
12. Assess the music industry and its role in the gig economy. (MUC109, MUC110, MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA, MUC+++)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Credits: 26-29

FYE101 Introduction to College, Career and Personal Success (1)
OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

MGT253 Owning and Operating a Small Business 3
MKT110 Marketing and Social Networking 3
MKT271 Principles of Marketing 3
MUC109 Music Business: Content Creation and Copyright 3
MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR
+ MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3
MUC293 Self-Promotion for Music 1

Music Industry Capstone Experience
+ MUC290AA Music Business Internship (1) OR
+ MUC296WA Cooperative Education (1) OR
+ MUC298AA Special Projects (1) 1

Overview of Music Genres
MHL155 Survey of American Music (3) OR
MUC242 Music Genres and Styles (2) 2-3

Restricted Electives

Students should work with their program advisor to select 12-13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from required courses area may not be used.

Credits: 12-13

Business and Marketing
GBS+++ Any GBS General Business course(s)
MKT+++ Any MKT Marketing course(s)
MUC+++ Any MUC Music: Commercial/Business course(s)

Music Production
MTC+++ Any MTC Music: Theory/Composition course(s)
MUC+++ Any MUC Music: Commercial/Business course(s)

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course(s)
MUP+++ Any MUP Music: Performance course(s)

General Electives

Select courses 100-level or higher to complete the minimum credits required for this degree. Consult with an Academic and/or Program Advisor.

Credits: 0-1

General Education Requirements

General Education Requirement	**Credits: 22-28**

General Education Core	**Credits: 12-18**

First-Year Composition	**Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6

ENG101 or ENG107 and ENG102 or ENG108 is recommended for students who intend to transfer.

Oral Communication	**Credits: 3**

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Consult with an academic advisor about specific COM requirements if intending to transfer.

Critical Reading	**Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics	**Credits: 3-6**

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) 3-6

General Education Distribution	**Credits: 10**

Humanities, Arts and Design	**Credits: 3**
Any approved general education course from the Humanities, Arts and Design [HU] area.	

Social-Behavioral Sciences	**Credits: 3**
Any approved general education course from the Social-Behavioral Sciences [SB] area.	

Natural Sciences	**Credits: 4**
Any approved general education course from the Natural Sciences area.	

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2024

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Network and Systems Administration

Major: **3189**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Award: **AAS**
Total Credits: **61-74**
CIP Code: **11.1001**

Initiating College: **Mesa Community College**
Program
Availability: **CG EM GC GW MC PC PV SC SM**
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
15-1211.00 Computer Systems Analysts
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists
15-1232.00 Computer User Support Specialists
43-9011.00 Computer Operators
49-2011.00 Computer, Automated Teller, and Office Machine Repairers

Upon completion of a bachelor`s degree, students may pursue a career as:
11-3021.00 Computer and Information Systems Managers
15-1241.00 Computer Network Architects

Description: The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

Learning Outcomes

1. Update hardware and software as needed to maintain fully functional systems. (BPC170, BPC270, BPC274, CIS126DL, CIS126RH, CIS238DL, CIS238RH, BPC171, CIS290++, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)
2. Apply knowledge of operating systems to manage system hardware, security protocols, and software technologies. (BPC270, BPC274, CIS102DA, CIS121AB, CIS121AH, CIS126DL, CIS126RH, CIS293, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CNT202, CNT205, ITS110, CIS290++, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)
3. Design, maintain, and revise systems to meet desired specifications. (BPC170, BPC270, BPC274, CIS121AB, CIS121AH, CIS126DL, CIS126RH, CIS293, CIS294, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CNT140AB, CNT150AB, CNT160AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, BPC171, CIS290++, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)
4. Manage administrative access and user security policies within systems. (BPC270, BPC274, CIS121AH, CIS126DL, CIS126RH, CIS190, CIS293, CIS294, CIS2295, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CNT150AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, MST160, MST260, CLD110, CLD120, BPC171, CIS290++, CIS296++, CIS298++)
5. Organize and prioritize workload to ensure successful completion of projects. (CIS102DA, CIS124AA, CIS124BA, CIS224, CIS250, CIS266, CIS275DL, CIS290++, BPC171, CIS296++, CIS298++, [FYC])
6. Integrate social and ethical responsibility in decision-making and actions. (CIS102DA, CIS105, CIS111, CIS250, CIS270, CIS272DB, CNT202, CNT205, ITS110, BPC171, CIS290++, CIS296++, CIS298++, ITS120, CRE101, [HU], [SB])
7. Continuously adapt to an ever-changing technical environment. (BPC170, BPC270, BPC274, CIS102DA, CIS105, CIS111, CIS121AH, CIS124AA, CIS124BA, CIS126DL, CIS126RH, CIS156, CIS190, CIS293, CIS294, CIS295, CIS224, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS250, CIS266, CIS270, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CIS290++, CNT150AB, CNT160AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, ITS120, BPC171, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)
8. Demonstrate professional behaviors and abide by norms and conventions appropriate to the field. (CIS102DA, CIS105, CIS111, CIS250, CIS270, CIS272DB, CIS290++, CNT202, CNT205, CNT171, ITS110, BPC171, CIS296++, CIS298++, ITS120, CRE101, [HU], [SB])
9. Apply critical thinking skills and problem-solving to configure and troubleshoot systems to ensure proper operation. (BPC170, BPC270, BPC274, CIS102DA, CIS105, CIS121AH, CIS126DL, CIS126RH, CIS156, CIS190, CIS293, CIS294, CIS295,

CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CIS290++, CNT150AB, CNT160AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, MST160, CLD110, BPC171, CIS296++, CIS298++, CRE101, [MA], [SG], [SQ])
10. Utilize effective written and oral communication with multiple stakeholders in formal and informal settings. (CIS102DA, CIS124AA, CIS124BA, CIS224, CIS250, CIS290++, CIS296++, CIS298++, CRE101, (COM), [FYC])
11. Demonstrate the ability to work with others individually and as a team. (CIS102DA, CIS124AA, CIS124BA, CIS224, CIS250, CIS290++, BPC171, CIS296++, CIS298++, CRE101, (COM), [SB])
12. Create and maintain proper documentation of design, implementation, validation, workflow processes, troubleshooting, and revisions of systems. (BPC274, CIS102DA, CIS121AH, CIS124AA, CIS124BA, CIS156, CIS224, CIS239DL, CIS250, CIS266, CIS275DL, CIS290++, CNT140AB, CNT150AB, CNT160AB, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, BPC171, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120, CRE101, [FYC], [MA], [SG], [SQ])
13. Maintain, update, and monitor networks and computer systems using automation and scripting. (BPC274, CIS121AB, CIS121AH, CIS156, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, CIS271DL, CIS271RH, CIS290++, CIS296++, CIS298++, CIS266, CIS275DL, MST160, MST260, CLD110, CLD120)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST.

Students may receive credit for courses within the program based on current industry certifications.

This program replaces:
AAS/3013 Linux Networking Administration
AAS/3095 Information Technology: Cisco Networking
AAS/3096 Information Technology: Network Server
AAS/3208 Networking System Administration
AAS/3312 Computer and Networking Technology
AAS/3778 Microsoft Networking Technology
AAS/3794 Network Administration
AAS/3816 Networking Technology: Cisco

Program Prerequisites: None

Required Courses	
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3 + BPC270 A+ Exam Prep: Operating System Configuration and Support 3 CIS102DA Customer User Support 3 CIS105 Survey of Computer Information Systems 3 CIS126DL Linux Operating System (3) OR CIS126RH Red Hat System Administration I (3) 3 + CIS190 Introduction to Networking (3) OR CNT140AB Introduction to Networks (4) 3-4 (CNT140AB is required for students on the Cisco specialization) FYE101 Introduction to College, Career and Personal Success (1) OR FYE103 Exploration of College, Career and Personal Success (3) 1-3 Students must also select from one of the following specializations based on their career goals. Specialization 1: Cisco System Administration (CCNA) and Security Credits: 12 + CNT150AB Switching, Routing, and Wireless Essentials 4 + CNT160AB Enterprise Networking, Security, and Automation 4 + CNT202 Cisco Secure Firewall Appliance Configuration (4) OR + CNT205 Cisco Certified Network Associate Security (4) 4 Specialization 2: Cisco System Administration (CCNP) Credits: 24 + CNT150AB Switching, Routing, and Wireless Essentials 4 + CNT160AB Enterprise Networking, Security, and Automation 4 + CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR + CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND + CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8 + CNT250 Cisco Certified Network Professional: Enterprise Advanced	**Credits: 31-46**

Routing and Services (8) OR
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

Specialization 3: Linux System Administration
Credits: 15
+ CIS238DL Linux System Administration 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240DL Linux Network Administration 3
+ CIS271DL Linux Security 3
+ CIS275DL Linux Capstone 3

Specialization 4: Red Hat Enterprise Linux Administration
Credits: 15
+ CIS238RH Red Hat System Administration II 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240RH Red Hat System Administration III 3
+ CIS271RH Red Hat System Administration IV 3
+ CIS275DL Linux Capstone 3

Specialization 5: Cloud System Administration
Credits: 15-16
+ BPC274 Advanced Server Computer Maintenance: Server+ Prep 3
CIS121AH Microsoft PowerShell/Command Line Operations 3
+ CIS239DL Linux Shell Scripting 3

+ MST160 Azure Administrator (4) OR
+ CLD110 Amazon Web Services Cloud Foundations (3) 3-4

+ MST260 Microsoft Azure Cloud Development and Operations (3) OR
+ CLD120 Amazon Web Services Cloud Architect Associate (3) 3

Specialization 6: VMware Network Administrator
Credits: 12
+ CIS293 VMware ESXI Server Enterprise 4
+ CIS294 VMware vSphere Operate, Scale and Secure 4
+ CIS295 VMware NSX: Install, Configure, Manage 4

Restricted Electives

Students must select enough Restricted Elective credits to meet the minimum total program credits. Students may not select the same courses used to satisfy Required Courses or specializations within the Required

Credits: 0-8

Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

Cisco Electives
CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4
+ CNT171 CCNA Exam Prep 1

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4

+ CNT206 Cisco Certified Network Associate Wireless 4

Linux Electives
+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS239DL Linux Shell Scripting 3

+ CIS240DL Linux Network Administration (3) OR
+ CIS240RH Red Hat System Administration III (3) 3

+ CIS275DL Linux Capstone 3

Microsoft Electives
MST+++++ Any MST Microsoft Technology course
CIS121AB Microsoft Command Line Operations 1
CIS121AH Microsoft PowerShell/Command Line Operations 3

Security Electives
+ CIS270 Essentials of Network and Information Security 3
+ ITS110 Information Security Fundamentals 3

VMware Electives
+ CIS293 VMware ESXI Server Enterprise 4
+ CIS294 VMware vSphere Operate, Scale and Secure 4
+ CIS295 VMware NSX: Install, Configure, Manage 4

Other Information Technology Electives
+ BPC171 Recycling Used Computer Technology 1-3
CIS111 Ethics in Information Technology 3
CIS124AA Project Management Software: Level I 1
+ CIS124BA Project Management Software: Level II 1

+ CIS156 Python Programming: Level I 3
+ CIS190 Introduction to Networking 3
CIS224 Project Management Microsoft Project for Windows 3
+ CIS250 Management of Information Systems 3
+ CIS266 Network Integration Capstone 4
+ CIS290++ Computer Information Systems Internship 1-3
+ CIS296++ Cooperative Education 2-3
+ CIS298++ Special Projects 1-3
ITS120 Legal, Ethical, and Regulatory Issues 3

General Education Requirements

General Education Requirement	Credits: 22-28

General Education Core	Credits: 12-18

First-Year Composition	Credits: 6

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6
(ENG111 does not count as an ENG Transfer option)

Oral Communication	Credits: 3

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

COM225 is recommended for students transferring to Northern Arizona University.

Critical Reading	Credits: 0-3

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics	Credits: 3-6

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications area. 3-6

General Education Distribution	**Credits: 10**

Humanities, Arts and Design	**Credits: 3**
Any approved general education course from the Humanities, Arts and Design area. 3	

Social-Behavioral Sciences	**Credits: 3**
Any approved general education course from the Social-Behavioral Sciences area. 3	

Natural Sciences	**Credits: 4**
Any approved general education course from the Natural Sciences area. 4	

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 28, 2023

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Organizational Management

Major: **3727**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **AAS**
Total Credits: **61-68**
CIP Code: **52.1003**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
11-1021.00 General and operations manager

Description: The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student`s individual needs in addition to the knowledge and skills needed in today`s changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

Learning Outcomes

1. Create and use effective oral, written, and visual business communication skills. (GBS120, (COM), (CRE), [FYC], [HU])
2. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240, (CRE), [MA], [SG], [SQ])
3. Recognize ethical, legal, and global dimensions in business practice and how business integrates social responsibility into operations/decision making. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240, [SB])
4. Research, locate, and evaluate business information in order to support evidence-based decisions. (BPC110, CIS105, GBS110 , GBS120, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240, [FYC], [SB])
5. Use team collaboration to solve business problems. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT229, MGT251,(COM), [HU])
6. Apply current technology to specific business tasks. (BPC110, CIS105)
7. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT175, MGT101, MGT229, TQM240)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Certificate of Completion in Organizational Leadership (5731) - Requirements listed below

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS110 Human Relations in Business and Industry (3) OR
MGT251 Human Relations in Business (3) 3 **Credits: 19-22**

GBS120 Workplace Communication Skills 3
GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR
MGT229 Management and Leadership I (3) 3

Restricted Electives

Students must choose 20 industry/job related course credits from any MCCCD occupational program and/or Academic Certificate. **Credits: 20**

Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.

General Education Requirements

General Education Requirement **Credits: 22-27**

General Education Core **Credits: 12-17**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication **Credits: 3**

Any approved general education course from the Oral Communication area.

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics **Credits: 3-5**

Any approved general education course from the Mathematics area. 3-5

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design area. 3

Social-Behavioral Sciences **Credits: 3**

Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

Natural Sciences **Credits: 4**

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Retail Management

Major: **3048**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **EM GC PC RS SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **AAS**
Total Credits: **62-67**
CIP Code: **52.0212**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**
41-1011.00 First Line Supervisor of Retail Sales
11-2022.00 Sales Managers

Description: The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers. A Certificate of Completion (CCL) in Retail Management is also available.

Learning Outcomes

1. Demonstrate skills in leading, negotiating, and working in harmony with others in a business setting. (MGT101, MGT229, MGT251, GBS+++, MGT+++, SBU200, [HU])
2. Apply fundamental concepts to perform basic computing skills and technology operations. (BPC110, CIS105)
3. Demonstrate communication principles and critical thinking through written and oral formats. (COM100, SBU200, (CRE), [FYC], [HU], [SG/SQ], GBS+++)
4. Evaluate various leadership styles and management techniques and explain their use in contemporary business settings. (MGT101, MGT229, MGT251, MGT+++, SBU200)
5. Apply marketing principles to the development of a marketing strategy. (MKT271, MKT+++, GBS+++)
6. Evaluate current trends in human resource management and human resource needs to develop a human resource plan. (MGT251, MGT276, MGT+++)
7. Interpret and analyze financial information and financial performance measures to make business decisions. (ACC111, ACC112, ACC211, ACC212, ACC230, ACC240, [MA])
8. Evaluate merchandising, financial planning, and strategy in the industry to make business decisions. (MGT180)
9. Create and present a strategic plan for a business, including financial strategy and financial performance measures. (MGT180)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Choose one of the following three accounting sequences:
ACC111 Accounting Principles I (3) AND
+ ACC230 Uses of Accounting Information I (3) AND
+ ACC240 Uses of Accounting Information II (3)
OR
ACC111 Accounting Principles I (3) AND
+ ACC112 Accounting Principles II (3) AND
+ ACC212 Managerial Accounting (3)
OR
ACC211 Financial Accounting (3) AND
+ ACC212 Managerial Accounting (3) 6-9

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3 **Credits: 28-33**

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

MGT101 Techniques of Supervision (3) OR
MGT229 Management and Leadership I (3) 3

MGT180 Retail Management 3

MGT251 Human Relations in Business 3
MGT276 Human Resources Management 3
MKT271 Principles of Marketing 3
SBU200 Society and Business 3

Restricted Electives

Student must complete an additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area) to complete the minimum total program credits required for this degree. Must include at least one MKT course. **Credits: 9-15**

GBS+++ Any GBS General Business course(s)
MGT+++ Any MGT Management course(s)
MKT+++ Any MKT Marketing course(s)

General Education Requirements

General Education Requirement **Credits: 19-25**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6

ENG102 or ENG108 recommended for students considering pursuing a bachelors degree at an Arizona university.

Oral Communication **Credits: 3**

COM100 Introduction to Human Communication 3

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment

Mathematics **Credits: 3-6**

Any approved general education course from the Mathematics area.

General Education Distribution **Credits: 7**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design area.

Social-Behavioral Sciences **Credits: 0**

Met by SBU200 in Required Courses area.

Natural Sciences **Credits: 4**

Any approved general education course from the Natural Sciences area.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Web Design/Development

Major: **3185**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Primary College: **Mesa Community College**
Program Availability: **CG EM GC MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **AAS**
Total Credits: **61-74**
CIP Code: **11.0801**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
15-1254.00 Web Developers
15-1255.00 Web and Digital Interface Designers
27-1014.00 Special Effects Artist and Animators
27-1024.00 Graphic Designers

Description: The Associate in Applied Science (AAS) in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on "hands-on" experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available. Some of these programs are available at select colleges. Please check with your local college for program availability

Learning Outcomes

1. Design websites using knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management. (AVC100, ART112, CIS105, CIS119DO, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS138DA, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS220DF, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, CIS276++, [MA])
2. Research, plan, design, develop, test, publish, and maintain websites. (AVC100, ART112, CIS105, CIS119DO, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS138DA, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, CIS276++, (CRE), [FYC], [MA], [SG], [SQ])
3. Create complex websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (AVC100, ART112, CIS105, CIS119DO, CIS120DA, CIS120DB, CIS120DC, CIS120DK, CIS133DA, CIS138DA, CIS150AB, CIS163AA, CIS166AA, CIS166AE, CIS220DF, CIS233DA, CIS262AD, CIS263AA, CIS265++, CIS276++, [HU], [MA], [SB])
4. Research and utilize best practices in user interface, user experience, accessibility and search engine optimization to build complex websites. (AVC183, AVC100, ART112, AVC181, CIS119DO, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS120DA, CIS120DK, CIS133DA, CIS136, CIS138DA,

CIS166AE, CIS220DF, CIS233DA, CIS276++, (COM), (CRE), [FYC], [MA])
5. Design and implement e-commerce solutions. (AVC183, AVC100, ART112, AVC181, CIS105, CIS119DO, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS150AB, CIS166AA, CIS166AE, CIS220DF, CIS233DA, CIS235, CIS262AD, CIS276++, (CRE), [MA], [SG], [SQ])
6. Construct a website using a content management system. (AVC183, AVC100, ART112, AVC181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS166AE, CIS220DF, CIS233DA, [MA], [SG], [SQ])
7. Apply project management skills to prioritize projects and meet deadlines. (CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS136, CIS166AA, CIS220DF, CIS235, (CRE), [SG], [SQ])
8. Adhere to industry accepted professional, legal, and ethical practices. (CIS105, CIS120DB, CIS120DF, CIS133DA, CIS136, CIS220DF, CIS233DA, CIS235, [HU], [SB], [SG], [SQ])
9. Communicate professionally in formal and informal situations to diverse audiences. (CIS105, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS220DF, CIS233DA, CIS235, (COM), (CRE), [FYC], [HU], [SB], [SG], [SQ])
10. Collaborate with others to address web design challenges. (CIS133DA, CIS233DA, CIS235, (COM), [HU], [SB])

Web Design Emphasis Learning Outcomes
1. Create digital media content using principles of design. (AVC183, AVC100, ART112, AVC181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS138DA, CIS220DF, [FYC], [HU], [SB], [SG], [SQ])
2. Select design elements and composition appropriate to the project. (AVC183, AVC100, ART112, AVC181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS138DA, CIS220DF, (COM), [FYC], [HU], [SB])
3. Manipulate digital media content. (CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS136)

Web Development Emphasis Learning Outcomes
1. Design websites using knowledge of programming. (CIS105, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, (COM), [FYC], [HU], [MA], [SB], [SG], [SQ])
2. Develop and deploy secure database solutions that use web-based protocols. (CIS119DO, CIS276++)
3. Implement security solutions to diminish or counter threats against web delivery systems. (CIS119DO, CIS126RH, CIS133DA, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, CIS276++, [MA], [SG], [SQ])
4. Use server-side scripting languages to create secure, dynamic web pages. (CIS133DA, CIS166AE, CIS233DA, (COM), [FYC], [MA], [SG], [SQ])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

In addition to the required course work students must consult with a program advisor to select one of the specializations within the Restricted Electives area. **Credits: 22-24**

CIS105 Survey of Computer Information Systems 3
CIS120DF Introduction to Adobe Photoshop 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Restricted Electives

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization I: Web Design
Credits: 17-22
ART112 Two-Dimensional Design (3)
OR
AVC100 Introduction to Digital Arts (1) AND
AVC181 Graphic Design I (3)
OR
AVC183 Digital Graphic Arts I (3) 3-4

CIS120DA Introduction to Adobe Premiere (3) OR
CIS120DK Introduction to Digital Video Editing (3) 3

CIS120DB Introduction to Adobe Illustrator 3

CIS120DC Introduction to Adobe Animate (3) OR
+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging (3) 3

Credits: 17-22

+ CIS138DA Desktop Design and Publishing Using Adobe InDesign 3

Students must select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

Specialization II: Web Development
Credits: 18
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any Database Management Systems course (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Programming Language: Select two courses for a total of 6 credits
+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS162++ Any C Programming course 3
+ CIS163AA Java Programming: Level I 3
+ CIS165++ Any Mobile Application Development course 3
+ CIS256 Python Programming: Level II 3
+ CIS262AD C# Level II 3
+ CIS263AA Java Programming: Level II 3
+ CIS265++ Any Advanced Application Development 3

Students must select 3 credits of any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

General Education Requirements

General Education Requirement **Credits: 22-28**

General Education Core **Credits: 12-18**

First-Year Composition **Credits: 6**

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication **Credits: 3**

Any approved general education course from the Oral Communication area.

Critical Reading **Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics **Credits: 3-6**

Any approved general education course in the Mathematics Area.

(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics) OR (MAT150, MAT151, MAT152, MAT155, MAT156 College Algebra/Functions) OR higher math course with the Mathematical Applications [MA] general education designation recommended for students intending to transfer to a four-year institution.

MAT187 Precalculus is recommended for students intending to transfer to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

General Education Distribution **Credits: 10**

Humanities, Arts and Design **Credits: 3**

Any approved general education course from the Humanities, Arts and Design area

Social-Behavioral Sciences **Credits: 3**

Any approved general education course from the Social-Behavioral Sciences area.

PSY101 Introduction to Psychology is recommended for students intending to transfer to ASU (Polytechnic campus) to earn a BS in Technical Communication (User Experience) or to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

Natural Sciences **Credits: 4**

Any approved general education course from the Natural Sciences area

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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Maricopa County Community College District (MCCCD)
2025-2026 Associate in Business, Special Requirements (ABUS-SR) Degree

Description
The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 (4.0 scale) and grades of "C" or better are required in all courses to earn the degree. The Associate in Business-Special Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona's public universities. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-Special Requirements degree includes the following components:

I. Required Courses
II. Arizona General Education Curriculum for Business (AGEC-B)
III. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree
The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Computer Information Systems majors at Arizona's public universities. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the ABUS-SR degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. It does not, however, guarantee acceptance into particular university majors/programs with a limited number of students. Students should consult with their transfer institution for any specific admission requirements (e.g., GPA, letters of reference, work experience).

Special Academic Policies that Govern the ABUS-SR Degree

- The ABUS-SR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)

Degree Requirements
The courses required for the Associate in Business Special Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the Find A Class tool on maricopa.edu or on each MCCCD college's website.

Requirements	***Credits***
I. Required Courses	**28-34**
Accounting	(6-9)

ACC111 Accounting Principles **AND**
ACC230 Uses of Accounting Information I **AND**
ACC240 Uses of Accounting Information II
OR
ACC211 Financial Accounting **AND**
ACC212 Managerial Accounting
OR
ACC111 Accounting Principles I **AND**
ACC112 Accounting Principles II **AND**
ACC212 Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGEC-B requirement. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles.....
ECN212 [SB] Microeconomic Principles.....
FYE101 **OR** FYE103 Introduction To College, Career And Personal Success..... (3)
GBS205 Legal, Ethical, and Regulatory Issues in Business..... (3)
GBS221 Business Statistics..... (1-3)
CIS162AD C#: Level 1..... (3)
CIS250 Management of Information Systems..... (3)
Quantitative Methods..... (3)
GBS220 Quantitative Methods in Business **OR** (3)
MAT217 or MAT218 Mathematical Analysis for Business (3-4)

Note: Students planning to transfer to ASU's W.P. Carey School of Business BS program should take MAT217 or MAT218.
Students planning to transfer to ASU's W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.
Students planning to transfer to the University of Arizona should take GBS220.

II. Arizona General Education Curriculum- Business (AGEC-B).....
The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)* Any Required and Restricted elective course(s) that also have one or more AGEC designation(s) may be used to meet AGEC-B requirements. Credits for such shared courses only count once toward the total for the degree. **29-37***

Some courses may be met by Required Courses or Restricted electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements or Required Course(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....
ENG101 OR ENG107 AND.....
ENG102 OR ENG108..... 6*
B. Literacy and Critical Inquiry [L]..... (3)*
C. Mathematical Applications [MA]..... (3)*
MAT212 Brief Calculus OR 3
MAT213 Brief Calculus OR 3-5
Higher General Education Courses in the Mathematical Applications [MA] Area……. (3) (4)

The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements. (3-5)
.
D. Computer/Statistics/Quantitative Applications [CS].....
CIS105 Survey of Computer Information Systems
E. Humanities, Arts and Design [HU]..... 3
Students are encouraged to choose course work from more than one discipline. 6
F. Social-Behavioral Sciences [SB].....
Met by ECN211 AND ECN212 in Required Courses 0
G. Natural Sciences [SQ/SG].....
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement. 8
H. Awareness Areas.....

The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See AGEC matrix for current course values). Credits for such shared courses may only be counted once 0-6

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:

- Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
- Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
- One of the following courses in Oral Communication (COM)
  COM100 Introduction to Human Communication (3) OR
  COM225 Public Speaking (3) OR
  COM230 Small Group Communication (3) OR
  COM259 Communication in Business and Professions (3)
  Note: COM requirements vary by business major. Check ASU's MyPath2ASU or major map for acceptable options.

III. General Electives

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits b no more than a total of 64 semester credits, which is the maximum number of credits accepte toward most degree programs at Arizona's public universities. Ideally, students should selec courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines. MCCCD has established recommended courses and sequencing for the various associate's degrees. See maricopa.edu/degrees-certificates/business-entrepreneurialism-management/associate-business-special-requirements-8800-abus-sr for ABUS-SR course sequence.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or better, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree.

Transfer advisement information is accessible on the following websites: aztransfer.com/tools, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **62****

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer information.

Maricopa County Community College District (MCCCD)
2025-2026 Academic Certificate (AC)

Purpose of the Academic Certificate

The Maricopa County Community College District Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in the specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines, or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general education (AGEC) designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See AGEC matrix for current course values.)

Academic Policies that Govern the Academic Certificate:

* Although the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above; students must have earned a minimum of 6 credits toward the certificate at the institution awarding the certificate. For certificates with less than 6 credit hours, all credits must be completed at the college granting the award.

* Students must earn a grade of C or better in each course in the program.

* Follows the graduation policies listed in the college's general catalog for the appropriate catalog year.

* Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements.

* Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university.

* May have admission criteria established by the college if and when appropriate.

* Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the CCTA web site at curriculum.maricopa.edu

Applied Storytelling

Major: **6253N**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Primary College: **Estrella Mountain Community College**
Program Availability: **EM SM**
Field of Interest: **Culture and Society**

Award: **AC**
Total Credits: **30**
CIP Code: **05.0209**

Instructional Council: **Storytelling, Art**
GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**
27-3043.05 Poets, Lyricists, and Creative Writers
27-2099.00 Entertainers and Performers, Sports and Related Workers, All Other

Description: The Academic Certificate (AC) in Applied Storytelling is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. The program provides interactive storytelling training, which will enhance the skills of persons in areas such as education, the performing arts, community advocacy, workforce and business entrepreneurship, mental health, the ministry, and interpretive settings such as museums and parks. This program will also aid students interested in enhancing interpersonal relations skills and in using stories in family and community settings.

Learning Outcomes

1. Demonstrate the skills of oral storytelling to construct and deliver stories. (EDU/HUM/STO292, STO295, HIS/STO279, STO293, STO282AC, STO205, STO284, STO/THP285, STO289AF, MUP133, STO291AA, STO273, STO283, STO287, STO288, STO290)
2. Develop cultural awareness and a sense of community through oral storytelling. (EDU/HUM/STO292, STO295, HIS/STO279, STO293, STO297, STO282AC, HUM260, EDU/ENH291, STO205, STO284, STO/THP285, STO273, STO283, STO287, STO288, STO290, ENH251)
3. Employ the ethical protocols and practices of storytelling as they pertain to awareness of self and others. (EDU/HUM/STO292, EDU/ENH/STO294, STO295, HIS/STO279, STO293, STO282AC, HUM260, STO205, STO284, STO/THP285, STO273, STO283, STO287, STO288, STO290)
4. Utilize digital media to produce, present, promote, and preserve the stories and voices of storytellers. (EDU/HUM/STO292, STO295, HIS/STO279, STO293, STO282AC, AVC150, STO/THP285, STO283, STO287, STO290)
5. Maintain a repertoire of stories that reflect the individuals storytelling style and that can be adapted for a variety of situations or purposes. (STO295, HIS/STO279, STO293, STO282AC, STO286, STO289AA, STO289AB, STO289AC, STO289AD,

STO289AG, AVC150, EDU/ENH291, STO205, STO284, STO/THP285, STO289AF, THP112, STO273, STO283, STO287, STO288, STO290, ENH251)
6. Tailor elements of storytelling for communication and performance contextualized to specific audiences. (STO293, STO297, STO282AC, STO286, STO289AA, STO289AB, STO289AC, STO289AD, STO289AG, AVC150, STO205, STO284, STO/THP285, THP112, STO273, STO283, STO287, STO288, STO290)
7. Apply the skills of oral storytelling to elevate the diverse voices and stories of others within their professional and personal communities. (STO293, STO297, STO282AC, STO286, STO289AA, STO289AB, STO289AC, STO289AD, STO289AG, STO205, STO/THP285, STO291AA)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Completion of Foundations of Storytelling Certificate Requirements: **Credits: 24**
EDU/HUM/STO292 The Art of Storytelling 3
EDU/ENH/STO294 Multicultural Folktales 3

Completion of Traditional and Fact-Based Storytelling Certificate Requirements:
HIS/STO279 Creating and Telling Fact-Based Historical Stories 3
STO295 Traditional Storytelling Around the World 3

Required Courses for all specializations in Applied Storytelling:
+ STO282AC Service-Learning Experience in Storytelling 3
+ STO293 The Art of Storytelling II 3
+ STO297 Creating and Telling Personal Stories 3

Select three (3) credits from the following:
STO286 Using Storytelling in a Variety of Settings 3
STO289AA Using Storytelling in Educational Settings 1
STO289AB Using Storytelling in Business Settings 1
STO289AC Using Storytelling in Healing Settings 1
STO289AD Using Storytelling in Interpretive Settings 1
STO289AG Using Storytelling in Advocacy Settings 1

Restricted Electives

Select six (6) credits from one of the following specializations: **Credits: 6**

Specialization 1: Workforce
AVC150 Multimedia Storytelling 3
EDU/ENH291 Children`s Literature 3
HUM260 Intercultural Perspectives 3

Specialization 2: Performance
EDU/ENH291 Children`s Literature 3
HUM260 Intercultural Perspectives 3
MUP133 Class Voice I 1
STO205 Establishing a Family Storytelling Tradition 3
STO284 Storytelling and Music 3
STO/THP285 Creating/Performing Solo/Collaborative Works 3
STO289AF Using Storytelling in Family Settings 1
+ STO291AA Storytelling Circle 1
THP112 Acting I 3

Specialization 3: Global
ENH251 Mythology 3
HUM260 Intercultural Perspectives 3
STO273 The Biblical Storytelling Tradition 3
STO283 The African Storytelling Tradition 3
STO287 Norse and Scandinavian Storytelling Tradition 3
STO288 Telling Sacred Stories from Around the World 3
STO290 The Irish Storytelling Tradition 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 27, 2024

MARICOPA COMMUNITY COLLEGES

CULTURE AND SOCIETY

Foundations of Storytelling

Major: **6252N**
Catalog Year: **2025-2026**
Effective Term: **2020 Fall**

Primary College: **South Mountain Community College**
Program Availability: **EM SM**
Field of Interest: **Culture and Society**

Award: **AC**
Total Credits: **6**
CIP Code: **05.0209**

Instructional Council: **Storytelling (05)**
GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**
27-3043.05 Poets, Lyricists, and Creative Writers
27-2099.00 Entertainers and Performers, Sports and Related Workers, All Other

Description: The Academic Certificate (AC) in Foundations of Storytelling is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. The program provides interactive storytelling training, which will enhance the skills of persons in areas such as education, the performing arts, community advocacy, workforce and business entrepreneurship, mental health, the ministry, and interpretive settings such as museums and parks. This program will also aid students interested in enhancing interpersonal relations skills and in using stories in family and community settings.

Learning Outcomes

1. Demonstrate the skills of oral storytelling to construct and deliver stories. (EDU/HUM/STO292, EDU/ENH/STO294)
2. Develop cultural awareness and a sense of community through oral storytelling. (EDU/HUM/STO292, EDU/ENH/STO294)
3. Employ the ethical protocols and practices of storytelling as they pertain to awareness of self and others. (EDU/HUM/STO292, EDU/ENH/STO294)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

EDU/HUM/STO292 The Art of Storytelling 3
EDU/ENH/STO294 Multicultural Folktales 3

Credits: 6

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

MARICOPA COMMUNITY COLLEGES

STEM

Sustainability and Ecological Literacy

Major: **6232N**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Rio Salado College**
Program Availability: **EM RS SM**
Field of Interest: **Science, Technology, Engineering and Mathematics**

Award: **AC**
Total Credits: **16**
CIP Code: **03.0104**
SOC Code: **19-2041, 25-1053**

Instructional Council: **Philosophy**
GPA: **2.00**

Description: The interdisciplinary Academic Certificate (AC) in Sustainability and Ecological Literacy enhances students` understanding of sustainable living practices associated with economics, equity and the environment. Through a combination of coursework and experiential learning, students engage in critical thinking, inquiry, and discourse, skills necessary for becoming socially responsible citizens who are ecologically and environmentally aware. The certificate is designed for, although not limited to, students seeking an Associate in Arts Degree and planning transfer to four-year colleges and universities.

Program Notes:
Students must earn a grade of C or better in all courses within the program.
This program is not eligible for Title IV Federal Financial Aid.

Program Prerequisites

+ ENG101 First Year Composition (3) OR
+ ENG107 First Year Composition for ESL (3) 3

Credits: 3

Required Courses

PHI216 Environmental Ethics 3

Credits: 7

BIO105 Environmental Biology (4) OR
GLG110 Geological Disasters and the Environment (3) AND
GLG111 Geological Disasters and the Environment Lab (1) 4

Restricted Electives

Humanities, Social Science and Wellness: Credits: 9
Students will choose 2 different courses from the following list:
ENH206 Nature and Environmental Literature (3)

Credits: 9

ENH260 Literature of the Southwest (3)
HUM201 Humanities: Universal Themes (3)
RPM150AB Outdoor Adventure Skills (3)
SBU200 Society and Business (3) 6

Students will choose 1 course from the following list:
HIS110 World History to 1500 (3)
HIS111 World History 1500 to the Present (3)
HUM250 Ideas and Values in the Humanities: Early Civilizations to the Renaissance (3)
PHI104 World Philosophy (3)
POS120 World Politics (3)
PSY132 Psychology and Culture (3)
SOC101 Introduction to Sociology (3) 3

Program Competencies

1. Apply ethical theories and moral principles to global environmental moral issues. (PHI216)
2. Analyze pragmatic and intrinsic perspectives of ecology. (PHI216)
3. Compose oral and written discourse that defends a position on global environmental issues. (PHI216, BIO105, GLG110)
4. Use variety of analytical tools to critically analyze environmental quality and natural resource problems. (BIO105, GLG110)
5. Analyze various cultural perspectives on the environment. (ENH206, ENH260, HUM201, RPM150AB, SBU200)
6. Demonstrate cognitive and socio-emotional awareness of nature. (PHI216, BIO105, GLG110, GLG111)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: March 24, 2015

MARICOPA COMMUNITY COLLEGES

STEM

Sustainability

Major: **6240N**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Primary College: **Chandler-Gilbert Community College**
Program Availability: **CG GC PV RS SC SM**
Field of Interest: **Science, Technology, Engineering and Mathematics**

Award: **AC**
Total Credits: **15-18**
CIP Code: **03.0104**

Instructional Council: **Sustainability (91)**
GPA: **2.0**

SOC Code: **Upon completion of a bachelor`s degree, students may pursue a career as:**
11-1011.03 Chief Sustainability Officers
11-9199.02 Compliance Managers
19-2041.00 Environmental Scientists and Specialists, Including Health
13-1199.05 Sustainability Specialists

Description: The Academic Certificate (AC) in Sustainability is interdisciplinary and builds a strong academic expertise within a student`s desired focus area of Sustainability. The focus areas are established within and among the foundational pillars of Sustainability (social - environmental - economic).

Program Notes:
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

SSH111 Sustainable Cities 3
SUS110 Sustainable World 3

Credits: 6

Restricted Electives

Students must select three focus area classes **Credits: 9-12**
ASM104 Bones, Stones, and Human Evolution 4
BIO105 Environmental Biology 4

CHM107 Chemistry and Society (3) and
+ CHM107LL Chemistry and Society Laboratory (1) 4

COM263 Elements of Intercultural Communication 3
FON135 Sustainable Cooking 3

ECN212 Microeconomic Principles 3
EPS150 Introduction to Entrepreneurship 3
ENV101 Introduction to Environmental Science 4

GLG110 Geological Disasters and the Environment (3) and
GLG111 Geological Disasters and the Environment Lab (1) 4

GPH113 Introduction to Physical Geography 4
PHI216 Environmental Ethics 3
PSY132 Psychology and Culture 3
SBU200 Society and Business 3
SUS100 Introduction to Sustainability 3
SCT100 Introduction to Sustainable Built Environments 3

Learning Outcomes

1. Explore the sustainable interaction between human and natural systems. (SUS110)
2. Analyze the concept of sustainable development within local, regional, and global contexts. (SSH111)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 23, 2021

MARICOPA COMMUNITY COLLEGES

CULTURE AND SOCIETY

Traditional and Fact-Based Storytelling

Major: **6254N**
Catalog Year: **2025-2026**
Effective Term: **2020 Fall**

Primary College: **South Mountain Community College**
Program Availability: **EM SM**
Field of Interest: **Culture and Society**

Award: **AC**
Total Credits: **6**
CIP Code: **05.0209**

Instructional Council: **Storytelling (05)**
GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as**
27-3043.05 Poets, Lyricists, and Creative Writers
27-2099.00 Entertainers and Performers, Sports and Related Workers, All Other

Description: The Academic Certificate (AC) in Traditional and Fact-Based Storytelling is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. The program provides interactive storytelling training, which will enhance the skills of persons in areas such as education, the performing arts, community advocacy, workforce and business entrepreneurship, mental health, the ministry, and interpretive settings such as museums and parks. This program will also aid students interested in enhancing interpersonal relations skills and in using stories in family and community settings.

Learning Outcomes

1. Demonstrate the skills of oral storytelling to construct and deliver stories. (HIS/STO279, STO295)
2. Develop cultural awareness and a sense of community through oral storytelling. (HIS/STO279, STO295)
3. Employ the ethical protocols and practices of storytelling as they pertain to awareness of self and others. (HIS/STO279, STO295)
4. Utilize digital media to produce, present, promote, and preserve the stories and voices of storytellers. (HIS/STO279, STO295)
5. Maintain a repertoire of stories that reflect the individual`s storytelling style and that can be adapted for a variety of situations or purposes. (HIS/STO279, STO295)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

This program replaces: AC/6217N Interdisciplinary Storytelling

Program Prerequisites: None

Required Courses	
HIS/STO279 Creating and Telling Fact-Based Historical Stories 3 STO295 Traditional Storytelling Around the World 3	**Credits: 6**

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

(MCCCD) 2025-2026 Bachelor of Arts (BA) Degree
(MCCCD) 2025-2026 Bachelor of Science (BS) Degree
(MCCCD) 2025-2026 Bachelor of Applied Science (BAS)
(MCCCD) 2025-2026 Bachelor of Science in Nursing (RN to BSN)
(MCCCD) 2025-2026 Bachelor of Business Administration (BBA) Degre

Maricopa County Community College District

(MCCCD) 2025-2026 Bachelor of Arts (BA) Degree

Description

The Maricopa County Community College District Bachelor of Arts (BA) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Arts degree includes the following components:

I. Program Prerequisites (if applicable)
II. Required Courses
III. Restricted Electives
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Bachelor of Arts (BA) degree is an undergraduate college degree that requires students to complete a core of general education courses and then focus remaining coursework on a core and electives in a major such as fine arts and humanities, business, or education. The Bachelor of Arts degree prepares students to continue their education at the graduate level, complete requirements for disciplinary certification, and/or pursue a wide variety of careers.

Degree Requirements

The requirements for the Bachelor of Arts (BA) follow. No versions of the Bachelor of Arts require fewer than a minimum of 120 credits; however, minimum credits for a BA may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major. Industry-recognized credentials can be counted as general electives.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the Bachelor of Arts degree vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.	**Number varies**

II. Required Courses..... **Number varies**

All new to Maricopa students who declare a degree, or intend to transfer to a college/university, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCD college.

Students who have enrolled at MCCCD but have not earned any credits are considered new students. This category includes those who have only completed a Prior Learning Assessment (refer to A.R. 2.2.4 Transfer Credit and Prior Learning Assessment), participated in Dual Enrollment, or withdrawn from all courses previously attempted at MCCCD. When selecting courses, please choose those that are required for your specific major. For detailed information on specific courses and the minimum credit requirements for each major, refer to the Program (Degree) Search available at curriculum.maricopa.edu.

III. Restricted Electives..... **Number varies**

Restricted electives for the Bachelor of Arts degree vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

IV. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....	**6***
ENG101 OR ENG107.....	(3)*
AND ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	**3**
May be met by CRE101 among other courses	**3-6**
C. Mathematical Applications [MA].....	
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187, MAT188) or higher [MA]-approved general education course.	**3**
D. Computer/Statistics/Quantitative Applications [CS].....	**6**
E. Humanities, Arts and Design [HU].....	
Students are encouraged to choose course work from more than one discipline.	**6**
F. Social-Behavioral Sciences [SB].....	
Students are encouraged to choose course work from more than one discipline.	**8**
G. Natural Sciences [SQ/SG].....	
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	**0-6**
H. Awareness Areas.....	
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)	(0-3)
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	

V. MCCCD Additional Requirements..... **0-3**

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication ..... (0-3)

COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM263 [SB], [C], [G] Elements of Intercultural Communication (3 credits)

VI. General Electives..... **Number varies**

Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC). For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **120****

*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

. **The minimum requirement is 120 semester credits; however, the specific number of credits needed for a BA degree may vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

Go to Top

Maricopa County Community College District

(MCCCD) 2025-2026 Bachelor of Science (BS) Degree

Description

The Maricopa County Community College District Bachelor of Science (BS) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Science degree includes the following components:

I. Program Prerequisites (if applicable)
II. Required Courses
III. Restricted Electives
IV. Arizona General Education Curriculum for Arts (AGEC-A) OR Arizona General Education Curriculum for Science (AGEC-S) (refer to the Program (Degree) Search at curriculum.maricopa.edu for the specific AGEC requirements by major)
V. MCCCD Additional Requirements (Oral Communication)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

A Bachelor of Science (BS) is an undergraduate college degree that requires students to complete a core of general education courses and then includes remaining coursework on requirements and electives that have an emphasis on math and science. The Bachelor of Science prepares students to continue their education in pursuit of a graduate degree, complete requirements for disciplinary certification, and/or pursue careers in a variety of fields.

Degree Requirements

The requirements for the Bachelor of Science (BS) follow. No versions of the Bachelor of Science require fewer than a minimum of 120 credits; however, minimum credits for a BS may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major. Industry-recognized credentials can be counted as general electives.

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of the student's Bachelor of Science degree.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A, AGEC-S, and the AGEC matrix.
Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the Bachelor of Science degree vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.	**Number varies**

II. Required Courses..... **Number varies**

All new to Maricopa students who declare a degree, or intend to transfer to a college/university, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCD college.

Students who have enrolled at MCCCD but have not earned any credits are considered new students. This category includes those who have only completed a Prior Learning Assessment (refer to A.R. 2.2.4 Transfer Credit and Prior Learning Assessment), participated in Dual Enrollment, or withdrawn from all courses previously attempted at MCCCD. When selecting courses, please choose those that are required for your specific major. For detailed information on specific courses and the minimum credit requirements for each major, refer to the Program (Degree) Search available at curriculum.maricopa.edu.

III. Restricted Electives..... **Number varies**

Restricted electives for the Bachelor of Science degree vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

IV. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
   ENG101 OR ENG107..... (3)*
   AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **3**
   Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

C. Mathematical Applications [MA]..... **3-6**
   Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus(MAT187, MAT188) or higher [MA]-approved general education course.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**

E. Humanities, Arts and Design [HU]..... **6**
   Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB]..... **6**
   Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG]..... **8**
   The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas..... **0-6**
   Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
   1. Cultural Diversity in the United States [C]..... (0-3)
   2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

OR

IV. Arizona General Education Curriculum--Science (AGEC-S)..... **up to 56**

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*. However, prerequisite/required/restricted elective courses may also meet AGEC-S requirements and credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits (33 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-S requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

Special Academic Policies that Govern the AGEC-S

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGEC-S's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

See AGEC matrix for each course's value(s) in the semester it is taken. **6***

A. First-Year Composition [FYC]..... (3)*
ENG101 OR ENG107..... (3)*
AND ENG102 OR ENG108..... **0-3****

B. Literacy and Critical Inquiry [L].....
Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.) **4-5**

C. Mathematical Applications [MA].....
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite. **6**

D. Humanities, Arts and Design [HU].....
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.) **6**

E. Social-Behavioral Sciences [SB].....
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.) **8**

F. Natural Sciences [SQ/SG].....
Students must complete eight (8) to ten (10) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult with an academic advisor for specific requirements of university transfer majors for guidance.
[(CHM150 OR CHM151) & CHM151LL] OR

CHM150AA OR CHM151AA General Chemistry I AND
[CHM152 AND CHM152LL] OR CHM152AA General Chemistry II OR
PHY121 University Physics I AND
PHY131 University Physics II

OR
BIO181 OR BIO181XT General Biology (Majors) I AND
BIO182 OR BIO182XT General Biology (Majors) II OR

GLG101IN Physical Geology: Dynamic Earth OR

GLG101 Physical Geology: Dynamic Earth Lecture AND

GLG103 Physical Geology: Dynamic Earth Lab

AND
GLG102IN Historical Geology: Primordial to Present OR
GLG102 Historical Geology: Primordial to Present Lecture AND
GLG104 Historical Geology: Primordial to Present Lab

8-10

G. Subject Options - Math/Science .....
Select six (6) - ten (10) additional math and/or science credits that meet requirements for the selected major.

Select Mathematics course(s) (MAT) above Calculus I and/or Computer Science course(s) (CSC) and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO, CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

6-10

H. Awareness Areas.....
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

0-6

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H].....

0-3

V. MCCCD Additional Requirements.....,,,..... (0-3)

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication .....
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM263 [SB], [C], [G] Elements of Intercultural Communication (3 credits)

VI. General Electives..... **Number varies**

Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC). For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **120****

*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**(0 only if shared with HU or SB)

**The minimum requirement is 120 semester credits; however, the specific number of credits needed for a BS degree may vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

Go to Top

Maricopa County Community College District

(MCCCD) 2025-2026 Bachelor of Applied Science (BAS)

Description

The Maricopa County Community College District Bachelor of Applied Science (BAS) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Applied Science degree includes the following components:

I. Program Prerequisites (if applicable)
II. Required Courses
III. Restricted Electives
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

A Bachelor of Applied Science is an undergraduate college degree that focuses on providing hands-on experiences and incorporating job-related skills into the classroom. It is designed to be flexible in order to accommodate and meet the unique demands of industry in specific workforce sectors. Bachelor of Applied Science degrees typically build on the curriculum requirements for an Associate of Applied Science (AAS) degree, meaning that all of the requirements for the AAS degree are either included in, or receive full recognition and credit within, the BAS program requirements. Students in the BAS take a majority of their courses in the applied sciences, specializing in a specific area and the degree is designed to prepare students for employment and career advancement, as well as can provide the foundation for graduate school.

Degree Requirements

The requirements for the Bachelor of Applied Science (BAS) follow. No versions of the Bachelor of Applied Science require fewer than a minimum of 120 credits; however, minimum credits for a BAS may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major. Industry-recognized credentials can be counted as general electives.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix at https://aztransmac2.asu.edu/cgi-bin/WebObjects/agec.woa/3/wa/agecMatrixReport?inst=001075. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements ***Credits***

I. Program Prerequisites..... **Number varies**

Program prerequisites for the Bachelor of Applied Science degree vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

II. Required Courses..... **Number varies**

All new to Maricopa students who declare a degree, or intend to transfer to a college/university, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCD college.
Students who have enrolled at MCCCD but have not earned any credits are considered new students. This category includes those who have only completed a Prior Learning Assessment (refer to A.R. 2.2.4 Transfer Credit and Prior Learning Assessment), participated in Dual Enrollment, or withdrawn from all courses previously attempted at MCCCD. When selecting courses, please choose those that are required for your specific major. For detailed information on specific courses and the minimum credit requirements for each major, refer to the Program (Degree) Search available at curriculum.maricopa.edu.

III. Restricted Electives..... **Number varies**

Restricted electives for the Bachelor of Applied Science degree vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

IV. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***

ENG101 OR ENG107..... (3)*

AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **3**

May be met by CRE101 among other courses

C. Mathematical Applications [MA]..... **3-6**

Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus(MAT187, MAT188) or higher [MA]-approved general education course.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**

E. Humanities, Arts and Design [HU]..... **6**

Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB]..... **6**

Students are encouraged to choose course work from more than one discipline. **8**

G. Natural Sciences [SQ/SG].....

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement. **0-6**

H. Awareness Areas.....

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.) (0-3)

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H].....

V. MCCCD Additional Requirements..... **0-3**

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication ..... (0-3)

COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM263 [SB], [C], [G] Elements of Intercultural Communication (3 credits)

VI. General Electives..... **Number varies**

Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **120****

*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**The minimum requirement is 120 semester credits; however, the specific number of credits needed for a BAS degree may vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

Go to Top

Maricopa County Community College District

(MCCCD) 2025-2026 Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN)

Description

The Maricopa County Community College District Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN) degree requires a minimum of 120 semester credits for the program of study. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Nursing degree includes the following components:

I. Program Prerequisites
II. Required Courses
III. Arizona General Education Curriculum for Arts (AGEC-A)
IV. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN) degree is a post-licensure program that allows nurses with the Associate in Applied Science (AAS) in Nursing or the Diploma in Nursing to advance their credentials or prepare for graduate nursing study. Focus on leadership, evidence-based practice, health promotion, public health issues, patient safety and risk reduction, ethical issues, and healthcare needs of diverse populations.

Degree Requirements

The requirements for the Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN) follow. No versions of the BSN require fewer than a minimum of 120 credits. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for information on how credit minimums are met for the RN to BSN degree.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix.
Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	***Credits***
I. Program Prerequisites	**63-73**
Refer to the Program (Degree) Search at curriculum.maricopa.edu for information on how program prerequisites are met for the RN to BSN degree.	
II. Required Courses	**37**
Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums.	

III. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
ENG101 OR ENG107..... (3)*
AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **3**
May be met by CRE101 among other courses

C. Mathematical Applications [MA]..... **3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187, MAT188) or higher [MA]- approved general education course.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**

E. Humanities, Arts and Design [HU]..... **6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB]..... **6**
PSY 101 AND
Any approved general education courses in the Social Behavioral Sciences [SB] area. PSY240 recommended

G. Natural Sciences [SQ/SG]..... **8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

Natural Sciences requirements met by Natural Sciences [SQ/SG] in Program Prerequisites.

Note: Eight (8) credits of SG-Natural Science General will satisfy the requirements for the BSN but will not satisfy the requirement for an AGEC-A certificate. If seeking an AGEC-A, view the AGEC-A Academic Policies.

H. Awareness Areas..... **0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

0-12

IV. General Electives.....

Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. For appropriate course selection, students should consult with an academic advisor.

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TOTAL..... **120****

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*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**The minimum requirement for the Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) is 120 semester credits. Refer to the Program (Degree) Search at curriculum.maricopa.edu for information on how credit minimums are met for the RN to BSN degree.

Go to Top

Maricopa County Community College District

(MCCCD) 2025-2026 Bachelor of Business Administration (BBA) Degree

Description

The Maricopa County Community College District Bachelor of Business Administration (BBA) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree. Specific majors may have a higher minimum grade point average. Search at curriculum.maricopa.edu for specific grade point average and other graduation requirements by major.

The Bachelor of Business Administration degree includes the following components:

I. Program Prerequisites (if applicable)
II. Required Courses
III. Restricted Electives
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Bachelor of Business (BBA) degree is an undergraduate college degree that requires students to complete a core of general education courses and then focus remaining coursework on a core and electives in a major such as management, accounting, or another business field. The Bachelor of Business Administration degree prepares students to continue their education at the graduate level, complete requirements for disciplinary certification, and/or pursue a wide variety of careers.

Degree Requirements

The requirements for the Bachelor of Business Administration (BBA) follow. No versions of the Bachelor of Business Administration require fewer than a minimum of 120 credits; however, minimum credits for a BBA may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major. Industry-recognized credentials can be counted as general elective credits. Industry-recognized credentials can be counted as general electives.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the Bachelor of Business Administration degree vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.	**Number varies**
II. Required Courses All new to Maricopa students who declare a degree, or intend to transfer to a college/university, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCD college.	**Number varies**

Students who have enrolled at MCCCD but have not earned any credits are considered new students. This category includes those who have only completed a Prior Learning Assessment (refer to A.R. 2.2.4 Transfer Credit and Prior Learning Assessment), participated in Dual

Enrollment, or withdrawn from all courses previously attempted at MCCCD. When selecting courses, please choose those that are required for your specific major. For detailed information on specific courses and the minimum credit requirements for each major, refer to the Program (Degree) Search available at curriculum.maricopa.edu.

III. Restricted Electives..... **Number varies**

Restricted electives for the Bachelor of Business Administration degree vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

IV. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
ENG101 OR ENG107..... (3)*
AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **3**
May be met by CRE101 among other courses

C. Mathematical Applications [MA]..... **3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187, MAT188) or higher [MA]-approved general education course.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**

E. Humanities, Arts and Design [HU]..... **6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB]..... **6**
Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG]..... **8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas..... **0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.) **(0-3)**

1. Cultural Diversity in the United States [C]..... **(0-3)**

2. Global Awareness [G] OR Historical Awareness [H].....

V. MCCCD Additional Requirements..... **0-3**

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication ..... (0-3)

COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM263 [SB], [C], [G] Elements of Intercultural Communication (3 credits)

VI. General Electives..... **Number varies**

Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC). For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **120****

*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**The minimum is 120 semester credits; however, the specific number of credits needed for a BBA degree may vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

Maricopa County Community College District (MCCCD)
2025-2026 Arizona General Education Curriculum (AGEC) – A, B, S

Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

As described below, the AGECs are a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

As described in more detail below, all AGECs require designated courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA], Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas as well: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. In addition, the AGEC-A and AGEC-B require a Computer/Statistics/Quantitative Applications course [CS] that is not required for students pursuing the AGEC-S.

Purpose of the AGECs

AGECs were designed to articulate with different academic majors at the state universities, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements, and for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: aztransfer.com/tools

1. The **AGEC-A** is designed to satisfyGeneral Education requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.

2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business (ABUS-GR, ABUS-SR). AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.

3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight (8) credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six (6)- to ten (10) additional credits of Subject Options composed of math and/or science appropriate to their major.

Academic Policies that Govern the AGEC A, B, S

- Requires completion of at least 35 credit hours* (for AGEC-A and AGEC-B) and 36 credit hours* (for AGEC-S) in courses numbered 100 and above that have been approved for one or more AGEC designations; a minimum of 12 of those credits must be completed at one or any combination of the MCCCD colleges. See First Year Composition [FYC] notes in the following AGEC descriptions and footer for credit minimum exceptions.*
- All MCCCD courses applied to the AGEC must be completed with a grade of "C" or better.
- All MCCCD courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses approved for transfer exclusively toward the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

- A single course can simultaneously count toward one or more Awareness Areas and other AGEC requirements. For example, an approved course in world geography may be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC core requirement other than Awareness Areas. For example, for AGEC-A and AGEC-B, a single course cannot be used to satisfy both [HU] and [SB], but it could be used to meet [HU] and [C], [G] and/or [H].

- Awareness Areas and MCCCD's Additional Requirements may also be shared with other AGEC Requirements. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Transfer Credit from Institutions Outside of MCCCD

- Credits transferred from outside of MCCCD must be completed with a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) at aztransfer.com/tools/ for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. A deficiency in an AGEC category due to quarter-hour or other credit system application must be recovered by additional credits to a total of 35 AGEC credits overall (or 32 credits overall if a student transfers in a single course from an Arizona public university that fulfills the First Year Composition requirement).
- Credit awarded at a Maricopa Community College through prior learning assessment in a non-traditional setting is transferable to other colleges in the MCCCD district but is not necessarily transferable to other colleges and universities outside of the MCCCD system. No more than 20 such assessed semester credit hours may be applied toward AGEC.

Completion and Transfer

- Completion of the AGEC with a minimum grade point average of 2.0 for Arizona residents and 2.50 for non-residents (on a 4.0 scale) meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website on aztransfer.com/tools/can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECs follow. The following website identifies the courses that apply to the different requirements within each AGEC for a given academic year: AGEC matrix. AGEC

designations are subject to change. It is important to verify a course's AGEC value in the semester it is taken. For convenience, this information is provided for the current and upcoming semester in the "Find a Class" tool on maricopa.edu and on each MCCCD college's website as well as in the AGEC matrix provided by AZTransfer at aztransfer.com/tools/.

Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History; Associate in Arts, Fine Arts, Emphasis in Theatre; Associate in Science, Emphasis in Physics), the AGEC course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at curriculum.maricopa.edu (click on Current Programs) for specific degree and AGEC requirements. Consultation with an academic advisor about course selection is always recommended.

	Credits
Arizona General Education Curriculum--Arts (AGEC-A).....	**35 (min.)***
The AGEC-A requires a minimum of 35 credits (32 if [FYC] is met by single transfer course)*; courses applied to meet AGEC-A requirements vary by emphasis. Refer to the program (Degree) Search at curriculum.maricopa.edu (click on Current Programs) for specific course requirements. The Required Courses and/or Restricted Electives for some areas of Emphasis may also have AGEC designations including one or more of the Awareness Areas ([C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.	
A. First-Year Composition [FYC].....	**6***
ENG101 OR ENG107.....	(3)*
AND ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	**3**
C. Mathematical Applications [MA].....	**3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre-calculus (MAT187, MAT188) or higher [MA]-approved general education course. The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.	
D. Computer/Statistics/Quantitative Applications [CS].....	**3**
E. Humanities, Arts and Design [HU].....	**6**
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB].....	**6**
Students are encouraged to choose course work from more than one discipline.	
G. Natural Sciences [SQ/SG].....	**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credits. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	**0-6**
The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for current course values). Credits for such shared courses may only be counted once.	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

	Credits
Arizona General Education Curriculum - Business (AGEC-B)	**35 (min.)***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*,

The Required Courses and/or Restricted Electives for corresponding Associate's degree may also have AGEC designations including one or more of the Awareness Areas ([C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree.

A.	First-Year Composition [FYC]	**6***
	ENG101 OR ENG107 AND	(3)*
	ENG102 OR ENG108	(3)*
B.	Literacy and Critical Inquiry [L]	**3**
C.	Mathematical Applications [MA]	**3-5**
	MAT212 Brief Calculus OR	(3)
	MAT213 Brief Calculus OR	(4)
	Higher [MA] designated course	(3-5)
	The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.	
	.	
D.	Computer/Statistics/Quantitative Applications [CS]	**3**
	CIS105 Survey of Computer Information Systems	
E.	Humanities, Arts and Design [HU]	**6**
	Students are encouraged to choose course work from more than one discipline.	
F.	Social-Behavioral Sciences [SB]	**6**
	ECN211 Macroeconomics AND ECN212 Microeconomics	
G.	Natural Sciences [SQ/SG]	**8**
	The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.	
H.	Awareness Areas	**0-6**
	The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for current course values). Credits for such shared courses may only be counted once.	
	1. Cultural Diversity in the United States [C]	(0-3)
	2. Global Awareness [G] OR Historical Awareness [H]	(0-3)

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Credits

Arizona General Education Curriculum--Science (AGEC-S)..... **36 (min.)***

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*; courses applied to meet AGEC-S requirements vary by emphasis.
Refer to the program (Degree) Search at curriculum.maricopa.edu (click on Current Programs) for specific course requirements. The Required Courses and/or Restricted Electives for some areas of Emphasis may also have AGEC designations including one or more of the Awareness Areas ([C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree.

Some courses have been approved for more than one AGEC designation (see AGEC matrix). For the AGEC-S only, a single course with an [L] designation may be used to satisfy a second AGEC requirement (as well as any approved Awareness Areas). Only courses with [L] designations may be shared in this way.

A. First-Year Composition [FYC]..... **6***
ENG101 OR ENG107..... (3)*
AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **0-3****
Students pursuing AGEC-S and/or AS degree are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. The [L] course selected may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). Thus, a single [L] course could potentially meet another AGEC requirement as well as one or more Awareness areas.

C. Mathematical Applications [MA]..... **4-5**
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.

D. Humanities, Arts and Design [HU]..... **6**
A single course approved for both [L] and [HU] designations may be used to satisfy both requirements. This policy is unique to AGEC-S and to [L] courses. A course approved for both [HU] and [SB] can be counted for one or the other designation, not both. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.Physical Geology: Dynamic Earth Lab

E. Social-Behavioral Sciences [SB]..... **6**
A single course approved for both [L] and [SB] designations may be used to satisfy both requirements. This policy is unique to AGEC-S and to [L] courses. A course approved for both [SB] and [HU] can be counted for one or the other designation, not both. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

F. Natural Sciences [SQ/SG]..... **8-10**
Students must complete eight (8) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major or associate degree with corresponding emphasis. for guidance.
[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I
AND
[CHM152 & CHM152LL] or CHM152AA General Chemistry II
OR

PHY121 University Physics I : Mechanics
AND
PHY131 University Physics II: Electricity and Magnetism

OR

BIO181 or BIO181XT General Biology (Majors) I
AND
BIO182 or BIO182XT General Biology (Majors) II

OR

GLG101IN Physical Geology: Dynamic Earth or
GLG101 Physical Geology: Dynamic Earth Lecture and
GLG103 Physical Geology: Dynamic Earth Lab
AND
GLG102IN Historical Geology: Primordial to Present or
GLG102 Historical Geology: Primordial to Present Lecture and
GLG104 Historical Geology: Primordial to Present Lab

G. Subject Options - Math/Science..... **6-10**

Students should refer to transfer resources, including academic advisement, transfer guides and/or requirements for associate degree with corresponding area of emphasis, to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.

This Math/Science requirement can be met by selecting Mathematics course(s) [MAT] that require Calculus I as a prerequisite and/or Computer Science course(s) [CSC] and/or additional Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas..... **0-6**

The same courses may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements (see AGEC matrix for current course values).

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**0 only if shared with HU or SB]

Description of AGEC Designations

First-Year Composition (FYC)
First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

Literacy and Critical Inquiry [L]
In the [L] course, students typically at the sophomore level, express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

Mathematical Applications [MA]
The Mathematical Studies requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

Computer/Statistics/Quantitative Applications [CS]
AGEC-A and AGEC-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships.

Humanities, Arts and Design [HU]
The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.
Social-Behavioral Sciences [SB]
Social-Behavioral Sciences provide scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

Natural Sciences [SQ/SG] In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena. At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

AWARENESS AREAS
Students must satisfy two Awareness areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGEC requirements and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas provided courses selected are approved for those designations (see AGEC matrix).

Cultural Diversity in the United States [C]
The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences of European immigrants and their descendants, American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

Global Awareness [G]
Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world
2. The study of a non-English language
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

Historical Awareness [H]
The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term “history” designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, natural sciences, as well as in the social science traditionally called history.

Maricopa County Community College District (MCCCD)
2025-2026 Associate In General Studies (AGS) Degree and General Education Requirements

Description

The Maricopa County Community College District Associate in General Studies degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:

I. **Required Courses** (1-3 credits)
First Year Experience (all courses completed with a grade of "C" or better)

II. **General Education** (minimum of 35 credits)
Core Areas (all courses completed with a grade of "C" or better)
- First-Year Composition
- Mathematics
- Computer Usage
- Oral Communication
- Critical Reading

Distribution Areas (all courses completed with a grade of "D" or better):
- Humanities, Arts and Design
- Social-Behavioral Sciences
- Natural Sciences
- Literacy and Critical Inquiry

III. **General Electives** (enough additional courses numbered 100 or above, completed with a grade of "D" or better, to bring total credits to at least 60)

Purpose of the Degree

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The degree allows students to apply any course numbered 100 or above, including some that are not transferable to the Arizona public universities and may not be transferable to other universities, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university to pursue a bachelor's degree, this degree may be less appropriate than other associate degrees offered by the Maricopa Community Colleges: Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); Associate in Science (AS); and all emphases of these degrees

Academic Policies that Govern the Associate in General Studies Degree:

- The graduation policies within the general catalog must be satisfied. Students must complete FYE 101 (1) or FYE 103 (3) (see General Graduation Requirements Administrative Regulation 2.3.9).
- A single course can simultaneously count toward a Core Area and a Distribution Area requirement. Courses that meet this criterion are **bold print** and **underscored** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement of the Distribution area and the Core curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Credits transferred from outside of MCCCD must be completed with a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a "C" or better.
- Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. The recovery of a deficiency in a requirement (Prerequisites, Required Courses, Restricted Electives, or General Education) category due to a quarter-hour or other credit system application will be determined by the college.
- Completion of the AGS with a minimum Grade Point Average (on a 4.0 scale) of at least 2.0 for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelor's degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

Summary of Degree Requirements:
Details on how to identify courses approved for each of the categories is described following the outline.

I. **Required Courses**…….….. **1-3**
FYE101 Introduction to College, Career and Personal Success OR
FYE103 Exploration of College, Career and Personal Success

II. **MCCCD General Education** ……. **35-48***
Core Areas……... 13-19

1. First-Year Composition……..…… 6*
   ENG101 OR ENG107 AND
   ENG102 OR ENG108
2. Mathematics ……..… 3-6
3. Computer Usage ……..……. 1
4. Oral Communication …… 3
   COM100 Introduction to Human Communication OR
   COM110 Interpersonal Communication OR
   COM225 Public Speaking OR
   COM230 Small Group Communication (3 credits) OR
   COM100AA & COM100AB & COM100AC (3 credits) OR
   COM110AA & COM110AB & COM110AC (3 credits)
5. Critical Reading ……..….. 0-3
   Students may demonstrate proficiency through assessment.
   CRE101 Critical Reading OR equivalent as indicated by assessment

Distribution Areas……..……. **22-29**

1. Humanities, Arts and Design ……..……... 9
   Students are encouraged to choose course work from more than one discipline.
2. Social-Behavioral Sciences…….. 6-9
   Students are encouraged to choose course work from more than one discipline. If COM100, COM110, or COM230 is shared between the AGS' Core and Distribution areas, the Social-Behavioral Sciences requirements for the degree may be met with just 6 additional credits in this area (see Academic Policies section on prior page). The credits for the shared COM course are only counted once, but they may be applied to meet both Oral Communication and Social-Behavioral Science requirements.
3. Natural Sciences……..…..7-8
   Two lecture courses and one corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.
4. Literacy and Critical Inquiry ……....0-3
   The Literacy and Critical Inquiry requirement may be met by CRE101 (which also satisfies Critical Reading) or COM225 (which also satisfies Oral Communication) with a grade of "C" or better. The credits for shared courses are only counted once, but may be applied to meet both a Core (see course list above) and a Distribution Area requirement.

   Alternatively, the Literacy and Critical Inquiry requirement may be met with a grade of "D" or better by selecting an additional 3 credits from the list of approved options.

III. **General Electives**……. **13-26**
Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. Industry-recognized credentials can be counted as general electives.

Associate in General Studies Total Credits:……..… 60-64

*First-Year Composition may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

All courses listed meet AGS requirements as specified. Courses in *Purple Italic Underline* **also** meet Arizona General Education Curriculum (AGEC) requirements.

AGEC designations are subject to change. See AGEC matrix at aztransfer.com/tools/ for each course's value(s) in the semester it is taken.

Courses in **bold print and underscored** simultaneously count towards a Core Area and a Distribution requirement.

AGS GENERAL EDUCATION CORE
(16 credits - grade of "C" or better)*

First-Year Composition (6 credits)*
ENG English *[101, 107] & [102, 108]*

Oral Communication (3 credits)
COM Communication ***100, 100AA & 100AB & 100AC, 110, 110AA &110AB & 110AC, 225, 230***

Critical Reading (0-3 credits)
CRE Critical Reading ***101*** or Equivalent as indicated by assessment

Mathematics (3-6 credits)
MAT Mathematics 112, 114, 115, 120, 121, 122, 126, *140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187, 188,* 206, *212, 213*, 217, 218*, 220, 221, 225, 227, 230, 231, 240, 241,* 256, 257*, 276, 277*,
Equivalent course/ Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)
Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC Accounting 115
ABS Applied Biological Sciences *283*
AJS Administration of Justice Studies 205
ARC Architecture 243, 244, 245
AVC Art and Visual Communication 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289
BPC Business-Personal Computers Any BPC Course(s), including *110*
CIS Computer Information Systems Any CIS Course(s), including *105, 162AB, 162AD, 163AA* (and except 159, 217AM, 259)
CSC Computer Science Any CSC Course(s), including *100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD* (and except 200, 200AA, 200AB 210, 210AA, 210AB)
CTR Court Reporting 101, 102
DFT Drafting Technology *105AA***, 254AA
***Must be taken with CSC100AA or AB to meet AGEC value*
EDU Education *115*
(Continued in next column)

(Computer Usage Continued)
EED Early Education *115*
EEE Electrical Engineering *120*
ELE Electronic 131, 181, 241, 243, 245
ELT Electronic Technology 131, 243
ENG English 100AE
FON Food & Nutrition 100
GBS General Business *221*
GIS Geographic Information Science *205, 211*
JRN Journalism 133
LAS Paralegal Studies 229
MAT Mathematics *206*
MTC Music Theory/Composition *180*
MUC Music: Commercial/Business 180, 191
NET Networking Technology 181
OAS Office Automation Systems 111AA
PSY Psychology *230, 230WL*
SWU Social Work *225*

AGS GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits – grade of "D" or better)

Humanities, Arts and Design (9 credits)
Students are encouraged to choose courses from more than one discipline.
AFR African American Studies *203*
AHU Arabic Humanities *245*
AIS American Indian Studies *213*
AJS Administration of Justice Studies *123*
ARH Art Humanities Any ARH Course(s), including *100, 101, 102,* 109, 110*, 112, 115, 118, 145, 201, 202, 203, 204, 217,* 216, 240, 250
ART Art *131*
ASB Anthropology *211, 214, 220, 222, 223, 253*
AVC Art and Visual Communication *150*
CCS Chicana and Chicano Studies *101*
COM Communication *150*, *241*
CON Construction *101*
DAH Dance Humanities *100, 201, 250, 255*
ECE Engineering Science *150*
EDU Education *230, 291, 292, 294*
EED Early Education *225*
ENG English *200, 213, 218*
ENH English Humanities Any ENH Course(s), including *110*, 111, *112, 113, 114,* 117, 130, *140AA, 190, 201, 202, 204, 206, 214, 220, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251, 253*, *254, 255, 256, 259, 260, 275,* 277, *277AE*, *277AG*, 277AA-AK, *280, 284, 285, 291, 294, 295*
FMT Film, Media, and Theatre *107*
FRE French *265*
GST Game Studies *202*
HCR Health Care Related *210*
HIS History *101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 252*
HON Honors *190*
HUM Humanities Any HUM course(s), including 100, *101, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA,* 211AE, *212, 213, 214, 215, 216, 220, 235, 245, 250, 251, 260, 261, 292,* 295 (and except 120, 225)
INT Interior Design *115, 120*
JPH Japanese Humanities *245*
LAT Latin *201, 202*
MHL Music: History/Literature *140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295*
(Continued on next page)

(Humanities, Arts, and Design Continued)
PHI Philosophy Any PHI Course(s), including *101, 103, 104, 105, 201, 212, 213, 214, 216, 218, 224, 234, 244, 245, 251*
QST Queer Studies *200, 210*
REL Religious Studies Any REL Course(s), *100, 101, 151, 200, 201, 202, 203, 205, 206, 207, 210,* 211, *212*, 213, 214, 218, 223, *225,* 230, *240, 244,* 245, 248, *250, 251, 270, 271,* 277, 294, 295, 282AA-AC, *290, 291*
SLC Studies in Language & Culture *201, 202*
SPA Spanish *241, 242, 265, 266*
SPH Spanish Humanities *241, 245*
SSH Sustainability/Social Sciences and Humanities *111*
STO Storytelling *292, 294, 295*
SWU Social Work *183*
TEC Textiles and Clothing *105, 125*
THE Theater *111, 220*
THF Theatre and Film *205, 206, 210*
THP Theater/Performance/Production *217, 241*
WST Women's Studies *209, 284, 285, 290*

Social-Behavioral Sciences (6-9 credits)
Students are encouraged to choose courses from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

AFR African American Studies *202, 203, 204*
AIS American Indian Studies *101, 140, 141*,160
AJS Administration of Justice Studies *101*, 119, *200, 225, 258*, *270*
ASB Anthropology *100, 102, 202, 211, 222, 223, 226, 230, 235, 252*
ASM Anthropology *104, 275*
BHS Behavioral Health Services Technology *150, 155, 175 210*
CAP Counseling and Applied Psychology *120*
CCS Chicana and Chicano Studies *202*
CFS Child/Family Studies *112, 157, 159, 176, 205, 235, 259*
COM Communication *100, 100AA&100AB&100AC, 110, 110AA&110AB&110AC, 163, 230, 250, 263*
CPD Counseling and Personal Development *102AH, 180*
ECH Early Childhood Education *176*
ECN Economics *160, 211, 212, 213, 250*
EDU Education *221, 222*
EED Early Education *205, 222*
EMT Emergency Medical Technology *258*
ENG English *213*
FSC Fire Science Technology *258*
GCU Cultural Geography *102, 113, 121WG, 141, 221*
HES Health Science *100, 120*
HIS History any HIS Course(s), including 100, *101, 102, 103, 104, 105, 106, 108, 1095, 113, 114, 140, 145*, 190, *201, 203, 204, 209*, 240, *241, 242, 273, 277* (and except 111, 170, 173, 251, 252)
HON Honors *201*
HUM Humanities *235*
IBS International Business *109*
IFS Information Studies *201, 210, 213*
MCO Mass Communications *120*
MGT Management *229, 230*
PAD Public Administration *200*
(Continued in next column)

(Social-Behavioral Sciences Continued)
POS Political Science Any POS course(s), including *100,* 101, *110, 113, 114, 115, 120, 125, 130, 140,* 180, *210,* 221, 222, *223,* 281AB, 282AA-AC, *285*
PSY Psychology *101, 123*, *132, 156*, *157, 215, 218, 225, 235, 240, 241, 243, 250, 260, 262, 266, 277, 280, 292*
QST Queer Studies *200, 210*
REC Recreation *120*
SBU Society and Business *200*
SLC Studies in Language & Culture *201*
SOC Sociology Any SOC course(s), including *101, 110, 130, 141, 157, 180, 212, 220, 241 251, 266, 270* (and except 143, 245, 253, 265)
SSH Sustainability/Social Sciences and Humanities *111*
SUS Sustainability/Natural Sciences *110*
SWU Social Work *171, 182, 250, 258, 295*
TEC Textiles and Clothing *105*
WST Women's Studies *100, 161*
YAQ Yaqui Indian History and Culture *100*

Natural Sciences (7-8 credits)
Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.
AGS Agricultural Science *164, 260*
ASB Anthropology *231*
ASM Anthropology *104, 265, 275*
AST Astronomy *101, 106, 111, 112*
BIO Biology *100, 101, 102, 105, 107, 108, 109, 111, 116 145,* 149AK, 149AL, 149AM, 149AN, *156, 156XT, 160, 181, 181XT, 182, 182XT, 201, 201XT, 202, 205*
CHM Chemistry *107&107LL, 130&130LL, 130AA,140AA 150&151LL,150AA, 151&151LL, 151AA, 152&152LL, 152AA, 230AA, 230&230LL*
CON Construction *106*
ENV Environmental Sciences *101*
FON Food and Nutrition *241&241LL*
FOR Forensic Science *105, 106*
GLG Geology *101&103, 101IN, 102&104, 102IN, 105, 106, 110&111, 110IN,* 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA
GPH Physical Geography *111&112, 113, 211, 212&214, 213&215*
PHS Physical Science *110, 115, 120*
PHY Physics *101, 111, 112, 121,131*
PSY Psychology *275, 290AB, 290AC*

Literacy and Critical Inquiry (0-3 credits)
Literacy requirements may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

AIS American Indian Studies 203,*213*
CAP Counseling and Applied Psychology *260*
COM Communication *222, 225, 241*
(Continued on next page)

(Literacy and Critical Inquiry Continued)
CPD Counseling and Personal Development *160*
CRE Critical Reading *101, 201*
CUL Culinary Arts *223*
DAH Dance Humanities *255*
EDU Education *220*, *282AC*
ENG English *111, 200, 215, 216, 217, 218*
ENH English Humanities *241,253, 254, 255, 277AE, 277AG*
EXS Exercise Science *290*
FON Food and Nutrition *225*
GBS General Business *233*
GPH Physical Geography *267*
HUM Humanities *212, 225, 235, 250, 251*
IFS Information Studies *201*
JRN Journalism *201,234*
MCO Mass Communications *220*
MHL Music: History/Literature *204*
PHI Philosophy *103, 214, 218, 224*
POS Political Science *115*
PSY Psychology *290AB, 290AC*
REL Religious Studies *203, 205, 207*
SLC Studies in Language & Culture *202*
TEC Textiles and Clothing *105*
THE Theatre *220*
THP Theatre Performance/Production *241*

Elective Courses (15-22 credits) May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

*First-Year Composition may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Maricopa County Community College District MCCCD)
2025-2026 Associate In Science (AS) Degree

Description
The Maricopa County Community College District Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Science, Emphasis in Physics). Refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis for credit minimums. A minimum grade point average of 2.0 (4.0 scale) and grades of "C" or better are required in all courses to earn the degree. The AS degree is governed by the MCCCD General Academic Policies for Degrees Designed for University Transfer.

The Associate in Science degree includes the following components:

I. Program Prerequisites (as specified by emphasis area)
II. Required Courses
III. Restricted Electives (as specified by emphasis area)
IV. Arizona General Education Curriculum for Science (AGEC-S)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree
The Associate in Science (AS) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.
It does not, however, guarantee acceptance into particular university majors/programs with a limited number of students. Students should consult with their transfer institution for any specific admission requirements (e.g., GPA, letters of reference, work experience).

In most cases, courses used to satisfy the MCCCD Associate in Science (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: aztransfer.com/tools

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of the Associate in Science degree.

Special Academic Policies that Govern the Associate in Science Degree

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas for the AGEC-S. The credits for such a "shared" course are only counted once toward the required minimum for the degree.

Degree Requirements
The requirements for the Associate in Science (AS) follow. The AS degree requires at least 60 credits; however, minimum credits for the AS may vary for a specific area of emphasis. Refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis and credit minimums. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-S and the AGEC Matrix at https://aztransmac2.asu.edu/cgi-bin/WebObjects/agec
Industry-recognized credentials can be counted as general electives.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the AS degree vary by specific emphasis, and are neither required for all emphases nor for the general AS degree without a specific emphasis. Refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis for specific courses required and credit minimums.	**Number varies**
II. Required Courses Students must complete FYE 101 (1) or FYE 103 (3) (see General Graduation Requirements Administrative Regulation 2.3.9) and select the required courses for the specific AS degree emphasis. Refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis for specific courses required and credit minimums.	**Number varies**
III. Restricted Electives Restricted electives for the AS degree vary by specific emphasis and are not required for the general AS degree without a specific emphasis.Refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis for specific courses required and credit minimums.	**Number varies**
IV. Arizona General Education Curriculum—Science (AGEC-S) The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*. Courses applied to meet AGEC-A requirements vary by emphasis. Refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis for specific courses required and credit minimums. Any prerequisite/required/restricted elective courses that also have one or more AGEC designation(s) may be applied toward both requirements. Credits for such shared courses are only counted once toward the total credits for the degree. AGEC designations are subject to change. See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for each course's value(s) in the semester it is taken. Some of the courses have been approved for more than one designation. Notes below will show how such courses may be used to meet multiple degree requirements.	**up to 56**
A. First-Year Composition [FYC] ENG101 OR ENG107 AND ENG102 OR ENG108	**6*** (3)* (3)*
B. Literacy and Critical Inquiry [L] Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for each course's value(s) in the semester it is taken.)	**0-3****
C. Mathematical Applications [MA] The AGEC-S requires the first semester of a calculus sequence designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite. The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.	**4-5**
D. Humanities, Arts and Design [HU]	

For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some [HU] courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for each course's value(s) in the semester it is taken. **6**

E. Social-Behavioral Sciences [SB]..... **6**

For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some [SB] courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for each course's value(s) in the semester it is taken.)

F. Natural Sciences [SQ/SG]..... **8-10**

Students must complete eight (8) to ten (10) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance or refer to curriculum.maricopa.edu and click on Current Programs to search for the corresponding area of emphasis.

[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I
AND
[CHM152 & CHM152LL] or CHM152AA General Chemistry II
OR

PHY121 University Physics I
AND
PHY131 University Physics II
OR

BIO181 or BIO181XT General Biology (Majors) I
AND
BIO182 or BIO182XT General Biology (Majors) II
OR

GLG101IN Physical Geology: Dynamic Earth or
GLG101 Physical Geology: Dynamic Earth Lecture and
GLG103 Physical Geology: Dynamic Earth Lab
AND
GLG102IN Historical Geology: Primordial to Present or
GLG102 Historical Geology: Primordial to Present Lecture and
GLG104 Historical Geology: Primordial to Present Lab

G. Subject Options - Math/Science **6-10**

Students should refer to transfer resources, including academic advisement and transfer guides, to select six (6)- ten (10) additional math and/or science credits that meet requirements for the selected major.

This Math/Science requirement can be met by selecting Mathematics course(s) (MAT) that require Calculus I as a prerequisite and/or Computer Science course(s) (CSC) and/or additional Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO, CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas.....

The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for current course values). Credits for such shared courses may only be counted once.	**0-6**
1. Cultural Diversity in the United States [C].....	
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3) (0-3)

V. MCCCD Additional Requirements.....	**0-6**
Some courses in this area have [SB] and [L] designations and may also be applied to the corresponding AGEC requirements. See the AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for course designations.	(0-3)
A. Oral Communication..... COM100 [SB] Introduction to Human Communication OR COM110 [SB] Interpersonal Communication OR COM225 [L] Public Speaking OR COM230 [SB] Small Group Communication (3 credits) OR COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110AA & COM110AB & COM110AC [SB] (3 credits)	(0-3)
B. Critical Reading..... CRE101 [L] Critical Reading OR equivalent as indicated by assessment	

VI. General Electives.....	**0-28**
Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. MCCCD has established recommended courses and sequencing to align with various "Emphasis Areas" in one of nine different "Fields of Interest." See maricopa.edu/degrees-certificates for links to these transfer pathways. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com/tools, maricopa.edu/degrees-certificates/university-transfer/partners as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.	

TOTAL.....	**60-64*** **

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**(0 only if shared with HU or SB)

* 64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer information.

Maricopa County Community College District (MCCCD)
2025-2026 General Academic Policies for Associate Degrees Designed For University Transfer

The following academic policies govern the associate degrees designed for university transfer: Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS). ***Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.***

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9). First Year Experience required (FYE101 or FYE103)
- Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of "C" or better. These credits must include a minimum of 35* in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD's Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at curriculum.maricopa.edu.

General Education Requirements:

- The AGEC requirements include a designated number of courses approved for each of the following areas:
    - First Year Composition [FYC]
    - Mathematical Applications [MA]
    - Computer/Statistics/Quantitative Applications [CS] (not required for Associate in Science)
    - Literacy and Critical Inquiry [L]
    - Humanities, Arts and Design [HU]
    - Social-Behavioral Sciences [SB]
    - Natural Sciences: Science Quantitative [SQ], Science General [SG]
    - Awareness Area: Cultural Diversity in the U.S. [C]
    - Awareness Area: Global [G] or Historical [H] Awareness
- Note that there are three different AGECs each aligning with a different subset of associate degrees--AGEC-A for the AA, AAEE, and AAFA degrees; AGEC-B for the ABUS-GR and ABUS-SR degrees; and AGEC-S for the AS degree. For some types of AGECs/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward one or more areas in the following. Awareness Areas of [C]; and/or [H]/[G] may be shared with AGEC requirements. MCCCD Additional Requirements e.g. Oral Communication and Critical Reading may be shared with other AGEC requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and [L] in the AGEC core. For some degree types, other lower division courses can be used to meet the degree requirements.

- While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. Except for the AGEC-S, a single course cannot be used to satisfy more than one AGEC core requirement, with the exception of Awareness Areas. For example, a course cannot be used to satisfy [HU] and [SB], but a course can be used to meet [HU] and [C], [G] and/or [H].
- The AGEC-A and AGEC-B require a minimum of 35 credits* and the AGEC-S requires a minimum of 36 credits*; however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.
- All MCCCD courses applied to the AGEC must be completed with a grade of "C" or better. All MCCCD courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

Coursework beyond General Education:

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCD Additional Requirements required for Associate in Arts; Associate in Arts, Elementary Education; Associate in Arts, Fine Arts; and Associate in Science degrees. Refer to the Program (Degree) Search at curriculum.maricopa.edu for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com/tools, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

Transfer Credit from Institutions Outside of MCCCD:

- Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.

- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.

- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.

- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.

- Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. A deficiency in an AGEC category due to quarter-hour or other credit system application must be recovered by additional credits to a total of 35 AGEC credits overall (or 32 credits overall if a student transfers in a single course from an Arizona public university that fulfills the First Year Composition requirement).

- Credit awarded at a Maricopa Community College through prior learning assessment is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

Completion and Transfer:

- Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.

- While MCCCD's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

  Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at aztransfer.com/tools/ and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

*Credit minimums may be lower if students have transfer credit from ASU, NAU or UAZ for a single course that meets First Year Composition in full. See notes on individual degree policies.

Maricopa County Community College District (MCCCD)
2025-2026 Associate in Business, General Requirements (ABUS-GR) Degree

Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 (4.0 scale) and grades of C or better are required in all courses to earn the degree. The Associate in Business-General Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

This degree provides the first two years of a four-year curriculum for students who wish to transfer to a university and pursue a bachelor's degree in business. For a comprehensive list of bachelor's degrees at Arizona's public universities, refer to the AZTransfer Business Matrix.. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-General Requirements degree includes the following components:

I. Required Courses
II. Restricted Electives
III. Arizona General Education Curriculum for Business (AGEC-B)
IV. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the ABUS-GR degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. It does not, however, guarantee acceptance into particular university majors/programs with a limited number of students. Students should consult with their transfer institution for any specific admission requirements (e.g., GPA, letters of reference, work experience)

Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)

Degree Requirements

The courses required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on maricopa.edu or on each MCCCD college's website.

Requirements	***Credits***
I. Required Courses	**22-28**
Accounting	(6-9)
ACC111 Accounting Principles **AND** ACC230 Uses of Accounting Information I **AND** ACC240 Uses of Accounting Information II **OR** ACC211 Financial Accounting **AND** ACC212 Managerial Accounting **OR** ACC111 Accounting Principles I **AND** ACC112 Accounting Principles II **AND** ACC212 Managerial Accounting	
Some of the following courses can be used to satisfy both this requirement and an AGEC-B requirement. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.	
ECN211 [SB] Macroeconomic Principles	(3)
ECN212 [SB] Microeconomic Principles	(3)
FYE101 **OR** FYE103 Introduction To College, Career And Personal Success	(1-3)
GBS205 Legal, Ethical, and Regulatory Issues in Business	(3)
GBS221 Business Statistics	(3)
Quantitative Methods	(3-4)
GBS220 Quantitative Methods in Business **OR** MAT217 or MAT218 Mathematical Analysis for Business	
Note: Students planning to transfer to ASU's W.P. Carey School of Business BS program should take MAT217 or MAT218. Students planning to transfer to ASU's W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218. Students planning to transfer to the University of Arizona should take GBS220.	
II. Restricted Electives	**0-6**
Complete six (6) credits from the following options. Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGEC) requirements simultaneously. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.	
CIS114DE Excel Spreadsheet	(3)
CIS133DA Internet/Web Development Level I	(3)
CIS162AD C#: Level I	(3)
GBS110 Human Relations in Business and Industry **OR**	(3)
MGT251 Human Relations in Business	(3)
GBS151 Introduction to Business (Recommended)	(3)
GBS220 Quantitative Methods in Business	(3)
GBS233 Business Communication	(3)
IBS101 Introduction to International Business	(3)
MGT253 Owning and Operating a Small Business	(3)
MKT271 Principles of Marketing	(3)
PAD100 21st Century Public Policy and Service	(3)
REA179 Real Estate Principles I	(6)
REA180 Real Estate Principles II	(3)
REA201 Real Estate Principles I and II	
SBU200 Society and Business	
III. Arizona General Education Curriculum- Business (AGEC-B)	**29-37***
The AGEC-B requires a minimum of 35 credits (32 if FYC is met by a single transfer course).* Any Required and Restricted elective course(s) that also have one or more	

AGEC designation(s) may be used to meet AGEC-B requirements. Credits for such shared courses only count once toward the total for the degree.

Some courses may be met by Required Courses or Restricted electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s), or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change. See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for each course's value(s) in the semester it is taken.

A. First-Year Composition	6*
[FYC]	(3)*
ENG101 OR ENG107 AND	(3)*
ENG102 OR ENG108	(0-3)
B. Literacy and Critical Inquiry [L]	
May Be Met By GBS 233 in the Restricted Electives Area.	(3-5)
C. Mathematical Applications [MA]	(3)
MAT212 Brief Calculus OR	(4)
MAT213 Brief Calculus OR	(3-5)
Higher General Education Courses in the Mathematical Applications [MA] Area	
The minimum math requirement for graduation defaults to the lowest base-level math, as identified above. Some emphasis may require higher-level math; refer to curriculum.maricopa.edu (click on Current Programs) to search for specific emphasis math requirements.	3
D. Computer/Statistics/Quantitative Applications [CS]	
CIS105 Survey of Computer Information Systems	6
E. Humanities, Arts and Design [HU]	
Students are encouraged to choose course work from more than one discipline.	0
F. Social-Behavioral Sciences [SB]	8
Met by ECN211 AND ECN212 in Required Courses	
G. Natural Sciences [SQ/SG]	
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.	0-6
H. Awareness Areas	
The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See AGEC matrix at aztransmac2.asu.edu/cgi-bin/WebObjects/agec for current course values).	(0-3)
Credits for such shared courses may only be counted once.	(0-3)
1. Cultural Diversity in the United States [C]	
2. Global Awareness [G] OR Historical Awareness [H]	

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:

- Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
- Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
- One of the following courses in Oral Communication (COM)

COM100 Introduction to Human Communication (3) OR
COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) OR
COM259 Communication in Business and Professions (3)
Note: COM requirements vary by business major. Check ASU's MyPath2ASU or major map for acceptable options.

IV. General Electives.

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines. MCCCD has established recommended courses and sequencing for the various associate's degrees.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HIS ELC for a history elective), or general electives (GEN ELC) that are numbered 100 level or higher, and completed with a grade of "C" or better, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree.

Transfer advisement information is accessible on the following websites: aztransfer.com/tools, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **62****

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer information.

Career and Technical Degrees, Certificates and Programs of Study

Field of Interest Descriptions

Fields of Interest organize degrees and certificates that share similar areas of study, allowing you to identify your skills and interests to find a career path that's best for you.

Click here to watch Maricopa Community Colleges' Fields of Interest Overview

Applied Technology Field of Interest

The Applied Technology Field of Interest programs give you the hands-on skills you need to design, develop, or repair high-tech equipment and processes. Students studying in these areas often find work after completing introductory classes and are able to expand their knowledge, skills, and education while earning a livable wage.

Maricopa Community Colleges offers programs in automotive repair, HVAC, airline operations, CAD, construction, welding, electronics repair, electrical technologies, and much more. Classes are scheduled to accommodate both full-time and working students and align to industry standards.

Behavioral Science and Human Services Field of Interest

If you are motivated to help people, serve your community, and improve the lives of those in need, consider the Behavioral Science and Human Services Field of Interest. Professionals in this field typically work with community members to identify problems and create and implement solutions.

If you aspire to be a first responder, work in the court system, or provide counseling or social work/advocacy services, this Field of Interest offers you the training you need. Some Behavioral Science and Human Services students may go directly into positions as EMTs, paralegals, or behavioral health technicians, while others may pursue a bachelor's degree at a four-year institution.

Business, Entrepreneurialism, and Management Field of Interest

Because our global economy starts with the small business on the corner and extends to the world's most valuable companies, we've designed our business pathway to give you the knowledge and experience you need to be an economic and social leader at every level of your career.

The Business Field of Interest is designed for students who have an interest in business management and administration, finance, hospitality and tourism, culinary arts, and marketing. Programs and majors in this pathway lead to careers in accounting, management, sales, marketing, human resources, owning and operating a small business, and customer service.

Computer and Information Technology Field of Interest

As technology evolves and data management systems become increasingly complex, the demand for highly skilled technology professionals continues to grow.

In the Computer and Information Technology Field of Interest, you can explore careers in gaming, programming, technology support, web design and development, cybersecurity, and more. Maricopa Community Colleges offers advanced laboratories, modern equipment, internships, and flexible and specialized classes where you will learn about computing hardware and software, web-based platforms, networks, telecommunications systems, and other innovative technology. Maricopa Community Colleges also makes it easy for you to transfer to a four-year program through our partnerships with over 40 colleges and universities nationwide.

Culture and Society Field of Interest

Programs in the Culture and Society Field of Interest are focused on acquiring a deep understanding of humanity, society, and human expression. These programs foster critical and analytical thinking and create flexible problem solvers who are ready to tackle complex global issues.

Our Culture and Society programs are also designed for easy transfer to a four-year college, and our students are prepared for a broad range of careers, including marketing, post-secondary teaching, law, translation, government law agencies, and private and government research groups and think tanks.

Education Field of Interest

If you love learning and want to help students discover their potential, the Education Field of Interest is for you. With so many Education certificates and degrees to choose from at Maricopa Community Colleges, you’re sure to discover one that excites you.

Specialize in early childhood education, K-12 education, multicultural education, eLearning design, and more. While studying education can prepare you to be a classroom instructor at virtually any academic level, becoming a teacher isn’t your only career option. You can also learn to design instructional media and materials, work as a school administrator, become a librarian, or provide needed training for workers re-entering the workforce. No matter which path you choose, a background in education can prepare you for a rewarding – and meaningful – career.

Health Sciences Field of Interest

If you want to help people live better, safer, healthier lives, consider the Health Sciences Field of Interest (FOI).

Our Health Sciences degrees and certificates are designed to give you comprehensive training for health-related work in the hospital, healthcare, or exercise and fitness settings. In addition to preparing you for employment, the Health Sciences FOI also fully prepares you to transfer to a four-year program. So, whether you want to be a nurse, an EMT, a physical therapist, or a personal trainer, Maricopa Community Colleges' programs give you the flexibility you need to pursue your goals.

Science, Technology, Engineering, and Mathematics Field of Interest

If you want to work in a lab, design electronics, become a pharmacist or doctor, or play with numbers all day, then the Science, Technology, Engineering, and Mathematics (STEM) Field of Interest might be right for you. Maricopa Community Colleges' STEM degrees and certificates can help you prepare for a career where you can use your skills to solve problems and discover new frontiers. STEM careers involve critical thinking and creative problem solving through research and design.

Maricopa Community Colleges can get you started on the path to becoming a doctor, pharmacist, science researcher, data scientist/statistician, physicist, engineer, and more. You can also earn certificates in biotechnology and biosciences, electrical engineering, nanotechnology, and more. Many of the skills you'll acquire in your STEM coursework can be applied to a variety of fields, like computer science, healthcare, and even sports medicine.

Visual and Performing Arts Field of Interest

If you are a creative thinker and like to communicate ideas through visual art, design, dance, music, or theatre, the Visual and Performing Arts Field of Interest may be the right choice for you.

Maricopa Community Colleges' Visual and Performing Arts students gain hands-on foundational skills in their chosen mode of expression, including studio art, fashion design, interior design, acting, theatre production, vocal and instrumental performance, and film and audio production. They also develop cultural awareness and the communication, creative, and critical thinking skills necessary for success in a variety of fields. Students in the Visual and Performing Arts FOI may seek direct employment as artists, musicians, designers, actors or audio producers, or they may pursue a bachelor's or graduate-level degree for a career in teaching, art direction, theatre production, fashion or interior design, media arts, and film.

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM **INSTITUTION**

DESCRIPTION

The Maricopa County Community College Field of Interest Matrix identifies all programs currently available for offering within the ten (10) community colleges and skill centers of the district. The programs are grouped under Field of Interest as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

Applied Technology

Air Conditioning/Refrigeration/Facilities	GW
Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology-Airframe	CG
Aircraft Maintenance Technology-Powerplant	CG
Airway Science Technology, Flight Emphasis	CG
Applied Electrical Technologies	RS
Architectural and Civil CAD Technology	GC
Architectural AutoCAD	SC
Architectural Technology	SC
Automated Industrial Technology	EM, MC
Automated Industrial Technology I	EM, MC
Automated Industrial Technology II	EM, MC
Automotive Automatic Transmission and Transaxle	GC, GW, MC
Automotive Brake Systems	GC, GW, MC
Automotive Chassis	GC, GW, MC
Automotive Drive Train	GC, GW, MC
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems	GC, GW, MC
Automotive Electronic/Electrical Systems	GC, GW, MC
Automotive Engine and Operations Management	GC, GW, MC
Automotive Engine Management and Repair	GC, GW, MC
Automotive Engine Repair	GC, GW, MC

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Automotive Heating, Ventilation and Air Conditioning Systems	GC, GW, MC
Automotive Maintenance and Light Repair	GC, GW, MC
Automotive Manual Drive Train and Axles	GC, GW, MC
Automotive Service	GC, GW, MC
Automotive Steering and Suspension	GC, GW, MC
Basic Automotive Maintenance	RS
Basic Automotive Repair	GW
Building Inspection	MC
Cable and Wire Harness Assembly	MC
CAD Application	GC
CAD Fundamentals	GC
Caterpillar Technician Training	MC
Certified Flight Instructor Instrument Airplane Rating	CG
CNC Machine Operator	GW, MC
CNC Machining I	GW, MC
CNC Machining I (Day)	GW
CNC Machining II	GW, MC
Collision Repair Technician (Day)	GW
Computer Aided Drafting	MC
Construction Building Codes	MC
Construction Management	MC
Construction Safety OSHA 30	MC
Construction Technology	MC, SM
Construction Trades - Mechanical Trades: Plumbing	GW
Construction Trades - Mechanical Trades: Sheet Metal	GW
Construction Trades: Carpentry	GW, MC, SM
Construction Trades: Carpentry, Commercial and Residential	MC, SM
Construction Trades: Carpentry, Commercial and Residential (Day)	GW

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Construction Trades: Construction Management	MC
Construction Trades: Electrical	MC, SM
Construction Trades: Electrical, Commercial and Residential	MC, SM
Construction Trades: Electricity	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Ironworking	GW
Construction Trades: Masonry	MC, SM
Construction Trades: Millwrighting	GW
Construction Trades: Painting and Drywalling	GW
Construction Trades: Plumbing	MC, SM
Construction Trades: Plumbing, Commercial and Residential	GW, MC, SM
Construction Trades: Pre-Apprenticeship	GW
Construction Trades: Solar Energy	MC
Data Center Operations	EM, MC
Datacenter Administration	EM, GC
Drafting and Design Technology	MC
Educational Construction Trades Partnership: Carpentry	RS
Educational Construction Trades Partnership: Carpentry, Commercial and Residential	RS
Educational Construction Trades Partnership: Electrical	RS
Educational Construction Trades Partnership: Electrical, Commercial and Residential	RS
Educational Construction Trades Partnership: H.V.A.C.r Residential Service	RS
Educational Construction Trades Partnership: Plumbing	RS
Educational Construction Trades Partnership: Plumbing, Commercial and Residential	RS
Electrical Technology	GW
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Electrical Technology: Residential Wiring	GW
Energy and Industrial Technology	EM
Environmental Science and Water Resources Technologies	GW
Environmental Science Technology	GW
Gifted Education	MC
H.V.A.C.r Residential Service	GW, MC
HVAC Commercial Installation and Service Technician	GW
HVAC Residential Installation and Service Technician (Day)	GW
Industrial Control Systems	EM, MC
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist	GW
Industrial Electrical Systems	EM, MC
Industrial Fluid Systems	EM, MC
Industrial Mechanical Systems	EM, MC
Industrial Sewing	PC
Industrial Technology for Semiconductor	CG, EM, MC
International Residential Code	MC
Introduction to Semiconductor Manufacturing	RS
J-STD Soldering Certification	MC
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS
Manufacturing Production Technology	MC
Mechanical Drafting	MC
Nuclear Power Technology	EM
Precision Optics Level I	RS
Precision Optics Level II	RS

AREAS/PROGRAM	INSTITUTION
Quality Assurance	GW
Robotics Technology	EM, MC
Semiconductor Manufacturing	RS
Water and Wastewater Treatment	GW
Welding	MC
Welding: Fundamentals	MC
Welding: Fundamentals (Day)	GW
Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW)	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Day)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous	MC
Welding: Shielded Metal Arc Welding (SMAW) Pipe	MC
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) Plate	MC

Behavioral Science and Human Services

Addictions and Substance Use Disorders	RS
Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Administration of Justice	CG, EM, GC, MC, PC, PV, RS, SC, SM
Administration of Justice Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Advanced Behavioral Sciences	GC, SM
Advanced Corrections and Detention	RS
Advanced Juvenile Corrections	RS

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Associate in Arts, Emphasis in Counseling and Applied Psychological Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Criminal Justice	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Family Life Education	EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Law and Policy	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Political Science	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Psychology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Social Work	EM, GC, MC, PC, PV, RS, SC, SM
Basic Corrections	RS
Basic Detention	RS
Behavioral Sciences	GC, SM
Child and Family Organizations Management and Administration	GC, RS
Community Emergency Response Team (CERT): Level I	PC
Corrections	CG, EM, GC, MC, PC, PV, RS, SC, SM
Corrections and Detention	RS
Crime Scene Investigation	CG, EM, GC, MC, PC, SC, SM
Developmental Disabilities Specialist	GC
Driver Operator	GC, PC, PV
Emergency Communications	RS
Emergency Communications and Deployment	PC
Emergency Management	GC, PC, PV
Fingerprint Identification and Photography	CG, EM, GC, MC, PC, SC, SM
Fire Science	GC, MC, PC, PV
Fire Service Management	GC, PC, PV

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Firearms	RS
Firefighter Operations	GC, MC, PC, PV
Forensic Science	CG, EM, GC, MC, PC, PV, RS, SC, SM
Foundations of Behavioral Sciences	GC, PC, RS, SM
Hazardous Materials Response	PC
Homeland Security	CG, GC, PC, RS, SM
Juvenile Corrections	RS
Law Enforcement	CG, EM, GC, MC, PC, PV, RS, SC, SM
Law Enforcement Field Training	RS
Law Enforcement Investigation	GC, RS
Law Enforcement Training	CG, GC, RS
Law Enforcement Training Academy	GC, RS
Leadership in Public Safety Organizations	CG, GC, PC, RS
Legal Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Non-Sworn Fire Service Professional	GC, PC, PV
Paralegal	PV, RS
Paralegal Studies	PC
Professional Addictions Counseling	RS
Public Safety Administration	PC, RS
Public Safety Leadership	RS
Public Safety Technology	RS
Search Warrant Preparation	RS
Substance Use Prevention and Interventions	RS
Terrorism Liaison Training: Level I	PC
Terrorism Liaison Training: Level II	PC
Victimology	CG, GC, MC, PC, PV, RS, SC, SM

AREAS/PROGRAM	INSTITUTION
Workforce Development and Community Re-Entry	RS
Workforce Development: Foundations in Addictions and Substance Use Disorders	RS

Business, Entrepreneurialism, and Management

Accounting	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Administrative Professional	EM, GC, PC, PV, SM
Advocate Driven Healthcare: Customer Service	RS
Aesthetician (24 Hours Per Week)	GW
Aesthetician (High School)	GW
Airline Operations	RS
Airline Operations: Reservations and Ticketing Services	RS
Associate in Business, General Requirements (ABUS-GR)	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Business, Special Requirements (ABUS-SR)	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Automobile Insurance: Customer Service	RS
Baking and Pastry Arts	SC
Bank Account Management: Customer Service	RS
Banking and Finance	GW, PC
Beauty and Wellness	GW, MC
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operations	RS
Business Administration Fastrack	GC, PC, SC
Business Technology: Customer Service	RS
Cannabis Business Administration and Management	SC
Cannabis Business Advanced Entrepreneurship	SC

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Cannabis Business Fundamentals	SC
Certified Bookkeeping	GC, PC, PV, RS, SC
Commercial Baking and Pastry	EM, SC
Commercial Real Estate	GC, SC, SM
Cosmetologist (32 Hours Per Week)	GW
Cosmetologist (High School)	GW
Cosmetology Instructor	GW
Credit Counseling: Customer Service	RS
Culinary Arts	EM, SC
Culinary Arts I	EM
Culinary Arts II	EM
Culinary: Foundations	SC
Culinary: Professional	SC
Debt Resolution: Customer Service	RS
Debt Resolution: Sales	RS
Enrolled Agent	GC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level I	GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level II	GC, GW, MC, PC, RS, SM
Esports Business Operations	GC, PC, PV, RS, SM
Esports Event Production	PV
Fashion Merchandising	MC, PC
Financial Industry	GW
Financial Services	GC, GW, PC, SC, SM
Financial Services Retirement Accounts: Customer Service	RS
Financial Services: Pre-licensure	CG, GC, GW, PC, SC
General Business	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Hair Stylist (32 Hours Per Week)	GW

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Hospitality: Food and Beverage Management	SC
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Meeting and Event Management	SC
Hospitality: Restaurant Management	SC
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
Human Resources Management	GC, GW, MC, PC, RS, SC, SM
Human Resources: Compensation and Benefits	GW, PC, SM
Insurance: Customer Service	RS
Loan Consolidation: Customer Service	RS
Management	GC, MC, PC, PV, RS, SC, SM
Marketing	GC, GW, MC, PC, PV, SC, SM
Marketing and Sales	GC, GW, MC, PC, PV, SC
Massage Therapy (24 Hours Per Week)	GW
Nail Technician	GW
Organizational Leadership	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Organizational Management	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Pharmacy Prescription Benefits: Customer Service	RS
Prescription Prior Authorization: Customer Service	RS
Project Management	MC
Property Insurance: Customer Service	RS
Public Administration	RS
Quality Customer Service	RS
Real Estate Broker: Prelicense	SC
Real Estate: Prelicense	GC, MC, RS, SC, SM

AREAS/PROGRAM	INSTITUTION
Retail Management	EM, GC, GW, PC, RS, SM
Risk Management and Insurance	RS, PV
Small Business Management II	GC, GW, PC, RS
Small Business Management Level I	CG, EM, GC, GW, PC, RS
Small Business Start-Up	PV
Social Media Marketing	CG, EM, GC, MC, PC, PV, SC, SM
Utilities: Customer Service	RS
Water Utility Operations: Account Services and Delivery Management	RS
Web Hosting: Customer Service	RS

Computer and Information Technology

Adobe Foundations: Animation and Graphics Production	CG, GC, MC, PV, SM
Adobe Foundations: Audio and Video Production	SM
Amazon Web Services Cloud Associate	CG, GC, GW, MC, PC, PV, RS, SC, SM
Amazon Web Services Cloud Practitioner	CG, GC, GW, MC, PC, PV, RS, SC, SM
Amazon Web Services Cloud Specialist	CG, GC, PC, PV, SC, SM
Android App Development	GW, PC, RS, SM
AppleCare Hardware Repair Exam Prep	MC
Associate in Science, Emphasis in Computer Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Cisco Certified Network Professional: Enterprise	GC, GW, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Advanced Routing and Services	GC, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Core	GC, MC, PV, SC, SM
Cisco Network Administration and Security	CG, EM, GC, GW, MC, PV, SC, SM

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Cisco Network Administration: CCNA	CG, EM, GC, GW, MC, PC, PV, SC, SM
Cisco Network Administration: CCNP	GC, MC, PC, SC, SM
Computer Information Systems	GW
Computer System Configuration and Support	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Computer System Configuration and Support, Linux	CG, EM, GC, GW, MC, PC, PV, SC, SM
Computer System Configuration and Support, Network	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Computer System Configuration and Support, Security	CG, EM, GC, GW, PC, PV, RS, SC, SM
Critical Infrastructure	EM, GC
Cross Functional Design and Web Essentials	SC
Cross-Platform App Development	GW, PC, RS, SM
Cyber Defense	EM
Cyber Engineering	CG, EM, GC, MC, PC, PV, RS, SC, SM
Cyber Operations	CG, GC, GW, MC, PV, SC, SM
Cybersecurity	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Cybersecurity Fundamentals	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Cybersecurity Management and Information Security	GC
Data Analytics	CG, EM, GW, MC, PV, RS, SC
Data Analytics and Programming	MC
Database Development	EM, SC
Desktop Support	CG, EM, GC, GW, PC, PV, RS, SC, SM
Emerging Technology: Digital and Wireless Technologies	PC
Emerging Technology: Wireless Optimization	PC
Foundations of Mobile App Development	PC, RS, SM

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Information Technology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
iOS App Development	GW, PC, PV, RS, SM
IT Fundamentals	GC, MC
IT Security Associate	EM
Jamf Training Foundation	MC
Linux Associate	CG, EM, GC, GW, PC, PV, SC, SM
Linux System Administration	EM, GC, PC, PV, SC, SM
Microsoft Desktop Associate	EM, GC, GW, MC, PC, PV, SM
Microsoft Office Professional	CG, EM, GC, PC, PV, RS, SC, SM
Microsoft Office Specialist	CG, GC, PV, RS, SC, SM
Microsoft System Administration	PC
Mobile App Development	PC, PV, RS, SM
Native Mobile App Development	PC, PV, RS, SM
Network and Cyber Fundamentals	GW
Network and Systems Administration	CG, EM, GC, GW, MC, PC, PV, SC, SM
Programming	RS, SM
Programming and Systems Analysis	CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level I	CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level II	CG, EM, GC, MC, PC, PV, RS, SC
Python Applications	CG, MC, SM
Red Hat Linux Administrator	EM, GC, GW, MC, PC, SC, SM
Red Hat Linux Engineer	EM, GC, GW, MC, PC, SC, SM
Video Game Production	GC, MC, PV

AREAS/PROGRAM	INSTITUTION
Video Game Production: Audio and Sound	GC, MC, PV
Video Game Production: Coding and Scripting	GC, MC, PV
Video Game Production: Game Art	GC, MC, PV
Video Game Production: Game Narrative	GC, MC, PV
VMware Foundations	GC, GW, PC
VMware Network Administrator	GC
VMware Systems Administrator	GC, PC
Web App Development	CG, GC, GW, MC, PC, PV, RS, SM, SC
Web Design	CG, EM, GC, PV, RS, SC, SM
Web Design/Development	CG, EM, GC, MC, PC, PV, RS, SC, SM
Web Development	CG, EM, GC, GW, MC, PC, PV, SC, SM
Web Foundations	CG, EM, GC, MC, PC, PV, RS, SC, SM
Windows App Development	PC, RS, SM

Culture and Society

African-American Studies	MC
American Indian Studies	PC, SC
Applied Bilingual Spanish Language Skills	CG, GW, SM
Applied English Language Skills	MC, PV, SM
Applied Storytelling	EM, SM
Associate in Arts, Emphasis in American Indian Studies	CG, EM, GC, MC, PC, PV, SC, SM
Associate in Arts, Emphasis in Anthropology	CG, EM, GC, MC, PC, PV, RS, SC, SM

MARICOPA COMMUNITY COLLEGES

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Associate in Arts, Emphasis in Communication	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Economics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Creative Writing)	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Literature)	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in History	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Humanities	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Information Studies and eSociety	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Japanese	EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Journalism and New Media Studies	EM, MC, GC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Philosophy	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Religious Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Sociology	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Spanish	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Women and Gender Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Chicana and Chicano Studies	CG, GC, PC
Communication Competence in the Workplace	GC, MC
Communication Skills for Non-Native English Speakers	GC, MC
Creative Writing	EM, GC, MC, PC, PV, RS
Deaf Interpreter Preparation	PC
Deaf Studies	PC
Foundations of Storytelling	EM, SM

AREAS/PROGRAM	INSTITUTION
International Studies	PC
Interpreter Preparation	PC
Journalism and New Media Studies	MC
Language and Literary Culture of the USA	RS
Language Studies	CG, GC, MC, RS
Oral Communication Fluency for Non-Native English Speakers	GC, MC
Public Relations	MC
Southwest Studies	PC
Spanish Language and Culture	CG, GW, MC, RS
Sustainability and Ecological Literacy	EM, RS, SM
Sustaining and Advancing Indigenous Nations	SC
Traditional and Fact-Based Storytelling	EM, SM
Women and Gender Studies	CG

Education

Associate in Arts, Elementary Education (AAEE)	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Early Childhood Education	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Educational Studies Early Childhood	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Secondary Education	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Secondary Education	CG, EM, GC, MC, PC, PV, RS, SC, SM
Early Childhood Education	CG, GC, MC, PC, PV, RS
Early Childhood Education - Dual Language	MC
Early Childhood Education Management and Administration	PV, RS

AREAS/PROGRAM	INSTITUTION
Elementary Education and Special Education	GC, PV, RS
Foundations of Early Childhood Education	CG, GC, MC, PC, PV, RS
Infant and Toddler Development	GC, PV, RS
Instructional Assistance	MC, SM

Health Sciences

Accelerated Pharmacy Technology	SC
Applied Behavioral Health	MC
Associate in Arts, Emphasis in Community Health	CG, EM, GC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Exercise Science	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Nutritional Science	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Speech and Hearing Science	EM, GC, PC, PV, RS, SC, SM
Basic Phlebotomy	PC
Biomedical Equipment Technology	MC
Clinical Data Coordination	PV
Clinical Medical Assisting	PC
Clinical Neurodiagnostic Technology	GW
Clinical Phlebotomy	GW, PC
Clinical Research Coordination	PV
Community Health Paramedicine	GC
Community Health Work	PV, SC
Computed Tomography	GW
Critical Care Paramedicine	GC, PC, PV
Dental Assisting	PC

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Dental Hygiene	MC, PC, RS
Diagnostic Medical Sonography	GW
Electrocardiogram (ECG) Technician	GW
Electroneurodiagnostic (END) Technology	GW
Emergency Medical Technology	CG, GC, MC, PC, PV, RS
Emergency Medical Technology (EMT)	GW
Emergency Medical Technology (EMT) (High School)	GW
Emergency Medical Technology Comprehensive	CG, GC, MC, PC, PV
Exercise Science: Health, Fitness, and Sports Performance	CG, GC, MC, PV, SC, SM
Fast Track Practical Nursing	GC, GW, MC
Foundations of Recreation Management	SC
Foundations of Recreation Youth Services	SC
Foundations of Sports Medicine	RS
Health and Wellness Coaching	GC
Health Information Technology	PC
Health Information: Long Term Care Settings	PC
Health Science Education	GW
Health Services Management	GW
Healthcare Regulatory Compliance	GW
Histologic Technology	PC
Hospital Central Service Technology	GW
Laboratory Assisting	PC
Magnetic Resonance Imaging	GW
Massage Therapy	PC
Medical Administrative Assisting	PC
Medical Assisting	GW, PC
Medical Billing and Coding: Physician Based	GW
Medical Billing and Coding: Physician-Based	PC

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Medical Coding: Hospital-Based	PC
Medical Laboratory Science	PC
Nuclear Medicine Technology	GW
Nuclear Medicine Technology and Computed Tomography	GW
Nurse Assisting	EM, GC, GW, MC, PV, SC
Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Nursing (RN to BSN)	GW
Nursing Refresher	GW, MC
Nutrition and Dietetic Technology	PV
Nutrition for Personal Trainers and Coaches	SC
Occupational Therapy Assistant	GW
Operating Room Nursing	GW
Paramedicine	GC, MC, PC, PV
Personal Training	CG, GC, MC, PV, SC, SM
Personal Training: Advanced	CG, GC, MC, PV, SC, SM
Pharmacy Technician	GW
Physical Therapist Assisting	GW
Practical Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Preschool Education	CG, GC, RS
Radiologic Technology	GW
Recreation Management	SC
Respiratory Care	GW
Sleep Medicine (Polysomnographic) Technology	GW
Spanish Interpreting for Healthcare Professionals	GW
Speech Language Pathology Assistant	EM
Surgical Technology	GW
Sustainable Food Systems	RS

AREAS/PROGRAM	INSTITUTION
Sustainable Food Systems: Food Entrepreneur	RS
Sustainable Food Systems: Food Service	RS
Tactical Emergency Casualty Care	GC, PC, PV
Workforce Development: Professional Cooking and Sustainable Practices	RS
Yoga Instruction Level II	SC
Yoga Instruction: Level I	SC
Yoga Instruction: Supplement	SC

Science, Technology, Engineering and Mathematics

Artificial Intelligence and Machine Learning	CG, EM
Associate in Arts, Emphasis in Geography	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Mathematics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Sustainability and Environmental Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Astronomy	CG, EM, GC, MC, PC, PV, SC, SM
Associate in Science, Emphasis in Biochemistry	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Biological Sciences	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Chemistry	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Engineering	CG, EM, GC, GW, MC, PC, PV, SC, SM
Associate in Science, Emphasis in Geography - Meteorology	CG, EM, GC, MC, PC, PV, SC, SM
Associate in Science, Emphasis in Geology	CG, EM, GC, MC, PC, PV, RS, SC, SM

AREAS/PROGRAM	INSTITUTION
Associate in Science, Emphasis in Physics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Biotechnology and Molecular Biosciences	GC
Cannabis Cultivation	MC
Electronics Engineering Technology	MC
Electronics Technology	MC
Engineering Technology	CG, EM, GC, PV, SM
Environmental and Natural Resource Stewardship	PC
Equine Massage Therapy	SC
Equine Science	SC
Fundamentals of Applied Molecular Bioscience-Level 1	GC
Fundamentals of Horticulture	MC
Landscape Technology	MC
Mortuary Science	CG
Sustainability	CG, GC, PV, RS, SC, SM
Sustainable Horticulture	MC
Veterinary Assisting	MC
Veterinary Technology	MC

Visual and Performing Arts

Alteration Specialist	PC
Animation	GC, MC, PC
Animation and Time-Based Media	GC, MC, PC
Apparel Construction	PC
Associate in Arts, Fine Arts	CG, EM, GC, GW, MC, PC, PV, SC, SM
Associate in Arts, Fine Arts, Emphasis in Art	CG, EM, GC, GW, MC, PC, PV, SC, SM

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Associate in Arts, Fine Arts, Emphasis in Dance	CG, GC, MC, PC, PV, SC, SM
Associate in Arts, Fine Arts, Emphasis in Music	CG, EM, GC, MC, PC, PV, SC, SM
Associate in Arts, Fine Arts, Emphasis in Musical Theatre	CG, EM, GC, MC, PC, PV, SC, SM
Associate in Arts, Fine Arts, Emphasis in Theatre	CG, EM, GC, MC, PC, PV, SC, SM
Beginning Piano Pedagogy	MC
Ceramics	GC, MC
Commercial and Freelance Photography	GC, PC
Commercial Interior Design	SC
Costume Design and Production, Level I	PC
Costume Design and Production, Level II	PC
Dance Performance and Technology	SC
Digital Arts: Digital Photography	CG, MC
Digital Media Arts	GC, PC
Disc Jockey Techniques	MC
Disc Jockey Techniques I	MC
Disc Jockey Techniques II	MC
Documentary Film Production	GC
Drawing and Painting	MC
Editing	SC
Fashion Design	MC, PC
Fashion Design: Entrepreneur	PC
Fashion Design: Level I	PC
Fashion Design: Level II	PC
Fashion Illustration	PC
Film and Media Production	GC
Foundations of Visual Communication	SC

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Graphic Design	MC, PC
Illustration	CG, MC, PC
Illustration and Sequential Art	CG, MC, PC
Interior Design	PC, SC
Interior Design Kitchen and Bath	PC, SC
Interior Design Technology	PC, SC
Interior Design Upholstery and Soft Goods Production	PC
Interior Merchandising and Home Staging	PC, SC
Intermediate Piano Pedagogy	MC
Motion Picture Production	SC
Motion Picture, Television, and New Media Production	SC
Music Industry Studies: Audio Production Technologies	GC, MC, PC, PV
Music Industry Studies: Music Business	MC, PC, PV, SM
Music Industry Studies: Music Business I	MC, PC, PV, SM
Music Industry Studies: Music Business II	MC, PC, PV, SM
Pattern Design, Level I	PC
Pattern Design, Level II	PC
Photography	CG, GC, MC, PC
Residential Interior Design	PC, SC
Screenwriting	SC
Sequential Art	CG, PC
Stage Combat	PV
Technical Theatre	MC, PC, SC
Technical Theatre: Audio Technician	GC, PC, PV
Technical Theatre: Costuming	GC, MC, PC, PV
Technical Theatre: Hair and Makeup	MC
Technical Theatre: Lighting	PC, PV
Technical Theatre: Properties	EM, PC, PV, SC

Maricopa Community Colleges
Field of Interest Matrix 2025-2026

AREAS/PROGRAM	INSTITUTION
Technical Theatre: Puppetry	PC, PV
Technical Theatre: Set/Scenic Construction	EM, PC
Technical Theatre: Stage Crew Technician	EM, GC, PC, PV, SC
Time-Based Media	PC
Visual Communication	SC
Visual Communication: Creative Branding	SC
Visual Communication: Design	SC

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Accounting

Major: **5665**
Catalog Year: **2023-2024**
Effective Term: **2021 Spring**

Primary College: **Phoenix College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **24-27**
CIP Code: **52.0301**

Instructional Council: **Business/Management**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
43-3011.00 Bill and Account Collectors
43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
13-2041.00 Credit Analysts
13-2081.00 Tax Examiners and Collectors, and Revenue Agents

Description: The Certificate of Completion (CCL) in Accounting program is designed for students seeking to gain skills and knowledge in the field of accounting and tax. Possible entry-level positions for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, bookkeeper, accounting intern, or comparable positions. An Associate in Applied Science (AAS) in Accounting and a Certificate of Completion (CCL) in Enrolled Agent are also available.

Learning Outcomes

1. Use basic mathematics and accounting principles to report the financial position of an organization. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC221, ACC222, ACC230, ACC240)
2. Apply current technology to specific business tasks. (ACC115, CIS105, CIS114DE)
3. Evaluate the legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ACC121, ACC221, GBS151)
4. Demonstrate critical thinking through written and oral formats. (GBS151)
5. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151)
6. Apply principles and practices of accounting to analyze and interpret general purpose financial statements. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC221, ACC222, ACC230, ACC240)
7. Apply basic rules of financial accounting to business transactions. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC221, ACC222, ACC230, ACC240)
8. Apply basic rules of managerial accounting to business decision making. (ACC212, ACC240)
9. Apply appropriate procedures to prepare individual, partnership, and corporate taxes, including tax reporting for income, payroll, sales, and personal property. (ACC105, ACC121, ACC221, ACC222)
10. Demonstrate an understanding of compliance in accounting, reporting and tax. (ACC105, ACC121, ACC221, ACC222)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Consultation with an Academic Advisor is recommended for course selection.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I (3) AND
+ ACC230 Uses of Accounting Information I (3) AND
+ ACC240 Uses of Accounting Information II (3)
OR
ACC111 Accounting Principles I (3) AND
+ ACC112 Accounting Principles II (3) AND
+ ACC212 Managerial Accounting (3)
OR
ACC211 Financial Accounting (3) AND
+ ACC212 Managerial Accounting (3) 6-9

Credits: 24-27

ACC105 Payroll, Sales and Property Taxes (3) OR
+ ACC222 Payroll Accounting (3) 3

ACC121 Individual Tax Preparation (3) OR
+ ACC221 Tax Accounting (3) 3

ACC115 Computerized Accounting 3
CIS114DE Excel Spreadsheet 3
CIS105 Survey of Computer Information Systems 3
GBS151 Introduction to Business 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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MARICOPA COMMUNITY COLLEGES

BEHAVIORAL SCIENCE AND HUMAN SERVICES

Administration of Justice

Major: **5007N**
Catalog Year: **2023-2024**
Effective Term: **2019 Fall**

Initiating College: **Mesa Community College**
Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **15**
CIP Code: **43.0104**

Instructional Council: **Administration of Justice Studies**
GPA: **2.0**

SOC Code: **33-1012.00, 33-1012.00, 33-3052.00, 33-3021.00, 33-3021.02, 33-3051.01, 33-3051.00, 33-3012.00, 33-9032.00, 33-3051.04, 33-3021.00, 33-3021.06, 33-3031.00, 33-3021.03, 43-5031.00**

Description: The Certificate of Completion (CCL) in Administration of Justice program is designed to be interdisciplinary by nature and provides students with foundational knowledge of the criminal justice system and operational processes for addressing crime within society. This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS230, AJS240)
2. Solve problems through logical and sound reasoning. (AJS101, AJS109, AJS123, AJS230, AJS240, AJS260)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS230, AJS240)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS109, AJS230, AJS240)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS230, AJS240)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS109, AJS123, AJS230, AJS240, AJS260)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS230, AJS240)
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS109, AJS123, AJS230, AJS240, AJS260)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS109, AJS230, AJS240, AJS260)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS101 Introduction to Criminal Justice 3

AJS109 Substantive Criminal Law (3) or
AJS260 Procedural Criminal Law (3) 3

Credits: 15

AJS123 Ethics and the Administration of Justice 3
AJS230 The Police Function 3
AJS240 The Correction Function 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 11, 2018

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Administrative Professional

Major: **5677**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **EM GC PC PV SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **18**
CIP Code: **52.0401**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

43-6011 Executive Secretaries and Executive Administrative Assistants
43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Description: The Certificate of Completion (CCL) in the Administrative Professional program is designed to provide students with basic office skills. This program is recommended for students with little or no office-related work experience or college experience. Includes instruction in business communications, office procedures, and report preparation. An Associate in Applied Science (AAS) in Administrative Professional is available.

Learning Outcomes

1. Apply effective oral, written, and visual business communication skills. (GBS120)
2. Apply current technology to specific business tasks. (BPC110, CIS105, CIS113DE, BPC101AA, BPC/OAS111AA, CIS133AA, CIS121AI, CIS121AE, CIS122AE)
3. Create basic business documents, reports, spreadsheets, and presentations. (BPC101AA, BPC110, CIS105, CIS113DE, GBS120)
4. Describe basic business principles. (GBS151)
5. Use the Internet as a communication tool and information resource. (BPC101AA, BPC110, CIS105, CIS133AA, GBS120)
6. Apply mathematics to common business calculations. (BPC110, CIS105, GBS131)
7. Demonstrate effective interpersonal and customer service skills in the workplace. (GBS120)
8. Apply professional behavior and ethics. (CIS105, GBS151)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

Credits: 18

CIS113DE Microsoft Word: Word Processing 3
GBS120 Workplace Communication Skills 3
GBS131 Business Calculations 3
GBS151 Introduction to Business 3

Select three (3) of the following courses:
BPC101AA Introduction to Computers I 1
BPC/OAS111AA Computer Keyboarding I 1
CIS121AE Windows Operating System: Level I 1
CIS121AI Mac Operating System 1
+ CIS122AE Windows Operating System: Level II 1
CIS133AA Internet/Web Development Level I-A 1

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Adobe Foundations: Animation and Graphics Production

Major: **5167N**
Catalog Year: **2023-2024**
Effective Term: **2021 Fall**

Initiating College: **Mesa Community College**
Program Availability: **CG GC MC PV SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9**
CIP Code: **11.0801**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
43-9031.00 Desktop Publishers

Upon completion of an associate degree, students may pursue a career as:
15-1254.00 Web Developers
27-1014.00 Multimedia Artists and Animators
27-1024.00 Graphic Designers

Description: The Certificate of Completion (CCL) in Adobe Foundations: Animation and Graphics Production program helps prepare students to create, edit, and enhance digital images, graphics, and animation for use in web, print, and video. A Certificate of Completion in Adobe Foundations: Video and Audio Production and an Associate in Applied Science (AAS) in Web Design and Development are also available.

Learning Outcomes

1. Edit digital images and visual assets. (CIS120DB, CIS120DF)
2. Create animation and graphics in a variety of formats for use in web, print, and video. (CIS120DB, CIS120DF, CIS120DC)
3. Develop interactive digital animation. (CIS120DC)
4. Practice legal and ethical standards related to the creation and use of animation and graphics. (CIS120DB, CIS120DC, CIS120DF)
5. Prepare visual assets to address audience needs. (CIS120DB, CIS120DC, CIS120DF)
6. Describe project management tasks, responsibilities, and communication workflow. (CIS120DB, CIS120DC, CIS120DF)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS120DB Introduction to Adobe Illustrator 3
CIS120DC Introduction to Adobe Animate 3 **Credits: 9**
CIS120DF Introduction to Adobe Photoshop 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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Adobe Foundations: Audio and Video Production

Major: **5166N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9**
CIP Code: **11.0801**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
27-4032.00 Film and Video Editors

Upon completion of an associate degree, students may pursue a career as:
15-1254.00 Web Developers
27-1014.00 Multimedia Artists and Animators
27-1024.00 Graphic Designers

Description: The Certificate of Completion (CCL) in Adobe Foundations: Audio and Video Production program helps prepare students to edit and enhance video, sound, and special effects for online and broadcast delivery. A Certificate of Completion in Adobe Foundations: Animation and Graphics Production and an Associate in Applied Science (AAS) in Web Design and Development are also available.

Learning Outcomes

1. Enhance audio and video content using multiple techniques. (CIS120DA, CIS120DK, CIS120DL, CIS120DO)
2. Create and edit audio and video special effects. (CIS120DA, CIS120DK, CIS120DL, CIS120DO)
3. Practice legal and ethical standards related to audio and video production and use. (CIS120DA, CIS120DK, CIS120DL, CIS120DO)
4. Prepare audio and video assets to address audience needs. (CIS120DA, CIS120DK, CIS120DL, CIS120DO)
5. Describe project management tasks, responsibilities, and communication workflow. (CIS120DA, CIS120DK, CIS120DL, CIS120DO)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS120DA Introduction to Adobe Premiere 3 OR
CIS120DK Introduction to Digital Video Editing 3

Credits: 9

CIS120DL Introduction to Adobe After Effects 3
CIS120DO Introduction to Adobe Audition 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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MARICOPA COMMUNITY COLLEGES

BEHAVIORAL SCIENCE AND HUMAN SERVICES

Advanced Behavioral Sciences

Major: **5521**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Primary College: **South Mountain Community College**
Program Availability: **GC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **40**
CIP Code: **30.1701**

Instructional Council: **Counseling (23)**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
31-1133.00 Psychiatric Aides
21-1093.00 Social and Human Service Assistants
29-2053.00 Psychiatric Technicians
21-1099.00 Community and Social Service Specialists, All Other
21-1011.00 Substance Abuse and Behavioral Disorder Counselors
19-3099.00 Social Scientists and Related Workers, All Other
21-1023.00 Mental Health and Substance Abuse Social Workers
21-1094.00 Community Health Workers

Upon completion of a graduate degree, students may pursue a career as:
21-1011.00 Substance Abuse and Behavioral Disorder Counselors
21-1092.00 Probation Officers and Correctional Treatment Specialists
21-1093.00 Social and Human Service Assistants
29-2053.00 Psychiatric Technicians
21-1023.00 Mental Health and Substance Abuse Social Workers
21-1014.00 Mental Health Counselors
21-1012.00 Educational, Guidance, School, and Vocational Counselors
21-1013.00 Marriage and Family Therapists
21-1019.00 Counselors, All Others
21-1022.00 Healthcare Social Workers
19-3039.00 Psychologists, All Other
19-3031.03 Counseling Psychologists
19-3032.00 Industrial-Organizational Psychologists
19-3031.00 Clinical, Counseling, and School Psychologists
29-1223.00 Psychiatrists
19-3039.01 Neuropsychologists and Clinical Neuropsychologists
25-1066.00 Psychology Teachers, Postsecondary
19-3034.00 School Psychologists
29-1071.00 Physician Assistant

Description: The Certificate of Completion (CCL) in Advanced Behavioral Sciences prepares students to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, addictions and substance use, trauma, developmental disabilities, comorbid medical conditions, and challenging behaviors. The program includes courses designed to provide students

with the skills necessary to deliver behavioral health and social services through supervised field experience. This program prepares students for industry certification and is embedded in the Associate in Applied Science (AAS) in Behavioral Sciences, and the Bachelor's of Science (BS) in Behavioral Sciences available at MCCCD.

Learning Outcomes

1. Apply the principles of trauma-informed care with diverse client populations. (BHS150, BHS155, BHS160, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210, BHS215)
2. Demonstrate ethical interpersonal and communication skills important in establishing and maintaining relationships. (BHS150, BHS155, BHS160, BHS165, BHS170, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210, BHS215)
3. Practice evidence-based behavioral health interventions using assessment and outcome measures. (BHS150, BHS160, BHS165, BHS170, BHS175, BHS180, BHS190, BHS205, BHS210, BHS215)
4. Assist clients with substance use and co-occurring disorders in their recovery. (BHS150, BHS160, BHS165, BHS175, BHS205, BHS210, BHS215)
5. Determine the role, function, and responsibilities of various mental health professions. (BHS150, BHS160, BHS170, BHS175, BHS180, BHS190, BHS205, BHS210, BHS215)
6. Examine the comprehensive bio-psycho-social needs of diverse client populations in behavioral health and social service settings. (BHS150, BHS165, BHS170, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210)
7. Identify methods to resolve current symptoms and prevent future effects of burnout, traumatic stress, and compassion fatigue. (BHS155, BHS160, BHS165, BHS175, BHS190)
8. Manage crisis/trauma situations while engaging in appropriate self care to promote professional resilience and personal safety. (BHS155, BHS160, BHS165, BHS175, BHS185, BHS190, BHS205, BHS210, BHS215)
9. Manage individual cases as part of a multidisciplinary team in a fashion that best serves the patient and simultaneously protects the practitioner. (BHS155, BHS160, BHS165, BHS170, BHS175, BHS180, BHS185, BHS190, BHS205, BHS210)
10. Document treatment plans in collaboration with a multidisciplinary team. (BHS160, BHS170, BHS180, BHS185, BHS205, BHS210)

Program Notes

Students must earn a grade of C or better in each course in the program.

Program Prerequisites: None

Required Courses

BHS150 Introduction to Behavioral Health and Social Services 3
BHS155 Professional Resiliency and Well-Being 3
BHS160 Ethical, Legal, and Professional Issues in Counseling Services 3
BHS165 Applied Therapeutic Communication Skills 3
BHS170 Case Management and Clinical Documentation 3
BHS180 Child, Family, and Adult Advocacy 3
Note: The above courses are required in the Certificate of Completion (CCL) in Foundations of Behavioral Sciences (5522)

Credits: 34

BHS175 Trauma-Informed Care and Recovery Treatment 3
BHS185 Cultural Competence in Behavioral Health 3
+ BHS190 Supervised Practice in Behavioral Health and Human Services 1
BHS205 Introduction to Individual Counseling Theories 3

BHS210 Addictions, Substance Use Disorders, and Recovery 3
BHS215 Introduction to Group Therapy 3

Restricted Electives

Student must choose six (6) credits from one (1) of the following specializations:

Specialization 1: Trauma and Crisis Stabilization
BHS230 Crisis and Trauma Stabilization 3
BHS235 Emergency Mental Health Crisis Response and Recovery 3

Specialization 2: Infant and Early Childhood Mental Health
BHS275 Infant and Early Childhood Mental Health (3) OR
CFS177 Parent-Child Interaction (3) 3

BHS272 Child and Adolescent Mental Health and Interventions 3
CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight 3
+ EED210 Creative and Cognitive Play 3
(If EED210 is selected, CFS235 will need to be selected (unless another requisite option has been met.)

Specialization 3: Addiction and Substance Use Disorders
ASD110 Pharmacology of Substances of Abuse and Dependency 3

ASD245 Co-Occurring Disorders (2) AND
ASD120 Professional Ethics in Addictions and Substance Use Disorders (1) OR
ASD145 AIDS and Addiction (1) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3

Credits: 6

Specialization 4: Developmental Disabilities
BHS271 Developmental Disabilities Assistance Training 3
+ PSY241 Understanding and Changing Behavior 3
+ PSY243 The Psychology of Developmental Disabilities 3

Specialization 5: Criminal Justice and Forensic Science
+ PSY267 Introduction to Forensic Psychology 3

AJS101 Introduction to Criminal Justice (3) OR
AJS200 Current Issues In Criminal Justice (3) OR
AJS225 Criminology (3) 3

Specialization 6: Mental Health
BHS230 Crisis and Trauma Stabilization (3) OR
BHS235 Emergency Mental Health Crisis Response and Recovery (3) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3
BHS255 Health and Wellness Coaching in Professional Resiliency 3
BHS262 Behavioral Health Service Techniques for the Elderly 3
BHS266 Violence and Abuse Services 3
BHS269 Grief Support Techniques 3

BHS271 Developmental Disabilities Assistance Training 3
BHS272 Child and Adolescent Mental Health and Interventions 3
BHS275 Infant and Early Childhood Mental Health 3
CPD180 Human Resilience: Cognitive, Emotional, and Behavioral Applications 3
+ PSY266 Psychological Disorders 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 22, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Amazon Web Services Cloud Associate

Major: **5330N**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**
Primary College: **Chandler-Gilbert Community College**
Program Availability: **CG, GC, GW, MC, PC, PV, RS, SC, SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **3-6**
CIP Code: **11.0902**
Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 15-1299.00 Computer Occupations, All Other**

Description: The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Associate builds the knowledge and skills to design, plan, and implement a cloud solution architecture. Students will be introduced to concepts and hands-on opportunities to manage cloud systems/architectures for real world-applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the AWS Certified Solutions Architect – Associate examination, which is the second level of the AWS certifications.

Learning Outcomes

1. Integrate Amazon Web Services cloud technologies and services to transform IT Systems. (CLD110, CLD120)
2. Configure Amazon Web Services cloud systems for high availability, fault tolerance, and scalability. (CLD110, CLD120)
3. Utilize the appropriate tools and services to provide multi-layered security for content in the cloud. (CLD110, CLD120)
4. Design well-architected cloud solutions to meet business needs. (CLD110, CLD120)
5. Configure storage, compute, database, networking resources and troubleshoot to improve performance and evaluate metrics for applications. (CLD110, CLD120)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to

completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST.

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Credits: 3-6

CLD110 Amazon Web Services Cloud Foundations (3)
OR
Certificate of Completion in Amazon Web Services Cloud Practitioner (5141N) (3)
OR
AWS Certified Cloud Practitioner certification badge (0)
OR
Permission of Program Director (0) 0-3
(CCL/5141N is not eligible for Title IV Federal Financial Aid.)

+ CLD120 Amazon Web Services Cloud Architect Associate 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: March 25, 2025

Amazon Web Services Cloud Practitioner

Major: **5141N**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**
Primary College: **Chandler-Gilbert Community College**
Program Availability: **CG, GC, GW, MC, PC, PV, RS, SC, SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **3**
CIP Code: **11.0902**
Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**
15-1299.00 Computer Occupations, All Other

Description: The Certificate of Completion (CCL) in Amazon Web Services Cloud Practitioner builds the practical knowledge and skills of cloud computing. Cloud computing provides reliable, scalable, secure, and flexible technology solutions for personal and business use. This CCL will introduce students new to or interested in cloud computing to the fundamental concepts of cloud services as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Amazon Web Services (AWS) Certified Cloud Practitioner exam, which is the first level of the AWS certification.

Learning Outcomes

1. Define the different types of cloud services and their benefits including economic advantages. (CLD110)
2. Execute a variety of cloud services within Amazon Web Services (AWS). (CLD110)
3. Manage basic cloud security. (CLD110)
4. Design basic cloud service architectures using industry best practices. (CLD110)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to

completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses	
CLD110 Amazon Web Services Cloud Foundations 3	**Credits: 3**

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: March 25, 2025

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Amazon Web Services Cloud Specialist

Major: **5331N**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Initiating College: **Glendale Community College**
Program Availability: **CG GC PC PV SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **3-9**
CIP Code: **11.0902**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as an: 15-1299.00 Computer Occupations, All Other**

Description: The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Specialist builds the requisite knowledge and skills to perform core Amazon Web Services (AWS) services in a manner that is based on compute, data, security and requirements as well as AWS best practices. Students select a specialization in either Developer or SysOps. Developer focuses on developing, deploying and debugging cloud based applications using AWS. SysOps focuses on deploying, managing and operating scalable, highly available, and fault tolerant systems on AWS.

Students will have hands-on opportunities to manage cloud systems/architectures for real world-scenarios. Students with the requisite prior experience in the field who complete this CCL can pursue employment in a variety of information technology jobs.

This CCL also helps to prepare students for industry-standard certification as either AWS Certified Developer - Associate or AWS Certified SysOps Administrator - Associate based on their emphasis.

Learning Outcomes

1. Integrate Amazon Web Services (AWS) cloud technologies and services to transform IT Systems. (CLD110, CLD120, CLD130, CLD140)
2. Configure AWS cloud systems for high availability, fault tolerance, and scalability. (CLD110, CLD120, CLD140)
3. Utilize the appropriate tools and services to provide multi-layered security for content in the cloud. (CLD110, CLD120)
4. Design well-architected cloud solutions to meet business needs. (CLD110, CLD120, CLD140)
5. Configure storage, compute, database, networking resources and troubleshoot to improve performance and evaluate metrics for applications. (CLD110, CLD120, CLD140)

6. Develop, deploy and debug cloud based applications using AWS. (CLD130)
7. Deploy, manage and operate scalable, highly available, and fault tolerant systems on AWS. (CLD140)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the CCL to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Credits: 3-9

CLD110 Amazon Web Services Cloud Foundations (3) OR
AWS Cloud Practitioner Certification (0) OR
Permission of Program Director (0) 0-3

+ CLD120 Amazon Web Services Cloud Architect Associate (3) OR
AWS Certified Solutions Architect - Associate certification (0) OR
Permission of Program Director (0) 0-3

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization 1: AWS Certified Developer - Associate
+CLD130 Amazon Web Services Cloud Developing 3

Specialization 2: AWS Certified SysOps Administrator - Associate
+ CLD140 Amazon Web Services Cloud Operations 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 22, 2021

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Android App Development

Major: **5834N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Gateway Community College**
Program Availability: **GW PC RS SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9-12**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1132.00 Software Developers, Applications
15-1131.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers

Upon completion of an associate degree, students may pursue a career as:
15-1254.00 Web Developers

Description: The Certificate of Completion (CCL) in Android App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Android mobile apps. This CCL will help prepare students to take the Associate Android Developer industry certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development, and Certificate of Completion (CCL) in Native Mobile App Development, which are also available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Design and develop a user interface that utilizes professional UI/UX principles. (CIS165DA)
2. Design and develop applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS150, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165DA, CIS265DA)
3. Develop effective, efficient, tested code that meets specifications. (CIS105, CIS150, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165DA, CIS265DA)
4. Analyze problems using critical thinking skills and design program solutions. (CIS105, CIS150, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165DA, CIS265DA)
5. Research and evaluate professional resources to effectively apply them to a problem. (CIS162AD, CIS165DA, CIS265DA)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS265DA)
7. Practice industry accepted professional and ethical behavior. (CIS265DA)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students should consult with a Department Advisor in arranging their schedules.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR **Credits: 9-12**
+ CIS162AD C# Level I (3) OR
+ CIS163AA Java Programming: Level I (3) 3
CIS150 or CIS150AB recommended for students with no programming experience or who plan to complete the AAS 3099 or CCL 5193 in Mobile App Development.

+ CIS165DA Introduction to Android Application Development 3
+ CIS265DA Advanced Android Application Development 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

CULTURE AND SOCIETY

Applied Bilingual Spanish Language Skills

Major: **5247**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Gateway Community College**
Program Availability: **CG GW SM**
Field of Interest: **Culture and Society**

Award: **CCL**
Total Credits: **25-69**
CIP Code: **16.0905**

Instructional Council: **Languages**
GPA: **2.00**

SOC Code: **Upon completion of a certificate, students may pursue a career as:**
43-4051.00 Customer Service Representatives
43-9061.00 Office Clerks, General

Description: The Certificate of Completion (CCL) in Applied Bilingual Spanish Language Skills will introduce students to the application of Spanish-English bilingual language skills in workplace settings.

Learning Outcomes

1. Demonstrate comprehension of (authentic) written and oral passages in academic and professional settings. (SPA101, SPA102, SPA111, SPA201, SPA202, SPA109, SPA117, SPA118, SPA225, SPA226)
2. Communicate effectively in both languages within specific contexts. (SPA101, SPA102, SPA111, SPA201, SPA202, SPA109, SPA117, SPA118, SPA119, SPA205, SPA206, SPA225, SPA226)
3. Demonstrate the ability to give instructions and maintain conversations in the past, present, and future. (SPA101, SPA102, SPA111, SPA201, SPA202, SPA118, SPA205, SPA206, SPA225, SPA226)
4. Demonstrate comprehension of cultural norms, values, beliefs, and regional variations with speakers of diverse backgrounds. (SPA101, SPA102, SPA111, SPA201, SPA202, SPA117, SPA118, SPA119, SPA205, SPA206, SPA225, SPA226)
5. Apply disciplinary information in a manner that is appropriate to the topic, situation, and audience. (SPA101, SPA102, SPA111, SPA201, SPA202, AJS101, BHS150, BHS165, BHS185, BIO156, BIO181, BIO181XT, BIO201, BIO202, BIO205, CHM130, CHM130LL, CHM130AA, CIS105, COM263, CRE101, EDU230, GBS151, MAT14+, PSY101, SPA109, SPA117, SPA118, SPA119, SPA205, SPA206, SPA225, SPA226, [FYC], [HU])

Program Notes

Students must earn a grade of C or better in all courses within the program.

Upon completion of additional education, students can apply their bilingual language skills within focused settings, including allied health, administration of justice, business, or education.

Admission Criteria

Some fluency in conversational Spanish is required for program admission and will be assessed by the Program Director and/or program faculty.

Program Prerequisites: None

Required Courses

Credits:16

SPA101 Elementary Spanish I 4

+ SPA102 Elementary Spanish II (4) OR
+ SPA111 Fundamentals of Spanish (4) 4

+ SPA201 Intermediate Spanish I 4
+ SPA202 Intermediate Spanish II 4

Restricted Electives

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor. Courses may not be used to fulfill both Required Courses and Restricted Electives areas.

Credits: 9-53

Specialization 1: Behavioral Health
Credits: 9
BHS150 Introduction to Behavioral Health and Social Services (3) OR
BHS165 Applied Therapeutic Communication Skills (3) OR
BHS185 Cultural Competence in Behavioral Health (3) 3

+ SPA225 Intermediate Spanish Conversation I 3
+ SPA226 Intermediate Spanish Conversation II 3

Specialization 2: Bilingual Nursing Fellowship Program
Credits: 35-53
Students who wish to seek admission to the Nursing program at Phoenix College or Gateway Community College should follow this specialization, which is a cohorted program available only at South Mountain Community College.

+ BIO156 Introductory Biology for Allied Health (4) OR
+ BIO181 General Biology (Majors) I (4) OR
+ BIO181XT General Biology (Majors) I (4) OR

One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4
+ BIO202 Human Anatomy and Physiology II 4
+ BIO205 Microbiology 4

+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
+ CHM130AA Fundamental Chemistry with Lab (4) OR
One year of high school chemistry 0-4

+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) 3

+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 3

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Satisfactory completion of higher level math course 3-6

PSY101 Introduction to Psychology 3
Any approved general education course in the Humanities, Arts and Design area. 2-3
SPA117 Health Care Spanish I 3
+ SPA118 Health Care Spanish II 3

+ SPA205 Spanish for Medical Interpretation I (3) OR
Permission of Department or Division (0) 0-3

+ SPA206 Spanish for Medical Interpretation II 3

Specialization 3: Business
Credits: 9
GBS151 Introduction to Business 3
+ SPA225 Intermediate Spanish Conversation I 3
+ SPA226 Intermediate Spanish Conversation II 3

Specialization 4: Education
Credits: 12
EDU230 Cultural Diversity in Education 3

SPA119 Spanish for Educational Settings I 3
+ SPA225 Intermediate Spanish Conversation I 3
+ SPA226 Intermediate Spanish Conversation II 3

Specialization 5: General
Credits: 9
COM263 Elements of Intercultural Communication 3
+ SPA225 Intermediate Spanish Conversation I 3
+ SPA226 Intermediate Spanish Conversation II 3

Specialization 6: Healthcare
Credits: 12-15
COM263 Elements of Intercultural Communication 3
SPA117 Health Care Spanish I 3
+ SPA118 Health Care Spanish II 3

+ SPA205 Spanish for Medical Interpretation I (3) OR
Permission of Department or Division (0) 0-3

+ SPA206 Spanish for Medical Interpretation II 3

Specialization 7: Law Enforcement
Credits: 12
AJS101 Introduction to Criminal Justice 3
SPA109 Law Enforcement Spanish I 3
+ SPA225 Intermediate Spanish Conversation I 3
+ SPA226 Intermediate Spanish Conversation II 3

Specialization 8: Office and Administrative Support
Credits: 9
CIS105 Survey of Computer Information Systems 3
+ SPA225 Intermediate Spanish Conversation I 3
+ SPA226 Intermediate Spanish Conversation II 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 27, 2024

MARICOPA COMMUNITY COLLEGES

CULTURE AND SOCIETY

Applied English Language Skills

Major: **5278**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **MC PV SM**
Field of Interest: **Culture and Society**

Award: **CCL**
Total Credits: **21-27**
CIP Code: **16.1701**

Instructional Council: **English as a Second Language**
GPA: **2.00**

SOC Code: **Upon completion of certificate, students may pursue work as:**
11–1011.00 First-Line Supervisors of Retail Sales Workers
41-1012.00 First-Line Supervisors of Non-Retail Sales Workers
43–1011.00 First-Line Supervisors of Office and Administrative Support Workers

Description: The Certificate of Completion (CCL) in Applied English Language Skills is designed to provide English language learners with advanced English language skills for professional and academic purposes. The program includes integrated English language skill courses, vocational and individual skill-based ESL courses, and elective coursework in related areas to help students develop English proficiency and other relevant workplace skills to meet a variety of occupational and academic demands.

Learning Outcomes

1. Communicate in the English language, both verbally and non-verbally, in a way which shows advanced language skills, situational flexibility, and intercultural competence. (ESL201++, ESL202++, ESL250, CIS102, CIS105, COM263, CPD102AB, ENG101, ENG102, ENG107, ENG108, ESL101++, ESL102++, ESL110, ESL140, ESL210, ESL240, ESL298++, FYE101, FYE103, GBS120, HCC145, MGT101, PSY132)
2. Interpret the linguistic and rhetorical elements of advanced texts on both concrete and abstract topics in areas of professional and academic relevance. (ESL201++, ESL202++, ESL250, CIS102, CIS105, COM263, CPD102AB, ENG101, ENG102, ENG107, ENG108, ESL101++, ESL102++, ESL110, ESL140, ESL210, ESL240, ESL298++, FYE101, FYE103, GBS120, HCC145, MGT101, PSY132)
3. Demonstrate an advanced level of fluency and spontaneity that facilitates effective communication with English speakers in various professional and academic settings. (ESL201++, ESL202++, ESL250, CIS102, CIS105, COM263, CPD102AB, ENG101, ENG102, ENG107, ENG108, ESL101++, ESL102++, ESL110, ESL140, ESL210, ESL240, ESL298++, FYE101, FYE103, GBS120, HCC145, MGT101, PSY132)
4. Develop coherent, advanced texts with appropriate support for use in professional and academic contexts. (ESL201++, ESL202++, ESL250, CIS102, CIS105, COM263, CPD102AB, ENG101, ENG102, ENG107, ENG108, ESL101++, ESL102++, ESL110, ESL140, ESL210, ESL240, ESL298++, FYE101, FYE103, GBS120, HCC145, MGT101, PSY132)
5. Develop linguistic, technological, and interpersonal strategies to facilitate advanced verbal and non-verbal communication in future professional and academic pursuits. (ESL201++,

ESL202++, ESL250, CIS102, CIS105, COM263, CPD102AB, ENG101, ENG102, ENG107, ENG108, ESL101++, ESL102++, ESL110, ESL140, ESL210, ESL240, ESL298++, FYE101, FYE103, GBS120, HCC145, MGT101, PSY132)

Program Notes

Students must earn a grade of C or better in all courses within the program.

This certificate aligns with the CEFR B2 Scale and is intended for English language learners.

Program Prerequisites: None

Required Courses

Credits: 9-15

ESL201 English as a Second Language III (6) OR
ESL201AA English as a Second Language IIIA (3) AND
ESL201AB English as a Second Language IIIB (3) OR
Appropriate ESL placement score (0) 0-6

ESL202 English as a Second Language IV (6) OR
ESL202AA English as a Second Language IVA (3) AND
ESL202AB English as a Second Language IVB (3) 6

ESL250 Vocational English 3

Restricted Electives

Students must select 12 credits from the following list of courses. Some ESL courses on this list may be repeated for credit. Students should consult with an academic advisor to determine courses best suited to their educational and professional goals. Courses outside of the ESL prefix should be taken after ESL202:

CIS102 Interpersonal and Customer Service Skills for IT Professionals 1
CIS105 Survey of Computer Information Systems 3
COM263 Elements of Intercultural Communication 3
CPD102AB Career Exploration 2

Credits: 12

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) 3
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 3

ESL101 English as a Second Language I (6) OR
ESL101AA English as a Second Language IA (3) AND
ESL101AB English as a Second Language IB (3) 6

ESL102 English as a Second Language II (6) OR

ESL102AA English as a Second Language IIA (3) AND
ESL102AB English as a Second Language IIB (3) 6

ESL110 Beginning to Low-Intermediate English Listening and Speaking 3
ESL140 Beginning to Low-Intermediate English Grammar 3
ESL210 High-Intermediate to Advanced English Listening and Speaking 3
ESL240 High-intermediate to Advanced English Grammar 3
ESL298AA Special Projects 1
ESL298AB Special Projects 2
ESL298AC Special Projects 3

FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS120 Workplace Communication Skills 3
HCC145 Medical Terminology for Healthcare Professionals 3
MGT101 Techniques for Supervision 3
PSY132 Psychology and Culture 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 27, 2024

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cisco Certified Network Professional: Enterprise Core

Major: **5189N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **CG GC MC PV SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **8**
CIP Code: **11.0901**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Description: The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise Core builds the knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes the fundamental concepts of virtualization, network assurance, security, and automation, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification exam aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core certifications.

Additional Certificates of Completion (CCLs) in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise, Cisco Certified Network Professional: Enterprise Core and Advanced Routing and Services, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT240, CNT240AA, CNT240AB)
2. Design, configure, and troubleshoot a campus network using advanced and multi-layer switching technologies and automation. (CNT240, CNT240AA, CNT240AB)
3. Configure Layer 2 and Layer 3 traffic forwarding. (CNT240, CNT240AA, CNT240AB)
4. Configure and troubleshoot wireless technologies. (CNT240, CNT240AA, CNT240AB)
5. Explain multicast protocols and Quality of Service (QoS) models. (CNT240, CNT240AA, CNT240AB)
6. Configure different routing protocols and various overlay tunnels. (CNT240, CNT240AA, CNT240AB)
7. Explain the characteristics of scalable network architectures. (CNT240, CNT240AA, CNT240AB)
8. Analyze how fabric networks allow traditional networks to be more manageable and secure. (CNT240, CNT240AA, CNT240AB)

9. Configure and troubleshoot enterprise networks. (CNT240, CNT240AA, CNT240AB)
10. Explain the purpose and characteristics of network and server virtualization. (CNT240, CNT240AA, CNT240AB)
11. Explain common network programmability concepts and programmatic methods of management. (CNT240, CNT240AA, CNT240AB)
12. Apply basic programming and automation. (CNT240, CNT240AA, CNT240AB)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

Program Prerequisites: None

Required Courses

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

Credits: 8

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 23, 2020

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

The Certificate of Completion in Cisco Certified Network Professional: Enterprise is currently not Title IV Federal Financial Aid eligible.

Major: **5190**
Catalog Year: **2024-2025**
Effective Term: **2025 Spring**
Initiating College: **South Mountain Community College**
Program Availability: **SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **16**
CIP Code: **11.0901**
Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Description: The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes fundamental concepts of virtualization, network assurance, security, automation, and the implementation and troubleshooting of advanced routing technologies, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification and Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) exams aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core, CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.

Additional Award Opportunities *(Please check with your advisor for availability)*

Embedded Within This Award:
CCL/5187N Cisco Certified Network Professional: Enterprise Advanced Routing and Services
CCL/5189N Cisco Certified Network Professional: Enterprise Core

Part of a Larger Program:
CCL/5037 Cisco Network Administration: CCNP

Learning Outcomes

1. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT240, CNT240AA, CNT240AB)
2. Design, configure, and troubleshoot a campus network using advanced and multi-layer switching technologies and automation. (CNT240, CNT240AA, CNT240AB)
3. Configure Layer 2 and Layer 3 traffic forwarding. (CNT240, CNT240AA, CNT240AB)
4. Configure and troubleshoot wireless technologies. (CNT240, CNT240AA, CNT240AB)
5. Explain multicast protocols and Quality of Service (QoS) models. (CNT240, CNT240AA, CNT240AB)
6. Configure different routing protocols and various overlay tunnels. (CNT240, CNT240AA, CNT240AB)
7. Explain the characteristics of scalable network architectures. (CNT240, CNT240AA, CNT240AB)
8. Analyze how fabric networks allow traditional networks to be more manageable and secure. (CNT240, CNT240AA, CNT240AB)
9. Configure and troubleshoot enterprise networks. (CNT240, CNT240AA, CNT240AB)
10. Explain the purpose and characteristics of network and server virtualization. (CNT240, CNT240AA, CNT240AB)
11. Explain common network programmability concepts and programmatic methods of management. (CNT240, CNT240AA, CNT240AB)
12. Apply basic programming and automation. (CNT240, CNT240AA, CNT240AB)
13. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT250, CNT250AA, CNT250AB)
14. Design, configure, and troubleshoot a network using advanced routing. (CNT250, CNT250AA, CNT250AB)
15. Configure, manage, secure, troubleshoot and integrate advanced routing protocols and tunneling in a complex scalable internetwork. (CNT250, CNT250AA, CNT250AB)
16. Configure and troubleshoot route maps, conditional forwarding, and route redistribution. (CNT250, CNT250AA, CNT250AB)
17. Implement a selection of WAN tunneling protocols. (CNT250, CNT250AA, CNT250AB)
18. Describe IPV6 first-hop security features. (CNT250, CNT250AA, CNT250AB)
19. Troubleshoot security threats to a network. (CNT250, CNT250AA, CNT250AB)
20. Troubleshoot device management and management tools. (CNT250, CNT250AA, CNT250AB)

Program Notes

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

Students must earn a grade of C or better for all courses required within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

Program Prerequisites: None

Required Courses

Credits: 16

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4)
AND
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4)
8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 23, 2020

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cisco Certified Network Professional: Enterprise Advanced Routing and Services

Major: **5187N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **GC MC PV SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **8**
CIP Code: **11.0901**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Description: The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise Advanced Routing and Services builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes concepts of implementation and troubleshooting of advanced routing technologies and services including Layer 3 VPN services, infrastructure security, and infrastructure services, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) certification exam aligned with the CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications. Additional Certificates of Completion (CCLs) in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise Core, Cisco Certified Network Professional: Enterprise, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT250, CNT250AA, CNT250AB)
2. Design, configure, and troubleshoot a network using advanced routing. (CNT250, CNT250AA, CNT250AB)
3. Configure, manage, secure, troubleshoot and integrate advanced routing protocols and tunneling in a complex scalable internetwork. (CNT250, CNT250AA, CNT250AB)
4. Configure and troubleshoot route maps, conditional forwarding, and route redistribution. (CNT250, CNT250AA, CNT250AB)
5. Implement a selection of WAN tunneling protocols. (CNT250, CNT250AA, CNT250AB)
6. Describe IPV6 first-hop security features. (CNT250, CNT250AA, CNT250AB)

7. Troubleshoot security threats to a network. (CNT250, CNT250AA, CNT250AB)
8. Troubleshoot device management and management tools. (CNT250, CNT250AA, CNT250AB)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

Program Prerequisites: None

Required Courses

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

Credits: 8

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 23, 2020

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cisco Certified Network Professional: Enterprise Core

Major: **5189N**
Catalog Year: **2024-2025**
Effective Term: **2025 Spring**
Initiating College: **Mesa Community College**
Program Availability: **GC MC PV SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **8**
CIP Code: **11.0901**
Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Description: The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise Core builds the knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes the fundamental concepts of virtualization, network assurance, security, and automation, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification exam aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core certifications.

Additional Certificates of Completion (CCLs) in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise, Cisco Certified Network Professional: Enterprise Core and Advanced Routing and Services, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT240, CNT240AA, CNT240AB)
2. Design, configure, and troubleshoot a campus network using advanced and multi-layer switching technologies and automation. (CNT240, CNT240AA, CNT240AB)
3. Configure Layer 2 and Layer 3 traffic forwarding. (CNT240, CNT240AA, CNT240AB)
4. Configure and troubleshoot wireless technologies. (CNT240, CNT240AA, CNT240AB)

5. Explain multicast protocols and Quality of Service (QoS) models. (CNT240, CNT240AA, CNT240AB)
6. Configure different routing protocols and various overlay tunnels. (CNT240, CNT240AA, CNT240AB)
7. Explain the characteristics of scalable network architectures. (CNT240, CNT240AA, CNT240AB)
8. Analyze how fabric networks allow traditional networks to be more manageable and secure. (CNT240, CNT240AA, CNT240AB)
9. Configure and troubleshoot enterprise networks. (CNT240, CNT240AA, CNT240AB)
10. Explain the purpose and characteristics of network and server virtualization. (CNT240, CNT240AA, CNT240AB)
11. Explain common network programmability concepts and programmatic methods of management. (CNT240, CNT240AA, CNT240AB)
12. Apply basic programming and automation. (CNT240, CNT240AA, CNT240AB)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network

Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

Program Prerequisites: None

Required Courses

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR **Credits: 8**
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I
(4) AND
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II
(4) 8

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 23, 2020

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cisco Network Administration: CCNA

Major: **5969N**
Catalog Year: **2023-2024**
Effective Term: **2022 Fall**

Primary College: **Estrella Mountain Community College**
Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC, SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **12-15**
CIP Code: **11.0901**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Upon completion of an associate degree, students may pursue a career as:
15-1211.00 Computer Systems Analysts
15-1212.00 Information Security Analysts

Description: The Certificate of Completion (CCL) in Cisco Network Administration: CCNA provides training for those interested in working with network and Internet hardware. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, and Local Area Networks (LANs); troubleshoot hardware and software configurations; perform administrative tasks in a network. Taught by Cisco Certified professionals using the Cisco Networking Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) examination. Students who complete this program may seek employment in a variety of environments. Additional Certificates of Completion (CCLs) in Cisco Network Administration and Security and Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Demonstrate knowledge of network terminology, media, topologies, reference and protocol models including Ethernet. (CIS105, CNT140AB)
2. Describe and demonstrate network segmentation including IP addressing and subnetting. (CNT140AB, CNT150AB)
3. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT140AB, CNT150AB, CNT160AB)
4. Design, configure, manage, and troubleshoot Local Area Networks (LANs) applying industry best practices and standards. (CNT150AB, CNT160AB)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: CCL/5967 Networking Technology: Cisco

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

Credits: 12-15

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Cisco Network Administration and Security

Major: **5036**
Catalog Year: **2023-2024**
Effective Term: **2021 Fall**

Primary College: **Mesa Community College**
Program Availability: **CG EM GC GW MC PV SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **16-19**
CIP Code: **11.0901**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1244.00 Network and Computer Systems Administrators
15-1212.00 Information Security Analysts
15-1231.00 Computer Network Support Specialists

Description: The Certificate of Completion (CCL) in Cisco Network Administration and Security provides training for those interested in working with Cisco network and Internet hardware with a particular emphasis on securing networks from threats and vulnerabilities. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure routing protocols, and Local Area Networks (LANs); troubleshoot problems with various hardware and software configurations; perform administrative tasks in a network. Specific skills in maintaining integrity, accountability, and confidentiality of data are also developed. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Security examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Certified Network Professional (CCNP), as well as an Associate in Applied Science (AAS) in Network and Systems Administration are also available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Demonstrate knowledge of network terminology, media, topologies, reference and protocol models including Ethernet. (CIS105, CNT140AB)
2. Describe and demonstrate network segmentation including IP addressing and subnetting. (CNT140AB, CNT150AB)
3. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT140AB, CNT150AB, CNT160AB)
4. Design, configure, manage, and troubleshoot Local Area Networks (LANs) applying industry best practices and standards. (CNT150AB, CNT160AB)
5. Monitor, detect, analyze, and mitigate a variety of security threats applying industry best practices, tools, and standards. (CNT202, CNT205)
6. Demonstrate knowledge of establishing a secure network. (CNT202, CNT205)
7. Describe and configure security tools including access control lists, firewalls, VPNs, Intrusion Prevention Systems (IPS), and Authorization Authentication and Accounting (AAA). (CNT202, CNT205)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of the Program Director (0) 0-3

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4 **Credits: 16-19**
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Cisco Network Administration: CCNP

Major: **5037**
Catalog Year: **2024-2025**
Effective Term: **2025 Spring**

Award: **CCL**
Total Credits: **28-31**
CIP Code: **11.0901**

Initiating College: **Phoenix College**
Program Availability: **GC MC PC SC SM**
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Upon completion of an associate degree, students may pursue a career as:
15-1211.00 Computer Systems Analysts
15-1299.08 Computer Systems Engineers/Architects

Description: The Certificate of Completion (CCL) in Cisco Network Administration: CCNP provides students with advanced knowledge and skills to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot complex hardware and software configurations; and perform administrative tasks in a network at the professional level. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP) examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Network Administration and Security, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

Learning Outcomes

1. Demonstrate knowledge of network terminology, media, topologies, reference and protocol models including Ethernet. (CIS105, CNT140AB)
2. Describe and demonstrate network segmentation including IP addressing and subnetting. (CNT140AB, CNT150AB)
3. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT140AB, CNT150AB, CNT160AB, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB)
4. Design, configure, manage, and troubleshoot Local Area Networks (LANs) applying

industry best practices and standards. (CNT150AB, CNT160AB)
5. Configure, manage, secure, troubleshoot and integrate advanced routing protocols in a complex scalable internetwork. (CNT250, CNT250AA, CNT250AB)
6. Design, configure, and troubleshoot a campus network using advanced and multi-layer switching technologies and automation. (CNT240, CNT240AA, CNT240AB)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

Credits: 28-31

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8)
OR
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Commercial Real Estate

Major: **5229N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **GC, SC, SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **7-8**
CIP Code: **52.1501**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
41-9022.00 Real Estate Sales Agents
41-9021.00 Real Estate Brokers
11-9141.00 Property, Real Estate, and Community Association Managers

Description: The Certificate of Completion (CCL) in Commercial Real Estate is designed for additional preparation for the new agent or broker and to provide specialized professional development for the experienced professional agent or broker. The CCL includes a core of classes in the foundations of commercial real estate, ethics, and the required research and computational skills in the field. The program also offers the opportunity to explore specializations within the industry. A CCL in Real Estate: Prelicense (5139N) is also available.

Learning Outcomes

1. Demonstrate knowledge of key features of the commercial real estate industry. (REA205, REA208, REA211, REA214, REA220, REA225, REA230, REA235, REA240)
2. Apply ethical standards in commercial real estate transactions. (REA205, REA208, REA211, REA214, REA220, REA225, REA230, REA240)
3. Conduct research relevant to environmental, regulatory, and legal compliance in the commercial real estate industry. (REA205, REA211, REA220, REA225, REA230, REA235, REA240)
4. Analyze research relevant to environmental, regulatory, and legal compliance in the commercial real estate industry. (REA205, REA211, REA220, REA225, REA230, REA235, REA240)
5. Employ the necessary financial analysis and mathematical computations required in the commercial real estate industry. (REA205, REA214, REA220, REA225, REA230, REA235, REA240)
6. Evaluate the key aspects of at least one commercial real estate industry vertical. (REA205, REA220, REA225, REA230, REA235, REA240)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program..

Program Prerequisites: None

Required Courses

REA205 Introduction to Commercial Real Estate 2
REA208 Ethics in Commercial Real Estate 1
REA211 Compliance in Commercial Real Estate 1
REA214 Finances in Commercial Real Estate 1

Credits: 5

Restricted Electives

Students must select two of the following options:
REA220 Multiunit Properties in Commercial Real Estate 1
REA225 Industrial Properties in Commercial Real Estate 1
REA230 Land Properties in Commercial Real Estate 1
REA235 Commercial Real Estate Essential Tools 1
+ REA240 Introduction to Commercial Property Management 2

Credits: 2-3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 23, 2024

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Computer System Configuration and Support

Major: **5038N**
Catalog Year: **2023-2024**
Effective Term: **2020 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **6-9**
CIP Code: **47.0104**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**
15-1232.00 Computer User Support Specialists
43-9011.00 Computer Operators
49-2011.00 Computer, Automated Teller, and Office Machine Repairers

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS105)
2. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
3. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS105)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program

Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

Credits: 6-9

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Computer System Configuration and Support, Linux

Major: **5039N**
Catalog Year: **2023-2024**
Effective Term: **2020 Fall**
Initiating College: **Estrella Mountain Community College**
Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC, SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9-12**
CIP Code: **11.1006**
Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**
15-1232.00 Computer User Support Specialists
43-9011.00 Computer Operators
49-2011.00 Computer, Automated Teller, and Office Machine Repairers

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS105, CIS126DL, CIS126RH)
2. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
3. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS105, CIS126DL, CIS126RH)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses.

Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Credits: 9-12

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Computer System Configuration and Support, Network

Major: **5044N**
Catalog Year: **2023-2024**
Effective Term: **2020 Fall**
Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9-13**
CIP Code: **11.1006**
Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists
15-1232.00 Computer User Support Specialists
43-9011.00 Computer Operators
49-2011.00 Computer, Automated Teller, and Office Machine Repairers

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes:
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: **CCL/5909 Computer Hardware and Network Support**

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Credits: 9-13

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS105)
2. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
3. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS105)
4. Explain networking concepts including topologies, IP addressing, protocols, and basic design. (CIS190, CNT140AB)
5. Demonstrate the skills required to install, configure, administer and troubleshoot a data network. (CIS190, CNT140AB)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Computer System Configuration and Support, Security

Major: **5040N**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**
Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9-16**
CIP Code: **11.1006**
Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**
15-1212.00 Information Security Analysts
15-1150.00 Computer User Support Specialists
43-9011.00 Computer Operators
49-2011.00 Computer, Automated Teller, and Office Machine Repairers

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. The Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, and service. (BPC170, BPC270, CIS105, CIS126DL, CIS126RH, CIS190, CNT140AB)
2. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, and service. (BPC270, CIS105, CIS126DL, CIS126RH)

3. Integrate social and ethical responsibility in decision-making and actions. (CIS270, ITS110)
4. Manage administrative access and user security policies within systems. (CIS270, ITS110)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

Credits: 9-16

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Select from one of the following areas of specialization.

Specialization 1: Credits 3-6
+ CIS270 Essentials of Network and Information Security (3)
OR
+ ITS110 Information Security Fundamentals (3) AND
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3-6

Specialization 2: Credits 6-7
CNT140AB Introduction to Networks (4) OR
CIS190 Introduction to Networking (3) 3-4

+ CIS270 Essentials of Network and Information Security 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 27, 2023

Construction Trades: Electrical

Major: **5112**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **MC, SM**
Field of Interest: **Applied Technology**

Award: **CCL**
Total Credits: **16-18**
CIP Code: **46.0302**

Instructional Council: **Applied Technology**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
47-3013.00 Helpers--Electricians
49-9098.00 Helpers--Installation, Maintenance, and Repair Workers

Upon completion of an associate degree, students may pursue a career as:
47-2111.00 Electricians

Description: The Certificate of Completion (CCL) in Construction Trades: Electrical is designed to provide beginning knowledge, safety, and skills in the electrical construction trade. This program is an introduction to common construction to include use of tools, safety, codes, installation of circuitry, equipment, construction drawings, and a basic understanding of electricity. Students can seek employment as electrical technicians on residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

Learning Outcomes

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102++, CON103, CON132++, CON271)
2. Recognize the interrelationships among the construction trades. (CON102++, CON103, CON132++, CON271)
3. Describe the implications of working in construction trades. (CON102++, CON103, CON132++, CON271)
4. Use, maintain and secure materials, tools, and equipment according to professional standards. (CON102++, CON103, CON132++, CON271)
5. Maintain the work space according to professional standards. (CON102++, CON103, CON132++, CON271)
6. Interpret construction plans to perform a task. (CON102++, CON103, CON132++, CON271)
7. Perform calculations needed for the electrical trade. (CON102++, CON103, CON132++, CON271)
8. Install electrical systems using appropriate codes and tools. (CON102++, CON103, CON132++, CON271)
9. Maintain electrical systems using appropriate codes and tools. (CON102++, CON103, CON132++, CON271)
10. Repair electrical systems using appropriate codes and tools. (CON102++, CON103, CON132++, CON271)
11. Demonstrate efficient and quality work. (CON102++, CON103, CON132++, CON271)
12. Effectively communicate with all stakeholders. (CON102++, CON103, CON132++, CON271)
13. Effectively work within a team structure. (CON102++, CON103, CON132++, CON271)
14. Demonstrate professionalism with conduct and ethics. (CON102++, CON103, CON132++, CON271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

Credits: 16-18

+ CON132 Construction: Electrical Systems (9) OR
+ CON132AA Construction: Electrical Systems/Introduction to Electrical (3) AND
+ CON132AB Construction: Electrical Systems/Electrical Power Generation (3) AND
+ CON132AC Construction: Electrical Systems/Raceways and Wireways (3) 9

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2024

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented,but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Construction Trades: Electrical, Commercial and Residential

Major: **5120**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **MC, SM**
Field of Interest: **Applied Technology**

Award: **CCL**
Total Credits: **25-27**
CIP Code: **46.0302**

Instructional Council: **Applied Technology**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
47-3013.00 Helpers--Electricians
49-9098.00 Helpers--Installation, Maintenance, and Repair Workers

Description: The Certificate of Completion (CCL) in Construction Trades: Electrical, Commercial and Residential is designed to provide knowledge, safety, and skills in the electrical construction trade. This program reinforces common construction skills to include use of tools, adherence to safety and codes, and reading construction drawings. This award offers further theory and practice in commercial and specialty electrical, to include work with electric power distribution, motors and motor controls, specialty electrical lighting and services, and electrical currents. Students can seek employment as electrical technicians on residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

Learning Outcomes

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102++, CON103, CON132++, CON232, CON271)
2. Recognize the interrelationships among the construction trades. (CON102++, CON103, CON132++, CON232, CON271)
3. Describe the implications of working in construction trades. (CON102++, CON103, CON132++, CON232, CON271)
4. Use, maintain and secure materials, tools and equipment according to professional standards. (CON102++, CON103, CON132++, CON232, CON271)
5. Maintain the work space according to professional standards. (CON102++, CON103, CON132++, CON232, CON271)
6. Interpret construction plans to perform a task. (CON102++, CON103, CON132++, CON232, CON271)
7. Perform calculations needed for the electrical trade. (CON102++, CON103, CON132++, CON232, CON271)
8. Install electrical systems using appropriate codes and tools. (CON102++, CON103, CON132++, CON232, CON271)
9. Maintain electrical systems using appropriate codes and tools. (CON102++, CON103, CON132++, CON232, CON271)
10. Repair electrical systems using appropriate codes and tools. (CON102++, CON103, CON132++, CON232, CON271)

11. Demonstrate efficient and quality work. (CON102++, CON103, CON132++, CON232, CON271)
12. Effectively communicate with all stakeholders. (CON102++, CON103, CON132++, CON232, CON271)
13. Effectively work within a team structure. (CON102++, CON103, CON132++, CON232, CON271)
14. Demonstrate professionalism with conduct and ethics. (CON102++, CON103, CON132++, CON232, CON271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

Credits: 25-27

+ CON132 Construction: Electrical Systems (9) OR
+ CON132AA Construction: Electrical Systems/Introduction to Electrical (3) AND
+ CON132AB Construction: Electrical Systems/Electrical Power Generation (3) AND
+ CON132AC Construction: Electrical Systems/Raceways and Wireways (3) 9

+ CON232 Construction: Advanced Electrical 9

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2024

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Construction Trades: Plumbing

Major: **5116**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **MC, SM**
Field of Interest: **Applied Technology**

Award: **CCL**
Total Credits: **16-18**
CIP Code: **46.0503**

Instructional Council: **Applied Technology**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
47-3015.00 Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
49-9098.00 Helpers--Installation, Maintenance, and Repair Workers

Upon completion of an associate degree, students may pursue a career as:
47-2152.02 Plumbers

Description: The Certificate of Completion (CCL) in Construction Trades: Plumbing is designed to provide knowledge safety and skills in the plumbing construction trade. This program is an introduction to common construction skills to include safety; codes; construction drawings; tools; fixtures; pipes and fittings; drain, waste, and vent systems; and water distribution systems. Students can seek employment as plumbing technicians on residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

Learning Outcomes

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102, CON103, CON122, CON271)
2. Recognize the interrelationships among the construction trades. (CON102++, CON103, CON122, CON271)
3. Describe the implications of working in construction trades. (CON102++, CON103, CON122, CON271)
4. Use, maintain and secure materials, tools and equipment according to professional standards. (CON102++, CON103, CON122, CON271)
5. Maintain the work space according to professional standards. (CON102++, CON103, CON122, CON271)
6. Interpret construction plans to perform a task. (CON102++, CON122++)
7. Perform calculations needed for the plumbing trade. (CON102++, CON122++)
8. Install plumbing systems using appropriate codes and tools. (CON122++)
9. Maintain plumbing systems using appropriate codes and tools. (CON102++, CON103, CON122++, CON271)
10. Repair plumbing systems using appropriate codes and tools. (CON102++, CON103, CON122++, CON271)
11. Demonstrate efficient and quality work. (CON102++, CON103, CON122++, CON271)
12. Effectively communicate with all stakeholders. (CON102++, CON103, CON122++, CON271)
13. Effectively work within a team structure. (CON102++, CON103, CON122++, CON271)
14. Demonstrate professionalism with conduct and ethics. (CON102++, CON103, CON122++, CON271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

Credits: 16-18

+ CON122 Construction: Plumbing (9) OR
+ CON122AA Construction: Plumbing/Pipes and Fittings (3) AND
+ CON122AB Construction: Plumbing/Drain, Waste and Vent (3) AND
+ CON122AC Construction: Plumbing/Fixtures, Faucets and Water Distribution Systems (3) 9

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2024

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MARICOPA COMMUNITY COLLEGES

APPLIED TECHNOLOGY

Construction Trades: Plumbing, Commercial and Residential

Major: **5122**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **MC, SM**
Field of Interest: **Applied Technology**

Award: **CCL**
Total Credits: **25-27**
CIP Code: **46.0503**

Instructional Council: **Applied Technology**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
47-3015.00 Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
49-9098.00 Helpers--Installation, Maintenance, and Repair Workers

Upon completion of a associate degree, students may pursue a career as:
47-2152.02 Plumbers

Description: The Certificate of Completion (CCL) in Construction Trades: Plumbing, Commercial and Residential is designed to provide knowledge safety and skills in the plumbing construction trade. This program reinforces common construction skills to include use of tools, adherence to safety and codes, and reading construction drawings. It offers further instruction and practice in commercial and specialty plumbing, to include work in piping systems; water resource solutions; water disposal systems; and plumbing fixtures and appliances. Students can seek employment as plumbing technicians on residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

Program Competencies

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102++, CON103, CON122++, CON222, CON271)
2. Explain the interrelationships among the construction trades. (CON102++, CON103, CON122++, CON271)
3. Explain the implications of working in construction trades. (CON102++, CON103, CON122++)
4. Use, maintain and secure materials, tools and equipment according to professional standards. (CON102++, CON103, CON122++, CON222, CON271)
5. Maintain the work space according to professional standards. (CON102++, CON103, CON122++, CON222, CON271)
6. Implement construction plans to perform a task. (CON102++, CON122++, CON222)
7. Apply calculations in commercial and residential plumbing applications. (CON102++, CON122++, CON222)
8. Determine size, types, and service requirements of pipe systems using appropriate codes and tools. (CON102++, CON122++, CON222)
9. Perform installation, maintenance, and repair of water disposal and drainage systems. (CON102++, CON103, CON122++, CON222, CON271)
10. Perform installation, maintenance, and repair of appliances, fixtures, and gas piping according to codes and specifications. (CON102++, CON103, CON122++, CON222, CON271)

11. Describe water supply treatment, filtration systems, and sustainable water practices. (CON222)
12. Demonstrate efficient and quality work. (CON102++, CON103, CON122++, CON222, CON271)
13. Effectively communicate with all stakeholders. (CON102++, CON103, CON122++, CON222, CON271)
14. Effectively work within a team structure. (CON102++, CON103, CON122++, CON222, CON271)
15. Demonstrate professionalism with conduct and ethics. (CON102++, CON103, CON122++, CON222, CON271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

Credits: 25-27

+ CON122 Construction: Plumbing (9) OR
+ CON122AA Construction: Plumbing/Pipes and Fittings (3) AND
+ CON122AB Construction: Plumbing/Drain, Waste and Vent (3) AND
+ CON122AC Construction: Plumbing/Fixtures, Faucets and Water Distribution Systems (3) 9

+ CON222 Construction: Advanced Plumbing 9

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2024

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Construction Trades: Carpentry, Commercial and Residential

Major: **5118**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **MC, SM**
Field of Interest: **Applied Technology**

Award: **CCL**
Total Credits: **25-27**
CIP Code: **46.0201**

Instructional Council: **Applied Technology**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
47-3012.00 Helpers--Carpenters
49-9098.00 Helpers--Installation, Maintenance, and Repair Workers

Upon completion of an associate degree, students may pursue a career as:
47-2031.00 Carpenters

Description: The Certificate of Completion (CCL) in Construction Trades: Carpentry, Commercial and Residential is designed to provide knowledge, safety, and skills in the carpentry construction trade. This program reinforces common construction skills to include use of tools, adherence to safety and codes, and reading construction drawings. It offers further theory and practice in commercial and specialty carpentry, to include steel framing, conventional roofing, interior finishing, and concrete forms. Students can seek employment as carpentry technicians on residential and commercial job sites. A Certificate of Competency (CCT) in Carpentry: Commercial and Residential is also available. The CCL/CCT can be applied to an available Associate in Applied Science (AAS) in Construction Trades.

Learning Outcomes

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102++, CON103, CON110++, CON210, CON271)
2. Recognize the interrelationships among the construction trades. (CON102++, CON103, CON110++, CON210, CON271)
3. Describe the implications of working in construction trades. (CON102++, CON103, CON110++, CON210, CON271)
4. Use, maintain and secure materials, tools, and equipment according to professional standards. (CON102++, CON103, CON110++, CON210, CON271)
5. Maintain the work space according to professional standards. (CON102++, CON103, CON110++, CON210, CON271)
6. Interpret construction plans to perform a task. (CON102++, CON103, CON110++, CON210, CON271)
7. Perform calculations needed for the carpentry trade. (CON102++, CON110++, CON210)
8. Build steel frame structures, conventional roof systems and building envelopes, interior finishes, and concrete structures using appropriate materials, codes, and tools. (CON102++, CON103, CON110++, CON210, CON271)
9. Demonstrate efficient and quality work. (CON102++, CON103, CON110++, CON210, CON271)

10. Effectively communicate with all stakeholders. (CON102++, CON103, CON110++, CON210, CON271)
11. Effectively work within a team structure. (CON102++, CON103, CON110++, CON210, CON271)
12. Demonstrate professionalism with conduct and ethics. (CON103, CON110++, CON210, CON271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

Credits: 25-27

+ CON110 Construction: Carpentry (9) OR
+ CON110AA Construction: Carpentry/Floor Systems (3) AND
+ CON110AB Construction: Carpentry/Wall Systems (3) AND
+ CON110AC Construction: Carpentry/Ceiling and Roof Systems (3) 9

+ CON210 Carpentry: Commercial and Residential 9

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2024

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Construction Trades: Carpentry

Major: **5108**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Mesa Community College**
Program Availability: **MC, SM**
Field of Interest: **Applied Technology**

Award: **CCL**
Total Credits: **16-18**
CIP Code: **46.0201**

Instructional Council: **Applied Technology**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
47-3012.00 Helpers--Carpenters
49-9098.00 Helpers--Installation, Maintenance, and Repair Workers

Upon completion of an associate degree, students may pursue a career as:
47-2031.00 Carpenters

Description: The Certificate of Completion (CCL) in Construction Trades: Carpentry is designed to provide knowledge, safety, and skills in the carpentry construction trade. This program is an introduction to common construction skills to include safety, codes, construction drawings, tools, wall systems, flooring systems, and roof systems. Students can seek employment as carpentry technicians on residential and commercial job sites. A Certificate of Competency (CCT) in Construction Trades: Carpentry is available. A second Carpentry CCL and Associate in Applied Science (AAS) in Construction Technology are also available.

Learning Outcomes

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102++, CON103, CON110++, CON271)
2. Recognize the interrelationships among the construction trades. (CON102++, CON110++)
3. Describe the implications of working in construction trades. (CON102++, CON103, CON110++, CON271)
4. Use, maintain and secure materials, tools, and equipment according to professional standards. (CON102++, CON103, CON110++, CON271)
5. Maintain the work space according to professional standards. (CON102++, CON103, CON110++, CON271)
6. Interpret construction plans to perform a task. (CON102++, CON103, CON110++, CON271)
7. Perform calculations needed for the carpentry trade. (CON102++, CON110++)
8. Build wall, roof, and floor systems using appropriate materials, codes and tools. (CON102++, CON103, CON110++, CON271)
9. Demonstrate efficient and quality work. (CON102++, CON103, CON110++, CON271)
10. Effectively communicate with all stakeholders. (CON102, CON103, CON110++, CON271)
11. Effectively work within a team structure. (CON103, CON110++, CON271)
12. Demonstrate professionalism with conduct and ethics. (CON103, CON110++, CON271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

Credits: 16-18

+ CON110 Construction: Carpentry (9) OR
+ CON110AA Construction: Carpentry/Floor Systems (3) AND
+ CON110AB Construction: Carpentry/Wall Systems (3) AND
+ CON110AC Construction: Carpentry/Ceiling and Roof Systems (3) 9

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2024

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The Certificate of Completion in Construction Trades: Masonry is currently not Title IV Federal Financial Aid eligible.

Major: **5024**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**
Initiating College: **South Mountain Community College**
Program Availability: **SM**
Field of Interest: **Applied Technology**

Award: **CCL**
Total Credits: **16-22**
CIP Code: **46.0101**
Instructional Council: **Applied Technology**
GPA: **2.0**

SOC Code: **Upon completion of a certificate, students may pursue a career as:**
47-3011.00 Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters
47-2021.00 Brickmasons and Blockmasons

Description: The Certificate of Completion (CCL) in Construction Trades: Masonry is designed to provide knowledge, safety, and skills in the masonry trade. This program reinforces common construction skills to include use of tools, adherence to safety and codes, and reading construction drawings. It offers further theory and practice in mortar, masonry units, and installation techniques. Students could seek entry level employment as masons on residential and commercial job sites. The CCL can be applied to an available Associate in Applied Science (AAS) in Construction Technology.

Learning Outcomes

1. Practice Occupational Safety and Health Administration (OSHA) standards in daily work. (CON102++, CON103, CON106, CON140++, CON271)
2. Recognize the interrelationships among the construction trades. (CON102++, CON103, CON140++)
3. Describe the implications of working in construction trades. (CON102++, CON103, CON140++, CON271)
4. Use, maintain and secure materials, tools, and equipment according to professional standards. (CON102++, CON103, CON106, CON140++, CON271)
5. Maintain the work space according to professional standards. (CON102++, CON103, CON140++, CON271)
6. Interpret construction plans to perform a task. (CON102++, CON140++)
7. Apply calculations needed for the masonry trade. (CON102++, CON140++)
8. Construct durable vertical and horizontal masonry structures with precision using appropriate tools, safety measures, materials, and codes. (CON102++, CON140++)
9. Demonstrate efficient and quality work. (CON102++, CON103, CON140++)
10. Effectively communicate with all stakeholders. (CON102++, CON103, CON140++)
11. Effectively work within a team structure. (CON103, CON140++)

12. Demonstrate professionalism with conduct and ethics. (CON102++, CON103, CON140++, CON271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Credits: 16-22

CON102 Foundations of Construction Trades (6) OR
CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND
CON102AB Foundations of Construction Trades: Construction Calculations (2) AND
CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR
CON271 Construction Safety (3) 1-3

CON106 Foundations of Concrete (4) OR
Permission of Instructor (0) 0-4

CON140 Construction Trades: Introduction to Masonry (9) OR
CON140AA Construction Trades: Masonry Fundamentals (4.5) AND
CON140AB Construction Trades: Masonry Systems (4.5) 9

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2025

Corrections

Major: **5776N**
Catalog Year: **2023-2024**
Effective Term: **2019 Fall**

Initiating College: **Mesa Community College**
Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **15**
CIP Code: **43.0102**

Instructional Council: **Administration of Justice Studies (01)**
GPA: **2.00**

SOC Code: **Upon completion of this program, students may pursue a career as:**
33-3012.00 Correctional Officers and Jailers
33-9032.00 Security Guards
33-3021.00 Detectives and Criminal Investigators
33-3051.04 Customs and Border Protection Officers
33-3021.06 Intelligence Analysts

Description: The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader learning about the correction function in the context of overall administration of justice system.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS240, AJS255, AJS275)
2. Solve problems through logical and sound reasoning. (AJS101, AJS123, AJS205, AJS212, AJS240, AJS255, AJS275)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS212, AJS240, AJS255, AJS275)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS212, AJS240, AJS255, AJS275)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS212, AJS240, AJS255)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS123, AJS212, AJS240, AJS255)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS240, AJS255, AJS275)
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS123, AJS240, AJS255, AJS275)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS123, AJS240, AJS255, AJS275)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS101 Introduction to Criminal Justice 3

AJS123 Ethics and the Administration of Justice (3) OR
AJS255 The Criminal Justice System Handling of the Mentally Ill (3) 3

Credits: 15

AJS212 Juvenile Justice Procedures 3
AJS240 The Correction Function 3

AJS205 Effective Communication and Report Writing in Criminal Justice (3) OR
AJS275 Criminal Investigation I (3) 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: January 22, 2019

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MARICOPA COMMUNITY COLLEGES

BEHAVIORAL SCIENCE AND HUMAN SERVICES

Crime Scene Investigation

Major: **5964**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Phoenix College**
Program Availability: **CG, GC, MC, PC, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **16-18**
CIP Code: **43.0406**

Instructional Council: **Administration of Justice Studies**
GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**
19-4092.00 Forensic Science Technicians
13-1041.06 Coroners
33-1012.00 First-Line Supervisors of Police and Detectives
33-3021.01 Police Detectives
33-3021.02 - Police Identification and Records Officers
33-3051.00 - Police and Sheriff's Patrol Officers
33-3051.01 - Police Patrol Officers
33-3021.00 - Detectives and Criminal Investigators
33-3021.06 - Intelligence Analysts
33-3021.03 - Criminal Investigators and Special Agents

Description: The Certificate of Completion (CCL) in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
2. Solve problems through logical and sound reasoning. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
4. Communicate in the language common to the criminal justice system. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR106)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR106)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
7. Utilize technology to collect, analyze and communicate data. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)

8. Practice professional standards appropriate to the field of criminal justice. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
10. Collect, identify, classify, and analyze physical evidence related to criminal investigations. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS213 Evidence Technology: Fingerprints (3) OR
AJS243 Crime Scene Reconstruction (3) 3

AJS215 Criminalistics: Physical Evidence (3) OR
AJS219 Crime Scene Technology: Physical Evidence (3) OR
FOR105 Forensic Science: Physical Evidence (4) 3-4

Credits: 16-18

AJS216 Criminalistics: Biological Evidence (3) OR
FOR106 Forensic Science: Biological Evidence (4) 3-4

AJS214 Evidence Technology/Photography 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 27, 2024

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MARICOPA COMMUNITY COLLEGES

BEHAVIORAL SCIENCE AND HUMAN SERVICES

Cross-Platform App Development

Major: **5067**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **GW PC RS SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **18-21**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1132.00 Software Developers, Applications
15-1251.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers
15-1254.00 Web Developers

Description: The Certificate of Completion (CCL) in Cross-Platform App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows Mobile apps and web apps. This CCL will help students prepare to take the Microsoft Technology Associate (MTA) Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Learning Outcomes

1. Design and develop a user interface that utilizes professional UI/UX principles. (CIS133DA, CIS162AD, CIS165DB, CIS165DC, CIS166AA, CIS233DA)
2. Design and develop applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133DA, CIS162AD, CIS165DB, CIS165DC, CIS166AA, CIS233DA, CIS262AD)
3. Develop effective, efficient, tested code that meets specifications. (CIS105, CIS133DA, CIS162AD, CIS165DB, CIS165DC, CIS166AA, CIS233DA, CIS262AD)
4. Analyze problems using critical thinking skills and design program solutions. (CIS105, CIS133DA, CIS162AD, CIS165DB, CIS165DC, CIS166AA, CIS233DA, CIS262AD)
5. Research and evaluate professional resources to effectively apply them to a problem. (CIS133DA, CIS162AD, CIS165DB, CIS165DC, CIS166AA, CIS262AD)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS233DA, CIS262AD)
7. Practice industry accepted professional and ethical behavior. (CIS133DA, CIS166AA, CIS233DA, CIS262AD)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program requirements for CCL/5833N Windows App Development and CCL/5835N Web App Development

may be taken in the CCL/5067 Cross-Platform App Development.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS133DA Internet/Web Development Level I 3
+ CIS162AD C#: Level I 3

Credits: 18-21

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

+ CIS166AA Introduction to JavaScripting 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS262AD C# Level II 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cyber Engineering

Major: **5149**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **42-43**
CIP Code: **11.1003**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Upon completion of a bachelor`s degree, students may pursue a career as:
11-3021.00 Computer and Information Systems Managers
15-1241.00 Computer Network Architects

Description: The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. The Associate in Applied Science (AAS) in Cybersecurity is also available.

Learning Outcomes

1. Explain the fundamental components, concepts, and application of cybersecurity principles. (BPC270, CIS105, CIS126DL, CIS126RH, CIS156, CIS162++, CIS227, CIS238DL, CIS238RH, CIS250, CIS262++, CIS270, ITS110, MST150++)
2. Describe cyber defense tools, methods, and components. (CIS156, CIS190, CIS270, CNT140AB, ITS110, ITS240)
3. Apply cyber defense methods to prepare a system to repel attacks. (CIS156, CIS270, ITS110, ITS240)
4. Analyze common security failures and identify specific design principles that have been violated. (CIS270, ITS110)
5. Describe the interaction between security and system usability and the importance for minimizing the effects of security mechanisms. (CIS270, ITS110)
6. Apply appropriate protocols, tools, and techniques to maximize security in the network environment. (CIS119DO, CIS156, CIS162++, CIS190, CIS227, CIS262++, CIS270, CIS276++, CNT140AB, ITS110, ITS240)
7. Describe the fundamental concepts, technologies, components, vulnerabilities, and issues related to

networks. (CIS105, CIS119DO, CIS190, CIS238RH, CIS238DL, CIS270, CIS276++, CNT140AB, ITS110)
8. Identify and describe basic security issues of operating systems. (BPC270, CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS270, ITS110, ITS240, MST150++)
9. Identify perpetrators, their resources, and their motivations in cyberspace. (CIS111, CIS270, ITS110, ITS120, ITS240)
10. Compare and contrast offensive and defensive resources used in cybersecurity ecosystems/environment. (CIS270, ITS110, ITS240)
11. Delineate differences between the moral, behavioral, ethical, and legal ramifications found in the cybersecurity world. (CIS105, CIS111, CIS156, ITS120)
12. Apply knowledge of regulatory and legal requirements to ensure compliance. (CIS111, ITS120, ITS240)
13. Apply risk analysis methodologies to identify potential vulnerabilities, associated impacts, and recommend appropriate responses. (CIS111, CIS238DL, CIS238RH, CIS270, ITS110, ITS120, ITS240)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

The following courses are required and included in the CCL in Cybersecurity Fundamentals

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3 **Credits: 42-43**

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ CIS270 Essentials of Network and Information Security (3) OR
+ ITS110 Information Security Fundamentals (3) 3

+ ITS240 Ethical Hacking and Network Defense 3

The following courses are required in the CCL in Cyber Engineering

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3
CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3
+ CIS262++ Any C Programming: Level II course 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 27, 2023

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MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cyber Operations

Major: **5165**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Primary College: **Chandler-Gilbert Community College**
Program Availability: **CG, GC, GW, MC, PV, SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **41-42**
CIP Code: **11.1003**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Upon completion of a bachelor`s degree, students may pursue a career as:
11-3021.00 Computer and Information Systems Managers
15-1241.00 Computer Network Architects

Description: The Certificate of Completion (CCL) in Cyber Operations program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Operations program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

Learning Outcomes

1. Explain the fundamental components, concepts, and application of cybersecurity principles. (BPC170, BPC270, CIS105, CIS126DL, CIS126RH, CIS156, CIS156, CIS238DL, CIS238RH, ITS110, ITS291, ITS292, MST150++)
2. Describe cyber defense tools, methods, and components. (CIS156, CIS190, CNT140AB, ITS110, ITS291, ITS292)
3. Apply cyber defense methods to prepare a system to repel attacks. (CIS156, ITS110, ITS240)
4. Analyze common security failures and identify specific design principles that have been violated. (ITS110)
5. Understand the interaction between security and system usability and the importance for minimizing the effects of security mechanisms. (ITS110)

6. Apply appropriate protocols, tools, and techniques to maximize security in the network environment. (CIS156, CIS190, CNT140AB, ITS110, ITS240, ITS291, ITS292)
7. Describe the fundamental concepts, technologies, components, vulnerabilities, and issues related to networks. (BPC170, CIS105, CIS190, CIS238DL, CIS238RH, CNT140AB, ITS110)
8. Identify and describe basic security issues of operating systems. (BPC270, CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, ITS110, ITS240, MST150++)
9. Identify perpetrators, their resources, and their motivations in cyberspace. (CIS111, CIS290AC, CIS298AC, ITS110, ITS120, ITS240)
10. Compare and contrast offensive and defensive resources used in cybersecurity ecosystems/environment. (CIS290AC, CIS298AC, ITS110, ITS240)
11. Delineate differences between the moral, behavioral, ethical, and legal ramifications found in the cybersecurity world. (CIS105, CIS111, CIS156, ITS120)
12. Apply knowledge of regulatory and legal requirements to ensure compliance. (CIS111, CIS290AC, CIS298AC, ITS120, ITS240)
13. Apply risk analysis methodologies to identify potential vulnerabilities, associated impacts, and recommend appropriate responses. (CIS111, CIS238DL, CIS238RH, CIS290AC, CIS298AC, ITS110, ITS120, ITS240)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

The following courses are required and included in CCL Cybersecurity Fundamentals. **Credits: 41-42**

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ ITS110 Information Security Fundamentals 3
+ ITS240 Ethical Hacking and Network Defense 3

The following courses are required in Cyber Operations
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR
+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4
+ ITS292 Advanced Computer Forensics 4

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2025

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Cybersecurity Fundamentals

Major: **5154**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **24-25**
CIP Code: **11.1003**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Upon completion of a bachelor`s degree, students may pursue a career as:
11-3021.00 Computer and Information Systems Managers
15-1241.00 Computer Network Architects

Description: The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. The Associate in Applied Science (AAS) in Cybersecurity is also available.

Learning Outcomes

1. Explain the fundamental components, concepts, and application of cybersecurity principles. (BPC270, CIS105, CIS126DL, CIS126RH, CIS156, CIS270, ITS110, MST150++)
2. Describe cyber defense tools, methods, and components. (CIS156, CIS190, CIS270, CNT140AB, ITS110, ITS240)
3. Apply cyber defense methods to prepare a system to repel attacks. (CIS156, CIS270, ITS110, ITS240)
4. Analyze common security failures and identify specific design principles that have been violated. (CIS270, ITS110)
5. Describe the interaction between security and system usability and the importance for minimizing the effects of security mechanisms. (CIS270, ITS110)
6. Apply appropriate protocols, tools, and techniques to maximize security in the network environment. (CIS156, CIS190, CIS270, CNT140AB, ITS110, ITS240)
7. Describe the fundamental concepts, technologies, components, vulnerabilities, and issues related to networks. (CIS105, CIS190, CIS270, CNT140AB, ITS110)
8. Identify and describe basic security issues of operating systems. (BPC270, CIS105, CIS126DL, CIS126RH,

CIS270, ITS110, ITS240, MST150++)
9. Identify perpetrators, their resources, and their motivations in cyberspace. (CIS111, CIS270, ITS110, ITS120, ITS240)
10. Compare and contrast offensive and defensive resources used in cybersecurity ecosystems/environment. (CIS270, ITS110, ITS240)
11. Delineate differences between the moral, behavioral, ethical, and legal ramifications found in the cybersecurity world. (CIS105, CIS111, CIS156, ITS120)
12. Apply knowledge of regulatory and legal requirements to ensure compliance. (CIS111, ITS120, ITS240)
13. Apply risk analysis methodologies to identify potential vulnerabilities, associated impacts, and recommend appropriate responses. (CIS111, CIS270, ITS110, ITS120, ITS240)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

Credits: 24-25

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ CIS270 Essentials of Network and Information Security (3) OR
+ ITS110 Information Security Fundamentals (3) 3

+ ITS240 Ethical Hacking and Network Defense 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 27, 2023

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MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Desktop Support

Major: **5043**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**
Primary College: **Phoenix College**
Program
Availability: **CG EM GC GW PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **19-22**
CIP Code: **11.1006**
Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**
15-1232.00 Computer User Support Specialists
49-2011.00 Computer, Automated Teller, and Office Machine Repairers

Description: The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS126DL, CIS126RH, BPC171, CIS290AA, CIS290AB, CIS290AC, CIS296WB, CIS296WC, CIS298AA, CIS298AB, CIS298AC)
2. Demonstrate effective customer service, teamwork, and communication skills in accordance with the professional and ethical conventions within the field of information technology. (CIS102DA, CIS290AA, CIS290AB, CIS290AC)
3. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
4. Assess operating systems using critical thinking, industry standard tools, and best

practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS126DL, CIS126RH, BPC171, CIS290AA, CIS290AB, CIS290AC, CIS296WB, CIS296WC, CIS298AA, CIS298AB, CIS298AC)
5. Explain networking concepts including topologies, IP addressing, protocols, and basic design. (CIS190, CNT140AB)
6. Demonstrate the skills required to install, configure, administer and troubleshoot a data network. (CIS190, CNT140AB)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

Credits: 18-19

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3
CIS102DA Customer User Support 3
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4
(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

Restricted Electives

Students must select one to three (1-3) credits from the following: **Credits: 1-3**

BPC171 Recycling Used Computer Technology 1
+ CIS290AA Computer Information Systems Internship 1
+ CIS290AB Computer Information Systems Internship 2
+ CIS290AC Computer Information Systems Internship 3
+ CIS296WB Cooperative Education 2
+ CIS296WC Cooperative Education 3
+ CIS298AA Special Projects 1

+ CIS298AB Special Projects 2
+ CIS298AC Special Projects 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

Enrolled Agent

Major: **5958**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **GC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **17-18**
CIP Code: **52.0301**

Instructional Council: **Business/Management**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
13-2081.00 Tax Examiners and Collectors, and Revenue Agents
13-2082.00 Tax Preparers

Description: The Certificate of Completion (CCL) in Enrolled Agent program helps to prepare students for the Enrolled Agent Examination. The Internal Revenue Service (IRS) Enrolled Agent credential allows tax practitioners to represent taxpayers before the IRS when it comes to collections, audits, and appeals. Enrolled Agents` expertise in the continually changing field of taxation enables them to effectively represent taxpayers at all administrative levels within the IRS. Students who successfully complete this CCL may also seek employment as tax preparers.

Learning Outcomes

1. Apply accounting principles to report the financial position of an organization, prepare taxation reporting, and compliance. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC221, ACC222, ACC224, ACC230, ACC270AB, ACC270AC)
2. Prepare taxpayers case for examination. (ACC224)
3. Apply current technology to specific business tasks. (ACC115, ACC224, CIS105)
4. Evaluate the legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ACC121, ACC221, ACC224)
5. Apply principles and practices of accounting to analyze and interpret general purpose financial statements. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC221, ACC222, ACC230)
6. Apply basic rules of financial accounting to business transactions. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC221, ACC222, ACC230)
7. Apply appropriate procedures to prepare individual, partnership, and corporate taxes, including tax reporting for income, payroll, sales, and personal property. (ACC105, ACC121, ACC221, ACC222, ACC224, ACC270AB, ACC270AC)
8. Demonstrate an understanding of compliance in accounting, reporting and tax. (ACC105, ACC121, ACC221, ACC222, ACC224, ACC270AB, ACC270AC)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Consultation with an Academic Advisor is recommended for course selection.

The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester- Contact a program adviser for more information.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I (3) OR
ACC211 Financial Accounting (3) 3

ACC121 Individual Tax Preparation 3 **Credits: 15**
+ ACC221 Tax Accounting 3
+ ACC224 Tax Practice Administration and Business Entity Analysis 3
CIS105 Survey of Computer Information Systems 3

Restricted Electives

Students should select 2-3 credits from the list below:

ACC105 Payroll, Sales and Property Taxes 3
+ ACC112 Accounting Principles II 3
ACC115 Computerized Accounting 3 **Credits: 2-3**
+ ACC222 Payroll Accounting 3
+ ACC230 Uses of Accounting Information I 3
+ ACC270AB Accounting Internship 2
+ ACC270AC Accounting Internship 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Entrepreneurial Studies Level I

Major: **5819N**
Catalog Year: **2023-2024**
Effective Term: **2019 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **GC, GW, MC, PC, PV, RS, SC, SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **10-11**
CIP Code: **52.0701**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
11-1021 General and Operations Managers

Description: The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A Certificate of Completion (CCL) in Entrepreneurial Studies Level II is also available.

Learning Outcomes

1. Explain entrepreneurship. (EPS150, EPS162)
2. Create planning activities required for the successful launch of a new venture. (EPS162, EPS195)
3. Identify venture opportunities. (EPS160)
4. Evaluate feasibility of venture opportunities. (EPS150, EPS160, EPS162)
5. Explore and evaluate funding opportunities. (GBS132)
6. Create opportunities through innovation. (EPS160)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

EPS150 Introduction to Entrepreneurship 3
EPS160 New Venture Creation 2

EPS162 Introduction to Social Entrepreneurship (3) OR
EPS195 Business Start-Up and Planning (2) 2-3

Credits: 10-11

GBS132 Personal and Family Financial Security 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Entrepreneurial Studies Level II

Major: **5820**
Catalog Year: **2023-2024**
Effective Term: **2024 Summer**

Primary College: **Mesa Community College**
Program Availability: **GC GW MC PC RS SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **18-19**
CIP Code: **52.0701**

Instructional Council: **Business/Management**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
11-1021 General and Operations Managers

Description: The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is designed to prepare students to acquire additional skills, tools and knowledge necessary for successful venture opportunities. A Certificate of Completion (CCL) in Entrepreneurial Studies Level I is also available and fully embedded in this program.

Learning Outcomes

1. Explain entrepreneurship.(EPS150, EPS162)
2. Create planning activities required for the successful launch of a new venture.(EPS161, EPS162, EPS195, MGT253)
3. Identify venture opportunities.(EPS160, EPS180)
4. Evaluate feasibility of venture opportunities.(EPS150, EPS160, EPS162, EPS165)
5. Explore and evaluate funding opportunities.(GBS/HEC132, MGT253)
6. Create opportunities through innovation.(EPS160, EPS180)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

EPS150 Introduction to Entrepreneurship 3
EPS160 New Venture Creation 2

EPS162 Introduction to Social Entrepreneurship (3) OR
EPS195 Business Start-Up and Planning (2) 2-3

Credits: 18-19

GBS/HEC132 Personal and Family Financial Security 3

EPS161 New Venture Law and Finance (3) OR
EPS180 Technology Business Planning (3) 3

EPS165 New Venture Feasibility Analysis 2
MGT253 Owning and Operating a Small Business 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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Esports Business Operations

Major: **5335**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Paradise Valley Community College**
Program Availability: **PC, PV, RS, SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **18**
CIP Code: **52.9999**

Instructional Council: **Business/Management**
GPA: **3.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 13-1011.00 Agents and Business Managers of Artists, Performers, and Athletes**

Description: The Certificate of Completion (CCL) in Esports Business Operations is designed for students pursuing careers in hospitality, marketing, business, management, event management, creative writing, computer technology, and/or video game production who are interested in utilizing those skills to gain entry level employment in the field of esports. Students completing this certificate will acquire specialized knowledge of the field of esports that will enhance the ability to gain entry level employment in the world of esports.

Learning Outcomes

1. Communicate in a variety of esports settings, both orally and in writing, in a manner responsive to the specific gaming culture. (COM100, COM110, COM230, CRW150, CRW176, CRW190, ENH110, ENH140AA, GBS109, MKT110)
2. Collaborate with diverse peers and institutions to resolve problems and achieve common goals in esports. (COM100, COM110, COM230, GBS109)
3. Analyze industry accepted professional and ethical behavior. (CIS111, GBS109, GBS151, MKT110)
4. Describe the practice of entrepreneurship, management, and marketing in the field of esports. (ACC105, ACC111, GBS109, GBS151, MGT175, MGT253, MGT229, MKT101, MKT110, MKT111, MKT271)
5. Describe communities, organizations, terminology, gaming, marketing, business, production, technical knowledge, and entrepreneurial opportunities in the field of esports. (GBS109)
6. Describe industry-standard technology skills required in the field of esports, such as cybersecurity, networking, hardware, software, platforms, social media, or gaming systems. (BPC170, CIS120DA, CIS120DK, GBS109, MKT110)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3 **Credits: 15**

CIS120DA Introduction to Adobe Premiere (3) OR
CIS120DK Introduction to Digital Video Editing (3) 3

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
COM230 Small Group Communication (3) 3

GBS109 Introduction to Esports Management 3
MKT110 Marketing and Social Networking 3

Restricted Electives

Complete courses as directed, choosing options that best align with your academic and professional goals. Consult with an academic, faculty, or program advisor to prevent exceeding your award's maximum credits. **Credits: 3**

ACC105 Payroll, Sales and Property Taxes 3
ACC111 Accounting Principles I 3
CIS111 Ethics in Information Technology 3
CRW150 Introduction to Creative Writing 3
CRW176 Writing Narrative for Video Games 3
CRW190 Introduction to Screenwriting 3
ENH110 Introduction to Literature 3
+ ENH140AA Sports in Literature and Film 3
GBS151 Introduction to Business 3
MGT175 Business Organization and Management 3
MGT229 Management and Leadership I 3
MGT253 Owning and Operating a Small Business 3
MKT101 Introduction to Public Relations 3
+ MKT111 Applied Marketing and Social Networking 3
MKT271 Principles of Marketing 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2025

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Financial Services

Major: **5907**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Initiating College: **Phoenix College**
Program Availability: **GC GW PC SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **16**
CIP Code: **52.0803**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
41-3031.00 Securities, Commodities, and Financial Services Sales Agents

Description: The Certificate of Completion (CCL) in Financial Services builds the industry knowledge and skills for individuals to prepare for careers in Financial Services. This CCL will introduce students new to or interested in financial services to the fundamental concepts of capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of security industry jobs. This CCL also helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE). A Certificate of Completion (CCL) and Associate in Applied Science (AAS) in Banking and Finance are also available.

Learning Outcomes

1. Analyze risks, rewards, and tax benefits associated with various types of investments, alternative investments, and securities to meet client goals. (GBS120, GBS151, GBS261, GBS261LL, MGT126)
2. Demonstrate knowledge of market mechanics including participants, economic factors, and regulations as they apply to capital markets. (GBS151, GBS261, GBS261LL)
3. Identify trading mechanics and corporate actions. (GBS261, GBS261LL)
4. Explain the purpose, registration, distribution, and filing requirements of various types of offerings. (GBS261, GBS261LL)
5. Describe the regulations, rules, and prohibitive actions related to the securities industry. (GBS151, GBS261, GBS261LL)
6. Analyze the impact of monetary policy and regulation on business activity, stability in the securities market, and the economy. (GBS151, GBS261, GBS261LL)
7. Evaluate investments using a variety of sources and analysis factors. (GBS151, GBS261, GBS261LL)
8. Demonstrate professional behavior in accordance with industry standards. (GBS120, GBS151, GBS261, GBS261LL, MGT126, MKT267, MKT271)
9. Integrate ethical responsibility in decision making. (GBS120, GBS151, GBS261, GBS261LL, MKT267, MKT271)

10. Demonstrate service oriented communication skills. (GBS120, GBS261, GBS261LL, MGT126, MKT267, MKT271)
11. Use constructive feedback to improve performance. (GBS120, GBS261, GBS261LL, MGT126, MKT267, MKT271)

Program Notes

Students must earn a grade of C or better in all courses within the program.

This Certificate of Completion (CCL) is intended for current or prospective securities industry professionals who are interested in expanding their knowledge in the area of financial securities to enhance their employment opportunities.

Program Prerequisites: None

Required Courses

GBS120 Workplace Communication Skills 3 **Credits: 16**
GBS151 Introduction to Business 3
GBS261 Investments I 3
GBS261LL Securities Industry Essentials (SIE) Exam Prep 1

MGT126 Customer Service Skills and Strategies 3

MKT267 Principles of Sales (3) OR
MKT271 Principles of Marketing (3) 3
Recommend MKT267 if career goal in the field of finance is sales.

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 27, 2023

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Fingerprint Identification and Photography

Major: **5010N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Phoenix College**
Program Availability: **CG, EM, GC, MC, PC, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **10**
CIP Code: **43.0406**

Instructional Council: **Administration of Justice Studies**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
33-1012.00 First-Line Supervisors of Police and Detectives
33-3021.02 Police Identification and Records Officers
33-3051.00 Police and Sheriff`s Patrol Officers
33-3051.01 Police Patrol Officers
33-3021.00 Detectives and Criminal Investigators
33-3021.06 Intelligence Analysts
19-4092.00 Forensic Science Technicians
13-1041.06 Coroners

Description: The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS213, AJS214, AJS290BN)
2. Solve problems through logical and sound reasoning. (AJS101, AJS213, AJS214, AJS290BN)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS213, AJS214, AJS290BN)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS213, AJS214, AJS290BN)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS213, AJS214, AJS290BN)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations (AJS101, AJS213, AJS214, AJS290BN)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS213, AJS214, AJS290BN)
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS213, AJS214, AJS290BN)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS213, AJS214, AJS290BN)

10. Collect, identify, classify, and analyze physical evidence related to criminal investigations. (AJS101, AJS213, AJS214, AJS290BN)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS101 Introduction to Criminal Justice 3
AJS213 Evidence Technology: Fingerprints 3
AJS214 Evidence Technology/Photography 3
AJS290BN Courtroom Testimony Seminar 1

Credits: 10

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 27, 2024

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Foundations of Behavioral Sciences

Major: **5522**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **South Mountain Community College**
Program Availability: **GC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **18**
CIP Code: **30.1701**

Instructional Council: **Counseling**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
31-1133.00 Psychiatric Aides
21-1093.00 Social and Human Service Assistants
29-2053.00 Psychiatric Technicians

Upon completion of a graduate degree, students may pursue a career as:
21-1011.00 Substance Abuse and Behavioral Disorder Counselors
21-1092.00 Probation Officers and Correctional Treatment Specialists
21-1093.00 Social and Human Service Assistants
29-2053.00 Psychiatric Technicians
21-1023.00 Mental Health and Substance Abuse Social Workers
21-1014.00 Mental Health Counselors
21-1012.00 Educational, Guidance, School, and Vocational Counselors
21-1013.00 Marriage and Family Therapists
21-1019.00 Counselors, All Others
21-1022.00 Healthcare Social Workers
19-3039.00 Psychologists, All Other
19-3031.03 Counseling Psychologists
19-3032.00 Industrial-Organizational Psychologists
19-3031.00 Clinical, Counseling, and School Psychologists
29-1223.00 Psychiatrists
19-3039.01 Neuropsychologists and Clinical Neuropsychologists
25-1066.00 Psychology Teachers, Postsecondary
19-3034.00 School Psychologists
29-1071.00 Physician Assistant

Description: The Certificate of Completion (CCL) in Foundations of Behavioral Sciences is designed to provide students with a foundational study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, comorbid medical conditions, and challenging behaviors. The program includes courses designed to provide students with the skills necessary to deliver essential behavioral health and social services. The core focus of the program is practical training and service learning experiences. This program prepares students for industry certification and is embedded in the CCL in Advanced Behavioral Sciences, the Associate

in Applied Science (AAS) in Behavioral Sciences, and the Bachelor's of Science (BS) in Behavioral Sciences available at MCCCD.

Learning Outcomes

1. Determine the role, function, and responsibilities of various mental health professions. (BHS150, BHS160, BHS170, BHS180)
2. Examine the comprehensive bio-psycho-social needs of diverse client populations in behavioral health and social service settings. (BHS150, BHS165, BHS170, BHS180)
3. Identify methods to resolve current symptoms and prevent future effects of burnout, traumatic stress, and compassion fatigue. (BHS155, BHS160, BHS165)
4. Manage individual cases as part of a multidisciplinary team in a fashion that best serves the patient and simultaneously protects the practitioner. (BHS155, BHS160, BHS165, BHS170, BHS180)
5. Document treatment plans in collaboration with a multidisciplinary team. (BHS160, BHS170, BHS180)
6. Practice evidence-based behavioral health interventions using assessment and outcome measures. (BHS150, BHS160, BHS165, BHS170, BHS180)
7. Demonstrate ethical interpersonal and communication skills important in establishing and maintaining relationships. (BHS150, BHS155, BHS160, BHS165, BHS170)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

BHS150 Introduction to Behavioral Health and Social Services 3
BHS155 Professional Resiliency and Well-Being 3
BHS160 Ethical, Legal, and Professional Issues in Counseling Services 3
BHS165 Applied Therapeutic Communication Skills 3
BHS170 Case Management and Clinical Documentation 3
BHS180 Child, Family, and Adult Advocacy 3

Credits: 18

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 27, 2024

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Foundations of Mobile App Development

Major: **5793**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Phoenix College**
Program Availability: **PC RS SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **18-21**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1132.00 Software Developers, Applications
15-1251.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers
15-1254.00 Web Developers

Description: The Certificate of Completion (CCL) in the Foundations of Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with foundational experience in a variety of platforms, including iOS, Android, Windows and web app development. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Learning Outcomes

1. Design and develop a user interface that utilizes professional UI/UX principles. (CIS120DF, CIS133DA, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC)
2. Design and develop applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133DA, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC)
3. Develop effective, efficient, tested code that meets specifications. (CIS105, CIS133DA, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC)
4. Analyze problems using critical thinking skills and design program solutions. (CIS105, CIS133DA, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC)
5. Research and evaluate professional resources to effectively apply them to a problem. (CIS165, CIS165DA, CIS165DB, CIS165DC)
6. Practice industry accepted professional and ethical behavior. (CIS133DA)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

CIS120DF Introduction to Adobe Photoshop 3
+ CIS133DA Internet/Web Development Level I 3
+ CIS162AD C#: Level I 3 **Credits: 18-21**
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

General Business

Major: **5683**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**
Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **21**
CIP Code: **52.0101**
Instructional Council: **Business/Management**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
11-1021.00 General and Operations Managers
11-3012.00 Administrative Services Managers
11-9199.07 Security Managers
11-3071.02 Storage and Distribution Managers
11-3071.01 Transportation Managers
11-2022.00 Sales Managers
13-1199.00 Business Operations Specialists, All Other
13-1041.08 Customs Brokers
13-1199.04 Business Continuity Planners
13-1199.06 Online Merchants

Description: The Certificate of Completion (CCL) in General Business is designed to provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business. An Associate in Applied Science (AAS) is also available.

Program Notes:
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical and Regulatory Issues in Business 3

Credits: 12

Restricted Electives

Students should select nine (9) credits from the following courses/subjects. Any 100/200 level courses in the following subjects can be used, except courses used to satisfy the Required Courses area.

Credits: 9

ACC+++ Any ACC Accounting course(s)
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
EPS+++ Any EPS Entrepreneurial Studies course(s) 1-3
GBS+++ Any GBS General Business course(s)
MGT+++ Any MGT Management course(s)
MKT+++ Any MKT Marketing course(s)
IBS+++ Any IBS International Business course(s)
REA+++ Any REA Real Estate course(s)
SBS+++ Any SBS Small Business Management course(s)
TQM+++ Any TQM Total Quality Management course(s)

Program Competencies

1. Demonstrate critical thinking through written and oral formats. (GBS151, GBS205, EPS+++, GBS+++)
2. Analyze the financial health of an organization using basic accounting principles. (ACC111, ACC+++)
3. Apply current technology to specific business tasks. (CIS105, CIS114DE, CIS117DM, CIS133DA, TQM+++)
4. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, GBS151, GBS205, MGT+++, MKT+++)
5. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT+++)
6. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting (GBS151, MGT+++, TQM+++)
7. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, GBS205, IBS+++, MGT+++, MKT+++, SBS+++, REA+++, TQM+++)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 25, 2019

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Homeland Security

Major: **5322N**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Initiating College: **Chandler-Gilbert Community College**
Program Availability: **CG GC PC RS SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **15**
CIP Code: **43.9999**

Instructional Council: **Administration of Justice Studies**
GPA: **2.00**

SOC Code: **Upon completion of this program, students may pursue a career as:**
33-1012.00 First-Line Supervisors of Police and Detectives
33-3021.00 Detectives and Criminal Investigators
33-3021.01 Police Detectives
33-3021.02 Police Identification and Records Officers
33-3021.03 Criminal Investigators and Special Agents
33-3051.04 Customs and Border Protection Officers
33-3021.06 Intelligence Analysts
33-3031.00 Fish and Game Wardens
33-3051.00 Police and Sheriff`s Patrol Officers
33-3051.01 Police Patrol Officers
33-3052.00 Transit and Railroad Police
33-9032.00 Security Guards
43-5031.00 Police, Fire and Ambulance Dispatchers

Description: The Certificate of Completion (CCL) in Homeland Security program is designed to provide students with the knowledge and skills needed to conduct a homeland security evaluation and to assess, investigate and respond to terrorism incidents. It also provides criminal justice practitioners with an opportunity for academic growth and the development of specialized skills in homeland security.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
2. Solve problems through logical and sound reasoning. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
4. Communicate in the language common to the criminal justice system. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations.

(AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
7. Utilize technology to collect, analyze and communicate data. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
8. Practice professional standards appropriate to the field of criminal justice. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS/FSC139, AJS/FSC147, AJS/FSC148, AJS/FSC149, AJS195)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS/FSC139 Emergency Response to Terrorism 3
AJS/FSC147 Emergency Preparedness 3
AJS/FSC148 Fundamentals of Emergency Management 3 **Credits: 15**
AJS/FSC149 Hazard Mitigation 3
AJS195 International and Domestic Terrorism 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 7, 2020

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

The Certificate of Completion in Human Resources: Compensation and Benefits is currently not Title IV Federal Financial Aid eligible.

Major: **5023**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Phoenix College**
Program Availability: **GW PC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **33**
CIP Code: **52.1001**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
13-1141.00 Compensation, Benefits, and Job Analysis Specialists

Description: The Certificate of Completion (CCL) in Human Resources: Compensation and Benefits is designed to provide skills necessary for employment in the human resources field. The program provides coursework with an emphasis in the knowledge needed to work within compensation and benefits. Upon completion of this program, possible entry-level positions include payroll clerk, compensation specialist, benefits specialist, benefits coordinator, payroll administrator, or payroll specialist. A CCL in Human Resources Management is also available.

Learning Outcomes

1. Evaluate payroll processes and methods. (ACC105)
2. Solve basic mathematical problems including payroll, simple income tax, retirement, financial statements, and insurance. (ACC105, CIS114DE, GBS131, MAT112)
3. Apply current technology to specific business tasks. (BPC110, CIS105, CIS114DE)
4. Demonstrate effective oral, written, and visual business communication skills. (GBS120)
5. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS120, MGT229, MGT247, MGT251, MGT276)
6. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS205, MGT247, MGT251, MGT276, MGT286)
7. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (MGT229, MGT251, MGT276, MGT286)
8. Apply functions of business, including business principles, marketing, labor relations, and risk to business situations. (MGT229, MGT251, MGT276, MGT286)
9. Evaluate current and historical trends in human resource management and human resource needs to develop a human resource plan. (MGT229, MGT251, MGT276, MGT286)
10. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (MGT229, MGT276)
11. Design a benefit plan. (MGT247)
12. Evaluate various compensation plan elements. (MGT247, MGT251, MGT276, MGT286)
13. Design a compensation plan. (MGT247, MGT276)
14. Evaluate components of an organizational benefit plan. (MGT247, MGT276)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

The following courses are required and included in the CCL in Human Resources Management:
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS131 Business Calculations (3) OR
+ MAT112 Mathematical Concepts and Applications (3) OR
Satisfactory completion of higher level Mathematics course (3) 3

GBS120 Workplace Communication Skills 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3
MGT276 Human Resources Management 3
+ MGT286 Human Resource Employment Management 3

Credits: 33

The following courses are also required for the CCL in Human Resources Compensation and Benefits:
ACC105 Payroll, Sales and Property Taxes 3
CIS114DE Excel Spreadsheet 3
MGT247 Compensation and Benefits 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 12, 2023

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Human Resources Management

Major: **5580**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Phoenix College**
Program Availability: **GC, GW, MC, PC, RS, SC, SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **24**
CIP Code: **52.1001**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**
11-3120.00 Human Resource Manager

Description: The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in employment (recruiting, interviewing, and hiring), benefits administration, compensation, and employee relations. A Certificate of Completion (CCL) in Human Resources: Compensation and Benefits is also available.

Program Competencies

1. Evaluate current and historical trends in human resource management and human resource needs to develop a human resource plan. (MGT229, MGT251, MGT276, MGT286)
2. Solve basic mathematical problems including payroll, simple income tax, retirement, financial statements, and insurance. (GBS131, MAT112)
3. Apply current technology to specific business tasks. (CIS105, BPC110)
4. Create and use effective oral, written, and visual business communication skills. (GBS120)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS205, MGT251, MGT276, MGT286)
6. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (MGT229, MGT276)
7. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (MGT229, MGT251, MGT276, MGT286)
8. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (MGT229, MGT251, MGT276, MGT286)
9. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS120, GBS205, MGT229, MGT251, MGT276, MGT286)
10. Evaluate and develop compensation plans. (MGT251, MGT276, MGT286)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS131 Business Calculations (3) OR
+ MAT112 Mathematical Concepts and Applications (3) OR
Satisfactory completion of higher level Mathematics course 3

Credits: 24

GBS120 Workplace Communication Skills 3
MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3
MGT276 Human Resources Management 3
+ MGT286 Human Resource Employment Management 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 12, 2023

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MARICOPA COMMUNITY COLLEGES

EDUCATION

Instructional Assistance

Major: **5119**
Catalog Year: **2023-2024**
Effective Term: **2016 Spring**

Initiating College: **Mesa Community College**
Program Availability: **MC SM**
Field of Interest: **Education**

Award: **CCL**
Total Credits: **27**
CIP Code: **13.1501**
SOC Code: **25-0941.00**

Instructional Council: **Education**
GPA: **2.00**

Description: The Certificate of Completion (CCL) in Instructional Assistance program is designed to prepare students to assist the classroom teacher in grades K through 12. Program requirements include coursework in foundations of education and language as well as practical application coursework, including a practicum within a classroom setting.

Program Notes:
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CFS/ECH176 Child Development 3
EDU220 Introduction to Serving English Language Learners (ELL) 3
EDU221 Introduction to Education 3
EDU222 Introduction to the Exceptional Learner 3
EDU230 Cultural Diversity in Education 3
EDU/ENH291 Children`s Literature 3

Credits: 18

Restricted Electives

Restricted Electives (BPC110 or CIS105), COM225, and (ENG101 or ENG107) courses are recommended if completing coursework for the Associate in Arts Elementary Education (AAEE) degree.

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

Credits: 9

+COM225 Public Speaking 3
EDU101A+ Tutor Training and Practicum (any suffixed course) 1-3
EDU236 Classroom Relationships 3
+EDU282A+ Service-Learning Experience in Education (any suffixed course) 1-3
EDU/HUM/STO292 The Art of Storytelling 3

+ECH/EDU298A+ Special Projects (any suffixed course) 3

+ENG101 First-Year Composition (3) OR
+ENG107 First-Year Composition for ESL (3) 3

Any foreign language course 3-4

Program Competencies

1. Implement developmentally and culturally appropriate instructional strategies and materials. (CFS/ECH176, EDU220, EDU222, EDU230)
2. Accommodate field-sensitive and field independent styles of teaching and learning. (EDU221, EDU230)
3. Explain the basic philosophical premises of first and second language acquisition as well as the role of culture in learning. (EDU220, EDU230)
4. Participate in K-12 classroom field experiences as an assistant to the teacher. (EDU220, EDU221)
5. Include multicultural literature in instruction to increase cultural awareness and sensitivity. (EDU230, EDU/ENH291)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 22, 2014

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

iOS App Development

Major: **5914N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Award: **CCL**
Total Credits: **9-12**
CIP Code: **11.0202**

Initiating College: **Gateway Community College**
Program Availability: **GW PC PV RS SM**
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1132.00 Software Developers, Applications
15-1251.00 Computer Programmers

Description: The Certificate of Completion (CCL) in iOS App Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Native App Development and Mobile App Development.

Program Competencies

1. Identify and explain common hardware components of computer systems and describe their uses. (CIS105, CIS150AB)
2. Identify different types of software, programming languages, the terminology, networking, social and ethical behaviors and their uses. (CIS105, CIS150AB, CIS165, CIS265)
3. Use the Internet to communicate, collaborate, and retrieve information. (CIS105, CIS150AB, CIS165, CIS265)
4. Explore system security and privacy issues. (CIS105, CIS150AB, CIS165, CIS265)
5. Describe the steps in planning and implementing technology solutions. (CIS105, CIS150AB, CIS165, CIS265)
6. Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems. (CIS105, CIS150AB, CIS165, CIS265)
7. Design console and graphical user interfaces and reports. (CIS150AB, CIS165, CIS265)
8. Explain, design, write, test, debug and implement custom apps using the iOS App development process. (CIS150AB, CIS165, CIS265)
9. Design a plan to convert programs from Swift types into custom model objects for web requests. (CIS165, CIS265)
10. Create networking code in an Xcode project. (CIS265)
11. Explain security restrictions and the correlation of App Transport Security (ATP) as it applies to project prototyping. (CIS165, CIS265)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

Credits: 9-12

+ CIS150AB Object-Oriented Programming Fundamentals 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS265 Advanced iOS Application Development 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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Law Enforcement

Major: **5987N**
Catalog Year: **2023-2024**
Effective Term: **2019 Fall**
Initiating College: **Mesa Community College**
Program Availability: **CG EM GC MC PC PV RS SC SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **15**
CIP Code: **43.0107**
Instructional Council: **Administration of Justice Studies (01)**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as**
33-1012.00 First-Line Supervisors of Police and Detectives
33-3052.00 Transit and Railroad Police
33-3021.01 Police Detectives
33-3021.02 Police Identification and Records Officers
33-3051.00 Police and Sheriff`s Patrol Officers
33-9032.00 Security Guards
33-3051.04 Customs and Border Protection Officers
33-3011.00 Bailiffs
33-3021.00 Detectives and Criminal Investigators
33-3021.06 Intelligence Analysts
33-3031.00 Fish and Game Wardens
33-3021.03 Criminal Investigators and Special Agents

Description: The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS205, AJS230, AJS275)
2. Solve problems through logical and sound reasoning. (AJS101, AJS123, AJS205, AJS275)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS205, AJS230, AJS275)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS205, AJS230, AJS275)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS230)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS123, AJS230)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS230, AJS275)

8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS123, AJS230, AJS275)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS230, AJS275)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS101 Introduction to Criminal Justice 3
AJS123 Ethics and the Administration of Justice 3
AJS205 Effective Communication and Report Writing in Criminal Justice 3 **Credits: 15**
AJS230 The Police Function 3
AJS275 Criminal Investigation I 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 11, 2018

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MARICOPA COMMUNITY COLLEGES

BEHAVIORAL SCIENCE AND HUMAN SERVICES

Legal Studies

Major: **5966N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Chandler-Gilbert Community College**
Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **15**
CIP Code: **43.0104**

Instructional Council: **Administration of Justice Studies**
GPA: **2.00**

SOC Code: **Upon completion of this program, students may pursue a career as:**
23-1012.00 Judicial Law Clerks
33-1012.00 First-Line Supervisors of Police and Detectives
33-3011.00 Bailiffs
33-3012.00 Correctional Officers and Jailers
33-3021.00 Detectives and Criminal Investigators
33-3021.01 Police Detectives
33-3021.02 Police Identification and Records Officers
33-3021.03 Criminal Investigators and Special Agents
33-3051.00 Police and Sheriff`s Patrol Officers
33-3051.01 Police Patrol Officers
33-9032.00 Security Guards
43-5031.00 Police, Fire and Ambulance Dispatchers

Description: The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in pursuing a course of study specifically focused on legal studies. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS109, AJS123, AJS201, AJS205, AJS210)
2. Solve problems through logical and sound reasoning. (AJS109, AJS201, AJS205, AJS210, AJS260)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS201, AJS205, AJS210)
4. Communicate in the language common to the criminal justice system. (AJS109, AJS201, AJS205, AJS210)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS123, AJS201, AJS210)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS109, AJS123, AJS201, AJS210, AJS260)
7. Utilize technology to collect, analyze and communicate data. (AJS201, AJS210)
8. Practice professional standards appropriate to the field of criminal justice. (AJS109, AJS123, AJS201, AJS210, AJS260)

9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS109, AJS123, AJS201, AJS210, AJS260)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS109 Substantive Criminal Law 3
AJS201 Rules of Evidence 3

AJS123 Ethics and the Administration of Justice (3) OR
AJS205 Effective Communication and Report Writing in Criminal Justice (3) 3

Credits: 15

AJS210 Constitutional Law 3
AJS260 Procedural Criminal Law 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: October 24, 2023

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MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Linux Associate

Major: **5046N**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Award: **CCL**
Total Credits: **6-9**
CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW PC PV SC SM**
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:**
15-1211.00 Computer Systems Analysts
15-1231.00 Computer Network Support Specialists

Upon completion of an associate degree, students may pursue a career in the following job fields:
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators

Description: The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Learning Outcomes

1. Demonstrate the ability to install Linux. (CIS126DL)
2. Create, manage, and delete user accounts, groups and permissions. (CIS126DL, CIS238DL)
3. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126DL, CIS238DL)
4. Monitor system functions and security through the use of a variety of system tools

and logs. (CIS105, CIS126DL, CIS238DL)
5. Install and maintain software packages. (CIS105, CIS126DL, CIS238DL)
6. Describe and navigate the Linux file system hierarchy. (CIS126DL)
7. Create partitions and file systems, and manipulate access to them. (CIS126DL, CIS238DL)
8. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126DL, CIS238DL)
9. Configure and troubleshoot Linux security, including permissions, access control lists (ACLs), and firewalls. (CIS126DL, CIS238DL)
10. Create and maintain shell scripts. (CIS126DL, CIS238DL)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: CCL/5219 Linux Associate

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3 **Credits: 6-9**

CIS126DL Linux Operating System 3
+ CIS238DL Linux System Administration 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

Linux System Administration

Major: **5052N**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**
Initiating College: **Estrella Mountain Community College**
Program Availability: **EM GC PC PV SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **15-18**
CIP Code: **11.1001**
Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1211.00 Computer Systems Analysts
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators
15-1231.00 Computer Network Support Specialists

Upon completion of a bachelor`s degree, students may pursue a career as:
11-3021.00 Computer and Information Systems Managers
15-1241.00 Computer Network Architects

Description: The Certificate of Completion (CCL) in Linux System Administration program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. The program includes a core of Linux classes including Linux operating system basics, system administration, network administration and network security. The courses in the program will help develop a student`s knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Learning Outcomes

1. Automate system tasks utilizing Linux shell scripting. (CIS239DL, CIS275DL)
2. Demonstrate the ability to install Linux. (CIS126DL, CIS275DL)
3. Create, manage, and delete user accounts, groups and permissions. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)
4. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS239DL, CIS275DL)
5. Monitor system functions and security through the use of a variety of system tools and logs. (CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)

6. Install and maintain software packages. (CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS275DL)
7. Describe and navigate the Linux file system hierarchy. (CIS126DL, CIS126RH, CIS275DL)
8. Create partitions and file systems, and manipulate access to them. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)
9. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS275DL)
10. Configure and troubleshoot Linux security, including permissions, SELinux, access control lists (ACLs), digital certificates, and firewalls. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)
11. Configure automation services. (CIS240RH)
12. Create and maintain shell scripts. (CIS238RH, CIS240RH)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: CCL/5225 Linux Networking Administration

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR Permission of program director (0) 0-3 — **Credits: 15-18**

Students should select from one of the following two specializations (Linux or Red Hat Enterprise Linux):

Specialization: Linux
CIS126DL Linux Operating System 3
+ CIS238DL Linux System Administration 3
+ CIS239DL Linux Shell Scripting 3

+ CIS240DL Linux Network Administration 3
+ CIS275DL Linux Capstone 3

Specialization: Red Hat Enterprise Linux
CIS126RH Red Hat System Administration I 3
+ CIS238RH Red Hat System Administration II 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240RH Red Hat System Administration III 3
+ CIS275DL Linux Capstone 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Management

Major: **5729**
Catalog Year: **2023-2024**
Effective Term: **2020 Fall**

Primary College: **Phoenix College**
Program Availability: **GC, MC, PC, PV, RS, SC, SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **18**
CIP Code: **52.0201**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
11-1021.00 General and Operations Managers
11-2022.00 Sales Managers
11-3012.00 Administrative Services Managers
11-3050.00 Industrial Production Managers

Description: The Certificate of Completion (CCL) in Management is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. An Associate in Applied Science (AAS) in Management is also available.

Program Competencies

1. Use basic accounting principles to develop and maintain business financial records. (ACC111)
2. Solve basic mathematical problems including discounts, markups, interest, credit, payroll, simple income tax, depreciation, financial statement, and insurance. (ACC111)
3. Apply current technology to specific business tasks. (BPC110, CIS105)
4. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, MGT229, MGT251)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS205)
6. Create and use effective oral, written, and visual business communication skills. (MGT229)
7. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT229, MGT251)
8. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT251)
9. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS151, MGT229, MGT251)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I 3

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

Credits: 18

GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Marketing

Major: **5094**
Catalog Year: **2023-2024**
Effective Term: **2021 Spring**

Primary College: **Phoenix College**
Program Availability: **GC GW MC PC PV SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **21**
CIP Code: **52.1401**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**
11-2011 Advertising and Promotions Managers
11-2022 Sales Managers
41-1011 First-Line Supervisors of Retail Sales Workers
41-3011 Advertising Sales Agents
41-4012 Sales Representatives, Wholesale and Manufacturing

Description: The Certificate of Completion (CCL) in Marketing program meets students` needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in Marketing. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

Learning Outcomes

1. Apply current technology to specific business tasks. (BPC110, CIS103, CIS105)
2. Apply effective oral, written, and visual business communication skills. (GBS120)
3. Demonstrate critical thinking through written and oral formats. (GBS120, GBS151)
4. Apply functions of modern business, including business principles, marketing, labor relations, and risk analysis to business situations. (GBS151)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS151, MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
6. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
7. Analyze marketing research to create marketing plans and forecasts. (GBS151, MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
8. Create an ethically and socially responsible social media campaign. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
9. Analyze business advertising scenarios in the context of target markets. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
10. Evaluate customers, company, product and/or service, competitor and marketplace information in order to facilitate the selling process. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)

11. Apply techniques for negotiating, overcoming objections, and customer service activities. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS151 Introduction to Business 3
GBS120 Workplace Communication Skills 3
MKT263 Advertising Principles 3
MKT267 Principles of Sales 3
MKT271 Principles of Marketing 3

Credits: 18

Restricted Electives

Students should select from the following courses in consultation with Department Advisor.

CIS103 Introduction to Social Media 3
MKT101 Introduction to Public Relations 3
MKT110 Marketing and Social Networking 3
MKT268 Merchandising 3

Credits: 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 25, 2019

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MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Microsoft Desktop Associate

Major: **5030N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **EM GC GW MC PC PV SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **3**
CIP Code: **11.1001**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:**
15-1151 Computer User Support Specialists

Upon completion of an associate`s degree, students may pursue a career in the following job fields:
15-1121 Computer Systems Analysts
15-1122 Information Security Analysts
15-1142 Network and Computer Systems Administrators
15-1152 Computer Network Support Specialists

Description: The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available at select colleges. Please check with your local college for program availability.

Program Notes:
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

MST150WT Installing and Configuring Microsoft Windows 10 3 **Credits: 3**

Program Competencies

1. Install, configure, and manage a Microsoft operating system. (MST150WT)
2. Configure and manage resource security with permissions based access control including file system permissions. (MST150WT)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Microsoft Desktop Associate

Major: **5030N**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Award: **CCL**
Total Credits: **3**
CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**
Program Availability: **EM GC GW MC PC PV SM**
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:**
15-1151 Computer User Support Specialists

Upon completion of an associate`s degree, students may pursue a career in the following job fields:
15-1121 Computer Systems Analysts
15-1122 Information Security Analysts
15-1142 Network and Computer Systems Administrators
15-1152 Computer Network Support Specialists

Description: The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available at select colleges. Please check with your local college for program availability.

Program Notes:
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

MST150WT Installing and Configuring Microsoft Windows 10 3	**Credits: 3**

Program Competencies

1. Install, configure, and manage a Microsoft operating system. (MST150WT)
2. Configure and manage resource security with permissions based access control including file system permissions. (MST150WT)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

Microsoft Office Professional

Major: **5132**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Award: **CCL**
Total Credits: **16-22**
CIP Code: **11.0601**

Primary College: **Phoenix College**
Program Availability: **CG EM GC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
43-6014.00 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9061.00 Office Clerks, General
43-9021.00 Data Entry Keyers

Description: The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and Certificate of Complete (CCL) in Microsoft Office Specialist.

Learning Outcomes

1. Discuss the role of computer information systems in developing business solutions. (CIS105)
2. Create simple macros using Visual Basic for Applications (VBA). (CIS105, CIS114DE)
3. Prepare business documents using Microsoft Word. (CIS105, CIS113DE)
4. Develop spreadsheets using Microsoft Excel. (CIS105, CIS114DE)
5. Create relational databases using Microsoft Access. (CIS105, CIS117DM)
6. Produce presentations using Microsoft PowerPoint. (CIS105, CIS118DB)
7. Manage files using the Windows Operating System. (BPC270, CIS105, CIS121AE, CIS122AE, MST150++)
8. Utilize Microsoft Project to manage business projects. (CIS124AA, CIS124BA, CIS224)
9. Integrate Microsoft applications to meet business needs. (BPC/OAS111AA, BPC270, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS121AE, CIS122AE, CIS224, MST150++)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

Credits: 16-22

BPC/OAS111AA Computer Keyboarding I (1) OR
Permission of Program Director (0) 0-1

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS118DB Desktop Presentation: Powerpoint 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS121AE Windows Operating System: Level I (1) AND
CIS122AE Windows Operating System: Level II (1) OR
MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND
CIS124BA Project Management Software: Level II (1) OR
CIS224 Project Management Microsoft Project for Windows (3) 2-3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

Microsoft Office Specialist

Major: **5137**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Initiating College: **Chandler-Gilbert Community College**
Program Availability: **CG GC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **25-31**
CIP Code: **11.0601**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
43-6011.00 Executive Secretaries and Executive Administrative Assistants
43-6014.00 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9061.00 Office Clerks, General
43-9021.00 Data Entry Keyers

Upon completion of the AAS degree, students may pursue a career as:
15-1232.00 Computer User Support Specialists

Upon completion of a bachelor`s degree, students may pursue a career as:
11-3021.00 Computer and Information Systems Managers
15-1211.00 Computer Systems Analysts
15-1212.00 Information Security Analysts

Description: The Certificate of Completion (CCL) in Microsoft Office Specialist emphasizes advanced training on word processing, spreadsheet, and database software for business purposes. This certificate builds upon the knowledge and skills gained by the CCL in Microsoft Office Professional for use in various business settings. This certificate helps prepare students for the Microsoft Office Specialist (MOS) certification examinations. This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology.

Learning Outcomes

1. Discuss the role of computer information systems in developing business solutions. (CIS105)
2. Create macros using Visual Basic for Applications (VBA). (CIS105, CIS114DE, CIS213DE, CIS214DE, CIS217AM)
3. Prepare business documents in Microsoft Word using advanced word processing features. (CIS105, CIS113DE, CIS213DE)
4. Develop complex workbooks using Microsoft Excel. (CIS105, CIS114DE, CIS214DE)
5. Create advanced relational databases using Microsoft Access. (CIS105,

CIS117DM, CIS217AM)
6. Produce presentations using Microsoft PowerPoint. (CIS105, CIS118DB)
7. Manage files using the Windows Operating System. (BPC270, CIS105, CIS121AE, CIS122AE, MST150++)
8. Utilize Microsoft Project to manage business projects. (CIS124AA, CIS124BA, CIS224)
9. Integrate Microsoft applications to meet multi-faceted business needs. (BPC/OAS111AA, BPC270, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS121AE, CIS122AE, CIS213DE, CIS214DE, CIS217AM, CIS224, MST150++)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

The following courses are required and included in Microsoft Office Professional CCL **Credits: 25-31**

BPC/OAS111AA Computer Keyboarding I (1) OR
Permission of Program Director (0) 0-1

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS118DB Desktop Presentation: Powerpoint 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS121AE Windows Operating System: Level I (1) AND
CIS122AE Windows Operating System: Level II (1) OR
MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND
CIS124BA Project Management Software: Level II (1) OR
CIS224 Project Management Microsoft Project for Windows (3) 2-3

The following courses are required in Microsoft Office Specialist CCL

CIS213DE Advanced Microsoft Word: Word Processing 3
CIS214DE Advanced Excel Spreadsheet: Level II 3
CIS217AM Advanced Microsoft Access: Database Management 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

Mobile App Development

Major: **5193**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Primary College: **South Mountain Community College**
Program Availability: **PC PV RS SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **33-36**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1132.00 Software Developers, Applications
15-1251.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers
15-1254.00 Web Developers

Description: The Certificate of Completion (CCL) in Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. An Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development and Foundations of Mobile App Development are also available.

Learning Outcomes

1. Design and develop a complex user interface that utilizes professional UI/UX principles. (CIS133DA, CIS120DF, CIS159, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS265, CIS265DA)
2. Design and develop complex applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133DA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB)
3. Develop effective, efficient, tested code that meets complex specifications. (CIS105, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
4. Analyze complex problems using critical thinking skills and design program solutions. (CIS105, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS166AA, CIS166AE, CIS233DA, CIS263AA, CIS262AD,

CIS265, CIS265DA, CIS276DA, CIS276DB)
5. Research and evaluate professional resources to effectively apply them to a complex problem. (CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
7. Practice industry accepted professional and ethical behavior. (CIS133DA, CIS166AA, CIS166AE, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL 5914N iOS Application Development may be taken in the CCL 5193 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

Credits: 24-27

CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0) 0-3

CIS120DF Introduction to Adobe Photoshop 3
+ CIS133DA Internet/Web Development Level I 3
+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS162AD C#: Level I 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

Restricted Electives

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas. **Credits: 9**

+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS166AA Introduction to JavaScripting 3
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

+ CIS233DA Internet/Web Development Level II 3
+ CIS262AD C# Level II 3
+ CIS265 Advanced iOS Application Development 3
+ CIS265DA Advanced Android Application Development 3
+ CIS276DA MySQL Database 3
+ CIS276DB SQL Server Database 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

Music Business II

Major: **5258**
Catalog Year: **2023-2024**
Effective Term: **2022 Fall**

Initiating College: **Mesa Community College**
Program Availability: **GC MC PC PV SM**
Field of Interest: **Visual and Performing Arts**

Award: **CCL**
Total Credits: **35-37**
CIP Code: **50.1003**

Instructional Council: **Music**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
13-1011.00 Agents and Business Managers of Artists, Performers, and Athletes

Description: The Certificate of Completion (CCL) in Music Business II is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. An Associate in Applied Science (AAS) in Music Industries: Music Business is available.

Learning Outcomes

1. Analyze the values, ethics, and key factors, including economic, legal, policy, audience, and consumer, that influence the creation of music related media products. (MUC109, MUC110, MUC209, MUC242, MUC293, MHL155, MGT253, MKT110, MKT271)
2. Utilize applications and tools to manage business and creative activities in the music industry. (MUC109, MUC110, MUC180, MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA, MGT253, MKT110, MKT271, MTC180)
3. Create a project plan applying project management skills. (MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA, MGT253)
4. Demonstrate interpersonal skills in building relationships and networking with clients, colleagues, and organizations. (MUC109, MUC110, MUC293, MUC296WA, MUC298AA, MUC209, MGT253, MKT110, MKT271)
5. Identify opportunities for expanding creative, innovative, and entrepreneurial skills in the music industry. (MUC109, MUC110, MUC209, MUC293, MUC296WA, MUC298AA, MGT253, MKT110, MKT271)
6. Analyze and synthesize musical content for social, cultural, aesthetic and historical significance. (MUC109, MUC110, MUC242, MHL155)
7. Evaluate branding, marketing communications, and sales skills to build a music brand. (MUC109, MUC110, MUC209, MUC293, MKT110, MKT110, MKT271)
8. Investigate intellectual property law, rights management, publishing, licensing, and contracts. (MUC109, MUC110)
9. Differentiate operating structures and business types. (MUC109, MUC110, MGT253)
10. Analyze metrics and revenue data to improve business processes. (MUC180, MUC209, MUC293, MKT110, MKT110, MKT271, MGT253, MTC180)
11. Use effective written, oral, and visual communication skills for diverse audiences and outcomes. (MUC109, MUC110, MUC209, MUC293, MGT253, MKT110, MKT271)

12. Assess the music industry and its role in the gig economy. (MUC109, MUC110, MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

MGT253 Owning and Operating a Small Business 3
MKT110 Marketing and Social Networking 3
MKT271 Principles of Marketing 3
MUC109 Music Business: Content Creation and Copyright 3
MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR
MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3 **Credits: 25-26**
MUC293 Self Promotion for Music 1

Music Industry Capstone Experience
+ MUC290AA Music Business Internship (1) OR
+ MUC296WA Cooperative Education (1) OR
MUC298AA Special Projects (1) 1

Overview of Music Genres
MUC242 Music Genres and Styles (2) OR
MHL155 Survey of American Music (3) 2-3

Restricted Electives

Students should work with their program advisor to select 10-11 credits from courses that align with the academic/career goals and further their development in the areas of Music Business and Marketing, Music Production, and Commercial Performance. Courses from required courses area may not be used.

Music Business and Marketing
GBS+++ Any GBS General Business course
MKT+++ Any MKT Marketing course
MUC+++ Any MUC Music: Commercial/Business course **Credits: 10-11**

Music Production
MTC+++ Any MTC Music: Theory/Composition course
MUC+++ Any MUC Music: Commercial/Business course

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course
MUP+++ Any MUP Music: Performance course

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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MARICOPA COMMUNITY COLLEGES

VISUAL AND PERFORMING ARTS

Music Industry Studies: Music Business I

Major: **5106**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Phoenix College**
Program Availability: **MC, PC, PV, SM**
Field of Interest: **Visual and Performing Arts**

Award: **CCL**
Total Credits: **16**
CIP Code: **50.1003**

Instructional Council: **Music**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 13-1011.00 Agents and Business Managers of Artists, Performers, and Athletes**

Description: The Certificate of Completion (CCL) in Music Industry Studies: Music Business I is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines foundational and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. There is a Certificate of Completion (CCL) in Music Industry Studies: Music Business II available, as well as an Associate in Applied Science (AAS) in Music Industry Studies: Music Business.

Learning Outcomes

1. Identify the values, ethics, and key factors, including economic, legal, policy, audience, and consumer, that influence the creation of music related media products. (MGT253, MKT271, MTC180, MUC109, MUC110, MUC293)
2. Identify applications and tools to manage business and creative activities in the music industry. (MGT253, MKT271, MUC109, MUC110, MTC180, MUC180, MUC293)
3. Create a project plan applying project management skills. (MGT253, MUC293)
4. Identify ways to build relationships and network with clients, colleagues, and organizations. (MGT253, MKT271, MUC109, MUC110, MUC293)
5. Identify opportunities for expanding creative, innovative, and entrepreneurial skills in the music industry. (MGT253, MKT110, MKT271, MUC109, MUC110, MUC293)
6. Describe branding, marketing communications, and sales skills to build a music brand. (MKT110, MKT271, MUC109, MUC110, MUC293)
7. Describe the significance of musical content for social, cultural, and aesthetic contexts. (MUC109, MUC110, MUC293)
8. Investigate intellectual property law, rights management, publishing, licensing, and contracts. (MUC109, MUC110)
9. Differentiate operating structures and business types. (MGT253, MUC109, MUC110)

10. Use effective written, oral, and visual communication skills. (MGT253, MKT110, MKT271, MUC109, MUC110, MTC180, MUC180, MUC293)
11. Assess the music industry and its role in the gig economy. (MUC109, MUC110, MUC293)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

MGT253 Owning and Operating a Small Business 3 **Credits: 16**

MKT110 Marketing and Social Networking (3) OR
MKT271 Principles of Marketing (3) 3

MUC109 Music Business: Content Creation and Copyright 3
MUC110 Music Business: Marketing and Monetization 3
MUC293 Self-Promotion for Music 1

+ MTC180 Computer Literacy for Musicians (3) OR
MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2024

MARICOPA COMMUNITY COLLEGES

VISUAL AND PERFORMING ARTS

Music Industry Studies: Music Business II

Major: **5258**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Initiating College: **Phoenix College**
Program Availability: **MC, PC, PV, SM**
Field of Interest: **Visual and Performing Arts**

Award: **CCL**
Total Credits: **35-37**
CIP Code: **50.1003**

Instructional Council: **Music**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 13-1011.00 Agents and Business Managers of Artists, Performers, and Athletes**

Description: The Certificate of Completion (CCL) in Music Industry Studies: Music Business II is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. An Associate in Applied Science (AAS) in Music Industry Studies: Music Business is available.

Learning Outcomes

1. Analyze the values, ethics, and key factors, including economic, legal, policy, audience, and consumer, that influence the creation of music related media products. (MUC109, MUC110, MUC209, MUC242, MUC293, MHL155, MGT253, MKT110, MKT271)
2. Utilize applications and tools to manage business and creative activities in the music industry. (MUC109, MUC110, MUC180, MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA, MGT253, MKT110, MKT271, MTC180)
3. Create a project plan applying project management skills. (MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA, MGT253)
4. Demonstrate interpersonal skills in building relationships and networking with clients, colleagues, and organizations. (MUC109, MUC110, MUC293, MUC296WA, MUC298AA, MUC209, MGT253, MKT110, MKT271)
5. Identify opportunities for expanding creative, innovative, and entrepreneurial skills in the music industry. (MUC109, MUC110, MUC209, MUC293, MUC296WA, MUC298AA, MGT253, MKT110, MKT271)
6. Analyze and synthesize musical content for social, cultural, aesthetic and historical significance. (MUC109, MUC110, MUC242, MHL155)
7. Evaluate branding, marketing communications, and sales skills to build a music brand. (MUC109, MUC110, MUC209, MUC293, MKT110, MKT110, MKT271)
8. Investigate intellectual property law, rights management, publishing, licensing, and contracts. (MUC109, MUC110)

9. Differentiate operating structures and business types. (MUC109, MUC110, MGT253)
10. Analyze metrics and revenue data to improve business processes. (MUC180, MUC209, MUC293, MKT110, MKT110, MKT271, MGT253, MTC180)
11. Use effective written, oral, and visual communication skills for diverse audiences and outcomes. (MUC109, MUC110, MUC209, MUC293, MGT253, MKT110, MKT271)
12. Assess the music industry and its role in the gig economy. (MUC109, MUC110, MUC209, MUC290AA, MUC293, MUC296WA, MUC298AA)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

Credits: 25-26

MGT253 Owning and Operating a Small Business 3
MKT110 Marketing and Social Networking 3
MKT271 Principles of Marketing 3
MUC109 Music Business: Content Creation and Copyright 3
MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR
MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3
MUC293 Self-Promotion for Music 1

Music Industry Capstone Experience
+ MUC290AA Music Business Internship (1) OR
+ MUC296WA Cooperative Education (1) OR
MUC298AA Special Projects (1) 1

Overview of Music Genres
MUC242 Music Genres and Styles (2) OR
MHL155 Survey of American Music (3) 2-3

Restricted Electives

Credits: 10-11

Students should work with their program advisor to select 10-11 credits from courses that align with the academic/career goals and further their development in the areas of Music Business and Marketing, Music Production, and Commercial Performance. Courses from required courses

area may not be used.

Music Business and Marketing
GBS+++ Any GBS General Business course
MKT+++ Any MKT Marketing course
MUC+++ Any MUC Music: Commercial/Business course

Music Production
MTC+++ Any MTC Music: Theory/Composition course
MUC+++ Any MUC Music: Commercial/Business course

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course
MUP+++ Any MUP Music: Performance course

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2024

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Native Mobile App Development

Major: **5063**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **PC PV RS SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **18-21**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1132.00 Software developers, applications
15-1251.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers
15-1254.00 Web Developers

Description: The Certificate of Completion (CCL) in Native Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on native iOS and Android mobile apps. This CCL will help students prepare to take the App Developer with Swift Certification Level 1 and Associate Android Developer certifications. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Learning Outcomes

1. Design and develop a user interface that utilizes professional UI/UX principles. (CIS165, CIS165DA, CIS265, CIS265DA)
2. Design and develop applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS150, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS265, CIS265DA)
3. Develop effective, efficient, tested code that meets specifications. (CIS105, CIS150, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS265, CIS265DA)
4. Analyze problems using critical thinking skills and design program solutions. (CIS105, CIS150, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS265, CIS265DA)
5. Research and evaluate professional resources to effectively apply them to a problem. (CIS150, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS265, CIS265DA)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS265, CIS265DA)
7. Practice industry accepted professional and ethical behavior. (CIS163AA, CIS265, CIS265DA)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL5834 Android Application Development and CCL5914 iOS Application Development CCL may be taken in the CCL 5063 Native Mobile App Development.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS150 Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AD C# Level I (3) OR
+ CIS163AA Java Programming: Level I (3) 3

Credits: 18-21

+ CIS150AB Object-Oriented Programming Fundamentals 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3
+ CIS265 Advanced iOS Application Development 3
+ CIS265DA Advanced Android Application Development 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Organizational Leadership

Major: **5731**
Catalog Year: **2023-2024**
Effective Term: **2020 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **CG EM GC GW MC PC PV RS SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **18**
CIP Code: **52.0213**

Instructional Council: **Business/Management (03)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
11-1021.00 General and Operations Manager

Description: The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today`s changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

Learning Outcomes

1. Create and use effective oral, written, and visual business communication skills. (GBS120)
2. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240)
3. Recognize ethical, legal, and global dimensions in business practice and how business integrates social responsibility into operations/decision making. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240)
4. Research, locate, and evaluate business information in order to support evidence-based decisions. (BPC110, CIS105, GBS110, GBS120, GBS151, GBS233, MGT101, MGT175, MGT229, MGT251, TQM240)
5. Use team collaboration to solve business problems. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT229, MGT251)
6. Apply current technology to specific business tasks. (BPC110, CIS105)
7. Describe and evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT175, MGT101, MGT229, TQM240)

Program Notes

Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.

Program Prerequisites: None

Required Courses

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS110 Human Relations in Business and Industry (3) OR
MGT251 Human Relations in Business (3) 3

GBS120 Workplace Communication Skills 3
GBS151 Introduction to Business 3

Credits: 18

MGT175 Business Organization and Management (3) OR
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR
MGT229 Management and Leadership I (3) 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 23, 2019

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Personal Training

Major: **5421**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**
Award: **CCL**
Total Credits: **18-18.5**
CIP Code: **31.0507**
Primary College: **Glendale Community College**
Program Availability: **CG, GC, MC, PV, SC, SM**
Field of Interest: **Health Sciences**
Instructional Council: **Exercise Science, Health and Physical Education, Recreation and Wellness**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
39-9031.00 Exercise Trainers and Group Fitness Instructors

Description: The Certificate of Completion (CCL) in Personal Training is designed to prepare students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), and the American Council on Exercise (ACE) personal trainer certifications. These certifications are generally required for employment in personal training positions and/or professional advancement within the fitness industry. The curriculum provides students with the foundational skills needed to design and implement fitness programs appropriate to clients' goals and aligned with current industry best practices. A CCL in Personal Training: Advanced, an Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance, and an Associate in Arts (AA), Emphasis in Exercise Science are also available for students interested in continuing their studies in this field.

Learning Outcomes

1. Apply a foundational understanding of the relevant scientific concepts of physiology, biomechanics and psychology. (EXS101, EXS125, EXS146, EXS215, EXS217, FON100, FON241)
2. Locate and evaluate relevant scholarly literature. (EXS101, EXS146, EXS215, EXS217, FON100, FON241)
3. Conduct common, evidence-based assessments of health and human movement. (EMT101, EXS101, EXS125, EXS146, EXS215, EXS217, WED106)
4. Design basic, evidence-based physical activity programs for healthy and athletic populations. (EXS101, EXS125, EXS146, EXS215, EXS217 FON100, FON241, PED101ST, PED101RT)
5. Implement basic, evidence-based physical activity programs for healthy and athletic populations. (EXS101, EXS125, EXS146, EXS215, EXS217, FON100, FON241, PED101ST, PED101RT)
6. Apply a fundamental understanding of theories of motivation and behavior change to encourage exercise adoption and adherence. (EXS101, EXS215, EXS217)
7. Adapt instructional techniques to ensure client safety and goal attainment. (EXS146, EXS215, EXS217, PED101ST, PED101RT)
8. Apply industry standards of care to mitigate risk and ensure the safety of clients. (EMT101, EXS146, EXS215, EXS217, WED106)
9. Demonstrate communication behaviors appropriate to the field. (EMT101, EXS101, EXS146, EXS215,

EXS217, WED106)
10. Demonstrate industry-accepted professional, ethical, and business standards. (EMT101, EXS101, EXS146, EXS215, EXS217, PED101ST, PED101RT, WED106)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
WED106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current CPR/AED certification (0) 0-0.5

EXS101 Introduction to Exercise Science 3
+ EXS125 Introduction to Exercise Physiology 3
+ EXS146 Introduction to Exercise Testing 1
+ EXS215 Resistance Training and Recovery Techniques 3
+ EXS217 Cardiorespiratory and Flexibility Training 3

Credits: 17-17.5

FON100 Introductory Nutrition (3) OR
FON241 Principles of Human Nutrition (3) 3

PED101ST Strength Training (1) OR
PED101RT Resistance Training for Improved Sports Performance (1) 1

Restricted Electives

Complete one (1) credit from one of the following course options not already selected in the Required Courses area. Choose a course that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor as needed.

Credits: 1

EXS+++++ Any EXS Exercise Science course 1
FON+++++ Any FON Food and Nutrition course 1
HES+++++ Any HES Health Science course 1
PED+++++ Any PED Physical Education course 1
IFS110 Critical Research for College Success 1

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 22, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Personal Training: Advanced

Major: **5445**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**
Award: **CCL**
Total Credits: **30-30.5**
CIP Code: **31.0507**
Primary College: **Glendale Community College**
Program Availability: **CG, GC, MC, PV, SC, SM**
Field of Interest: **Health Sciences**
Instructional Council: **Exercise Science, Health & Physical Education, Recreation & Wellness**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 39-9031.00 Exercise Trainers and Group Fitness Instructors**

Description: The Certificate of Completion (CCL) in Personal Training: Advanced is designed to prepare students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), and the American Council on Exercise (ACE) personal trainer certifications. These certifications are generally required for employment in personal training positions and/or professional advancement within the fitness industry. The curriculum is designed to prepare students for employment in positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. The curriculum includes the foundational courses required for the CCL in Personal Training coupled with advanced hands-on courses that foster the development of critical thinking and leadership skills important for developing, implementing and leading exercise programs. An Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance and an Associate in Arts (AA), Emphasis in Exercise Science are also available for students interested in continuing their studies in this field.

Learning Outcomes

1. Apply a foundational understanding of the relevant scientific concepts of physiology, biomechanics and psychology. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, FON100, FON241)
2. Locate and evaluate relevant scholarly literature. (EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, FON100, FON241)
3. Conduct advanced, evidence-based assessments of health and human movement. (EMT101, EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, WED106)
4. Design evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, FON100, FON241, PED101ST, PED101RT)

5. Implement evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, FON100, FON241, PED101ST, PED101RT)
6. Apply theories of motivation and behavior change to develop and implement basic strategies for improving exercise adoption and adherence. (EXS101, EXS215, EXS217, EXS257, EXS270++)
7. Adapt instructional techniques to ensure client safety and goal attainment. (EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, PED101ST, PED101RT, PED101++)
8. Apply industry standards of care to mitigate risk and ensure the safety of clients. (EMT101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, WED106)
9. Demonstrate communication behaviors appropriate to the field. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, WED106)
10. Demonstrate industry-accepted professional, ethical, and business standards. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, PED101ST, PED101RT, PED101++, WED106)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
WED106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current CPR/AED certification (0) 0-0.5

Credits: 29-29.5

EXS101 Introduction to Exercise Science 3
+ EXS125 Introduction to Exercise Physiology 3
+ EXS146 Introduction to Exercise Testing 1
+ EXS215 Resistance Training and Recovery Techniques 3
+ EXS217 Cardiorespiratory and Flexibility Training 3
+ EXS246 Advanced Exercise Testing 2
+ EXS255 Program Design: Muscular Fitness and Performance 3
+ EXS257 Program Design: Cardiorespiratory Fitness 3

Student must complete three (3) credits from the following EXS internship course options:
+ EXS270 Exercise Science Internship (3) OR
+ EXS270AA Exercise Science Internship (1) AND
+ EXS270AB Exercise Science Internship (2) 3

FON100 Introductory Nutrition (3) OR
FON241 Principles of Human Nutrition (3) 3

PED101RT Resistance Training for Improved Sports Performance (1)
OR
PED101ST Strength Training (1) 1

PED101BC Boot Camp (1) OR
PED101BS Body Sculpting (1) OR
PED101CY Cycling - Indoor (1) OR
PED101GF Group Fitness/Aerobics (1) OR
PED101KB Kickboxing (1) OR
PED101LD Latin Dancing (1) OR
PED101PC Physical Conditioning (1) OR
PED101PS Pilates (1) OR
PED101SR Stretch and Relaxation (1) OR
PED101TC Tai Chi (1) OR
PED101TX Suspension Training (1) OR
PED101YG Gentle Yoga (1) OR
PED101YH Hatha Yoga (1) OR
PED101YO Yoga (1) OR
PED101YP Power Yoga (1) OR
PED101YR Restorative Yoga (1) OR
PED101ZU Zumba Fitness (1) 1

Restricted Electives

Complete one (1) credit from one of the following course options not already selected in the Required Courses area. Choose a course that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor as needed.

Credits: 1

EXS+++++ Any EXS Exercise Science course (1)
FON+++++ Any FON Food and Nutrition course (1)
HES+++++ Any HES Health Science course (1)
PED+++++ Any PED Physical Education course (1)
IFS110 Critical Research for College Success (1)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2025

Programming

Major: **5047**
Catalog Year: **2023-2024**
Effective Term: **2023 Fall**

Award: **CCL**
Total Credits: **21-26**
CIP Code: **11.0201**

Initiating College: **Rio Salado College**
Program Availability: **RS SM**
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.00**

SOC Code: **15-1131, 15-1132, 15-1133, 15-1134, 15-1152, 25-1021**

Description: The Certificate of Completion (CCL) in Programming is designed to prepare the student to work in the programming field. Courses focus on programming theory, Java programming, Visual Basic programming, and web programming.

Suggested Course Plan Sequenced by Semester: RS, SM

Program Notes:
Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites

Students selecting CSC110 in the Required Courses area must complete MAT120 or MAT121 or MAT122.

+ MAT120 Intermediate Algebra (5) OR **Credits: 0-5**
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) OR
Permission of Instructor 0-5

Required Courses

CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR **Credits: 21**
+ CIS276DB SQL Server Database (3) 3

+ CIS159 Visual Basic Programming I 3

+ CIS162AD C#: Level I 3

+ CIS163AA Java Programming: Level I (3) OR
+ CSC110 Introduction to Computer Science (Java) (3) 3

+ CIS225AB Object-Oriented Analysis and Design (3) OR
+ CSC205 Object Oriented Programming and Data Structures (3) 3

+ CIS259 Visual Basic Programming II (3) OR
+ CIS262AD C# Level II (3) OR
+ CIS263AA Java Programming: Level II (3) 3

Program Competencies

1. Define terms related to microcomputer usage and applications. (CIS105)
2. Identify microcomputer hardware and software components. (CIS105)
3. Apply microcomputer operation skills: care and handling of diskettes, powering up the computer, keyboarding (required speed development: 25 words per minute), and powering down the computer. (CIS105)
4. Evaluate and select microcomputer hardware and software for specific applications. (CIS105)
5. Describe basic graphics, sound, process control, and other special capabilities of a microcomputer. (CIS105)
6. Use SQL programming language to interpret data in a relational database. (CIS119DO, CIS276DA, CIS276DB)
7. Describe the components and techniques of structured programming. (CIS159, CIS162AD, CIS163AA, CSC110)
8. Explain program business and structure using logic tools. (CIS159, CIS163AA, CSC110)
9. Describe advanced programming techniques. (CIS225AB, CIS259, CIS262AD, CIS263AA, CSC205)

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 27, 2012

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Python Applications

Major: **5340N**
Catalog Year: **2023-2024**
Effective Term: **2022 Fall**

Initiating College: **Mesa Community College**
Program Availability: **CG MC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **12-22**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1252.00 Software Developers

Upon completion of further education, students may pursue a career as:
15-1131.00 Computer Programmers
15-1211.00 Computer Systems Analysts

Description: The Certificate of Completion (CCL) in Python Applications is designed to provide students with a set of skills necessary to successfully perform Python related programming projects. The courses consist of both practical knowledge and hands-on experience with the Python language and the programming techniques used in the industry. Through the elective courses, students will be able to apply the knowledge obtained to specific areas of interest using Python.

Learning Outcomes

1. Utilize the software development lifecycle for Python application development. (CIS150AB, CIS156, CIS256, CIS256DA, CIS256CN)
2. Analyze business requirements to design Python applications. (CIS105, CIS150AB, CIS156, CIS256, CIS256DA, CIS256CN)
3. Develop well-structured Python programs that solve business problems. (CIS150AB, CIS156, CIS256, CIS256DA, CIS256CN)
4. Test and debug Python programs. (CIS150AB, CIS156, CIS256, CIS256DA, CIS256CN)
5. Produce effective documentation according to industry standards. (CIS150AB, CIS156, CIS256, CIS256DA, CIS256CN)
6. Use source control tools to deploy Python programs (CIS256).
7. Utilize the Python standard libraries and third-party packages to create computer programs. (CIS156, CIS256, CIS256DA, CIS256CN)
8. Use high-level Python packages and frameworks to perform network automation tasks, monitoring, management and enhance network security. (CIS119DO, CIS256CN, CIS276DA, CIS276DB, CNT140AB)
9. Utilize advanced practical applications of Python programming to support offensive and defensive cybersecurity operations. (CIS119DO, CIS256CN, CIS276DA, CIS276DB, CNT140AB)
10. Use the Python data ecosystem to conduct statistical data analyses on datasets from multiple sources including databases. (CIS119DO, CIS256, CIS256DA, CIS276DA, CIS276DB)
11. Use computer systems and networks in a responsible and ethical manner. (CIS105, CNT140AB, CIS256CN)

12. Collaborate effectively in a diverse team environment (CIS105, CIS150AB, CIS119DO, CIS156, CIS256, CIS256DA, CIS256CN, CIS276DA, CIS276DB, CNT140AB)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Required Courses and Restricted Electives must be taken within five (5) years prior to completion of the program to be applied toward this award.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
Permission of Program Director (0) 0-3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

Credits: 9-15

+ CIS156 Python Programming: Level I 3
+ CIS256 Python Programming: Level II 3

Restricted Electives

Specialization 1: Cybersecurity and Networking
CNT140AB Introduction to Networks 4
+ CIS256CN Python for Cybersecurity and Networking 3

Credits: 3-7

Specialization 2: Data Analytics
+ CIS256DA Python for Data Analytics 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: September 28, 2021

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Real Estate: Prelicense

Major: **5139N**
Catalog Year: **2025-2026**
Effective Term: **2025 Fall**

Primary College: **Glendale Community College**
Program Availability: **GC MC SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **6.5**
CIP Code: **52.1501**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 41-9022.00 Real Estate Sales Agent**

Description: The Certificate of Completion (CCL) in Real Estate: Prelicense introduces students to the real estate profession. This program is designed to prepare students to meet the requirements to take the Arizona State Real Estate Salesperson`s Exam. Emphasis will be placed on license laws, real and personal property, financing, purchasing, selling, renting, legal descriptions, rights and interests in property, ownership, contracts, real estate terminology and economics, investing in real estate, foreclosure, land use, and evaluation.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

Learning Outcomes

1. Demonstrate knowledge of national and Arizona specific real estate laws, principles, and practices. (REA179, REA180, REA201)
2. Apply effective communication skills in order to collaborate with a diverse population. (REA179, REA180, REA201)
3. Utilize research and critical thinking skills to manage real estate transactions. (REA179, REA180, REA201)
4. Demonstrate successful marketing techniques. (REA179, REA180, REA201)
5. Prepare and negotiate purchase contracts. (REA290AH)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

REA179 Real Estate Principles I (3) AND **Credits: 6.5**
+ REA180 Real Estate Principles II (3) OR
REA201 Real Estate Principles I and II (6) 6

REA290AH Real Estate Seminar: Contract Writing 0.5

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 27, 2021

Red Hat Linux Administrator

Major: **5049N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **EM GC GW MC PC SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **6-9**
CIP Code: **11.1001**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:**
15-1211.00 Computer Systems Analysts
15-1231.00 Computer Network Support Specialists

Upon completion of an associate degree, students may pursue a career in the following job fields:
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators

Description: The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Learning Outcomes

1. Create, manage, and delete user accounts, groups and permissions. (CIS126RH, CIS238RH)
2. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126RH, CIS238RH)
3. Monitor system functions and security through the use of a variety of system tools and logs. (CIS105, CIS126RH, CIS238RH)
4. Install and maintain software packages. (CIS105, CIS126RH, CIS238RH)
5. Describe and navigate the Linux file system hierarchy. (CIS126RH)
6. Create partitions and file systems, and manipulate access to them. (CIS126RH, CIS238RH)
7. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126RH, CIS238RH)
8. Configure and troubleshoot Linux security, including permissions, SELinux, access control lists (ACLs), and firewalls. (CIS126RH, CIS238RH)
9. Create and maintain shell scripts. (CIS238RH)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

Credits: 6-9

CIS126RH Red Hat System Administration I 3
+ CIS238RH Red Hat System Administration II 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Red Hat Linux Engineer

Major: **5050N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **Estrella Mountain Community College**
Program Availability: **EM GC GW MC PC SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9-12**
CIP Code: **11.1001**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1211.00 Computer Systems Analysts
15-1231.00 Computer Network Support Specialists
15-1299.08 Computer Systems Engineers/Architects

Upon completion of an associate degree, students may pursue a career as:
15-1212.00 Information Security Analysts
15-1244.00 Network and Computer Systems Administrators

Description: The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open-standard and proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Learning Outcomes

1. Create, manage, and delete user accounts, groups and permissions. (CIS126RH, CIS238RH, CIS240RH)
2. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126RH, CIS238RH)
3. Monitor system functions and security through the use of a variety of system tools and logs. (CIS105, CIS126RH, CIS238RH, CIS240RH)
4. Install and maintain software packages. (CIS105, CIS126RH, CIS238RH)
5. Describe and navigate the Linux file system hierarchy. (CIS126RH)
6. Create partitions and file systems, and manipulate access to them. (CIS126RH, CIS238RH, CIS240RH)
7. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126RH, CIS238RH)
8. Configure and troubleshoot Linux security, including permissions, SELinux, access control lists (ACLs), digital certificates, and firewalls. (CIS126RH, CIS238RH, CIS240RH)

9. Configure automation services. (CIS240RH)
10. Create and maintain shell scripts. (CIS238RH, CIS240RH)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

Credits: 9-12

CIS126RH Red Hat System Administration I 3
+ CIS238RH Red Hat System Administration II 3
+ CIS240RH Red Hat System Administration III 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Retail Management

Major: **5286**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Initiating College: **South Mountain Community College**
Program Availability: **EM GC GW PC RS SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **24**
CIP Code: **52.0212**

Instructional Council: **Business/Management**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
41-1011.00 First Line Supervisor of Retail Sales
11-2021.00 Marketing Managers
11-2022.00 Sales Managers

Description: The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. An Associate in Applied Science (AAS) in Retail Management is also available.

Learning Outcomes

1. Demonstrate skills in leading, negotiating, and working in harmony with others in a business setting. (MGT101, MGT229, MGT251)
2. Apply fundamental concepts to perform basic computing skills and technology operations. (BPC110, CIS105)
3. Demonstrate communication principles and critical thinking through written and oral formats. (COM100)
4. Evaluate various leadership styles and management techniques and explain their use in contemporary business settings. (MGT101, MGT229, MGT251)
5. Apply marketing principles to the development of a marketing strategy. (MKT271)
6. Evaluate current trends in human resource management and human resource needs to develop a human resource plan. (MGT251, MGT276)
7. Interpret and analyze financial information and financial performance measures to make business decisions. (ACC111, ACC211)
8. Evaluate merchandising, financial planning, and strategy in the industry to make business decisions. (MGT180)
9. Create and present a strategic plan for a business, including financial strategy and financial performance measures. (MGT180)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

ACC111 Accounting Principles I (3) OR
ACC211 Financial Accounting (3) 3

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

COM100 Introduction to Human Communication 3

Credits: 24

MGT101 Techniques of Supervision (3) OR
MGT229 Management and Leadership I (3) 3

MGT251 Human Relations in Business 3
MGT180 Retail Management 3
MGT276 Human Resources Management 3
MKT271 Principles of Marketing 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 22, 2021

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MARICOPA COMMUNITY COLLEGES

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Social Media Marketing

Major: **5830**
Catalog Year: **2023-2024**
Effective Term: **2021 Fall**

Primary College: **Chandler-Gilbert Community College**
Program Availability: **CG EM GC MC PC PV SC SM**
Field of Interest: **Business, Entrepreneurialism and Management**

Award: **CCL**
Total Credits: **17-18**
CIP Code: **52.1402**

Instructional Council: **Business/Management**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
13-1161.00 Market Research Analyst and Marketing Specialists

Description: The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

Learning Outcomes

1. Apply current technology to specific business tasks. (CIS103)
2. Apply effective oral, written, and visual business communication skills. (GBS120)
3. Analyze marketing research to create marketing plans and forecasts. (MKT101, MKT110, MKT271)
4. Create an ethically and socially responsible social media campaign. (MKT101, MKT110, MKT111, MKT271)
5. Differentiate social media marketing from other marketing approaches. (CIS103, MKT101, MKT110, MKT271)
6. Identify and segment populations and select appropriate, high priority social media networks. (CIS103, MKT110, MKT271)
7. Apply relevant social media marketing theories, models, and research to create a strategic social media marketing campaign. (MKT110, MKT111)
8. Document work responsibilities, research, service learning or educational experiences related to a social media marketing career field. (GBS120, MKT280AB, MKT298AB)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

CIS103 Introduction to Social Media 3
GBS120 Workplace Communication Skills 3
MKT110 Marketing and Social Networking 3

Credits: 15

+ MKT111 Applied Marketing and Social Networking 3
MKT271 Principles of Marketing 3

Restricted Electives

MKT101 Introduction to Public Relations 3
+ MKT280AB Marketing Internship 2 **Credits: 2-3**
+ MKT298AB Special Projects 2

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 25, 2019

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Victimology

Major: **5392N**
Catalog Year: **2024-2025**
Effective Term: **2024 Fall**

Primary College: **Chandler-Gilbert Community College**
Program Availability: **CG, GC, MC, PC, PV, RS, SC, SM**
Field of Interest: **Behavioral Science and Human Services**

Award: **CCL**
Total Credits: **15**
CIP Code: **43.0107**

Instructional Council: **Administration of Justice Studies**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as**
33-1012.00 First-Line Supervisors of Police and Detectives
33-3021.01 Police Detectives
33-3021.02 Police Identification and Records Officers
33-3051.01 Police Patrol Officers
33-3051.00 Police and Sheriff`s Patrol Officers
33-3011.00 Bailiffs
33-3021.00 Detectives and Criminal Investigators
33-3021.03 Criminal Investigators and Special Agents
21-1023.00 Mental Health and Substance Abuse Social Workers
21-1014.00 Mental Health Counselors
21-1011.00 Substance Abuse and Behavioral Disorder Counselors
43-5031.00 Police, Fire, and Ambulance Dispatchers

Description: The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS162, AJS255, AJS/EMT/FSC258)
2. Solve problems through logical and sound reasoning. (AJS101, AJS162, AJS225, AJS/EMT/FSC258)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS162, AJS/EMT/FSC258)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS162, AJS225, AJS255, AJS/EMT/FSC258)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS162, AJS225, AJS/EMT/FSC258)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS162, AJS/EMT/FSC258)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS162, AJS225, AJS/EMT/FSC258)

8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS162, AJS/EMT/FSC258)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS/EMT/FSC258)
10. Collect, identify, classify, and analyze physical evidence related to criminal investigations. (AJS101, AJS/EMT/FSC258)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Program Prerequisites: None

Required Courses

AJS101 Introduction to Criminal Justice 3
AJS162 Domestic Violence 3
AJS225 Criminology 3 **Credits: 15**
AJS255 The Criminal Justice System Handling of the Mentally Ill 3
AJS/EMT/FSC258 Victimology and Crisis Management in Public Safety 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: October 24, 2023

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Web App Development

Major: **5835N**
Catalog Year: **2023-2024**
Effective Term: **2021 Fall**

Initiating College: **Mesa Community College**
Program Availability: **CG GC GW MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9-12**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1254.00 Web Developers

Upon completion of an associate degree, students may pursue a career as:
15-1132.00 Software Developers, Applications
15-1251.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers

Description: The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

Learning Outcomes

1. Design and develop a user interface that utilizes professional UI/UX principles. (CIS133DA, CIS166AA, CIS233DA)
2. Design and develop applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133DA, CIS166AA, CIS233DA)
3. Develop effective, efficient, tested code that meets specifications. (CIS105, CIS133DA, CIS166AA, CIS233DA)
4. Analyze problems using critical thinking skills and design program solutions. (CIS105, CIS133DA, CIS166AA, CIS233DA)
5. Research and evaluate professional resources to effectively apply them to a problem. (CIS133DA, CIS166AA)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS233DA)
7. Practice industry accepted professional and ethical behavior. (CIS133DA, CIS233DA)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

Credits: 9-12

+ CIS133DA Internet/Web Development Level I 3
+ CIS166AA Introduction to JavaScript 3
+ CIS233DA Internet/Web Development Level II 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Web Design

Major: **5986**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Primary College: **Glendale Community College**
Program Availability: **CG EM GC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **38-43**
CIP Code: **11.0801**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1255.00 Web and Digital Interface Designers
27-1024.00 Graphic Designers

Description: The Certificate of Completion (CCL) in Web Design provides students with comprehensive and focused studies in web design, including advanced image manipulation, vector graphics, page layout, video editing and design principles. An Associate in Applied Science (AAS) in Web Design/Development and CCLs in Web Foundations and Web Development are also available.

Learning Outcomes

1. Design websites using knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management. (AVC100, ART112, CIS105, CIS120DC, CIS133DA, CIS136, CIS138DA, CIS166AA, CIS220DF, CIS233DA, CIS235)
2. Develop public-facing websites based on research, planning, design principles and thorough testing. (ART112, AVC100, CIS105, CIS120DA, CIS120DC, CIS120DK, CIS133DA, CIS136, CIS138DA, CIS166AA, CIS220DF, CIS233DA, CIS235)
3. Create complex websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (ART112, AVC100, CIS105, CIS120DA, CIS120DB, CIS120DC, CIS120DK, CIS133DA, CIS138DA, CIS166AA, CIS220DF, CIS233DA)
4. Employ best practices in user interface, user experience, accessibility and search engine optimization to build complex websites aligned with industry standards. (AVC183, ART112, AVC100, AVC181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS138DA, CIS220DF, CIS233DA)
5. Implement thoughtfully designed e-commerce solutions. (AVC183, ART112, AVC100, AVC181, CIS105, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS220DF, CIS233DA, CIS235)
6. Construct a website using a content management system. (AVC183, ART112, AVC100, AVC181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS220DF, CIS233DA)

7. Apply project management skills to prioritize projects and meet deadlines. (CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS136, CIS166AA, CIS220DF, CIS235)
8. Adhere to industry accepted professional, legal, and ethical practices. (CIS105, CIS120DB, CIS120DC, CIS120DF, CIS133DA, CIS136, CIS220DF, CIS233DA, CIS235)
9. Communicate professionally in formal and informal situations to diverse audiences. (CIS105, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS220DF, CIS233DA, CIS235)
10. Collaborate with others to address web design challenges. (CIS133DA, CIS233DA, CIS235)
11. Create digital media content using principles of design. (AVC183, ART112, AVC100, AVC181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS138DA, CIS220DF)
12. Select design elements and composition appropriate to the project. (AVC183, ART112, AVC181, AVC100, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS138DA, CIS220DF)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

The following courses are required for the CCL in Web Foundations: **Credits: 36-37**

CIS105 Survey of Computer Information Systems 3
CIS120DF Introduction to Adobe Photoshop 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

The following courses are required for the CCL in Web Design :
+ AVC183 Digital Graphic Arts I (3)
OR
AVC100 Introduction to Digital Arts (1) AND

+ AVC181 Graphic Design I (3)
OR
ART112 Two-Dimensional Design (3) 3-4

CIS120DA Introduction to Adobe Premiere (3) OR
CIS120DK Introduction to Digital Video Editing (3) 3

CIS120DB Introduction to Adobe Illustrator 3

CIS120DC Introduction to Adobe Animate (3) OR
+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging (3) 3

CIS138DA Desktop Design and Publishing Using Adobe InDesign 3

Restricted Electives

Select two to six (2-6) credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business, and/or Multimedia.	**Credits: 2-6**

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 28, 2023

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Web Development

Major: **5988**
Catalog Year: **2023-2024**
Effective Term: **2021 Fall**

Initiating College: **Mesa Community College**
Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC, SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **39**
CIP Code: **11.0801**

Instructional Council: **Computer Information Systems (12)**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1254.00 Web Developers
15-1252.00 Software Developers

Description: The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills in developing dynamic websites, client and server side programs, database structures, and object-oriented design. A Certificate of Completion (CCL) in Web Design and an Associate in Applied Science (AAS) in Web Design/Development are also available. Some of these programs are available at select colleges. Please check with your local college for program availability.

Learning Outcomes

1. Design websites using knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management. (CIS105, CIS119DO, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++)
2. Research, plan, design, develop, test, publish, and maintain websites. (CIS105, CIS119DO, CIS120DF, CIS126RH, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++)
3. Create complex websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (CIS105, CIS119DO, CIS133DA, CIS150AB, CIS166AA, CIS166AE, CIS233DA,)
4. Research and utilize best practices in user interface, user experience, accessibility and search engine optimization to build complex websites. (CIS119DO, CIS120DF, CIS133DA, CIS136, CIS166AE, CIS233DA)
5. Design and implement e-commerce solutions. (CIS105, CIS119DO, CIS120DF, CIS133DA, CIS136, CIS150AB, CIS166AA, CIS166AE, CIS233DA, CIS235)
6. Construct a website using a content management system. (CIS120DF, CIS133DA, CIS136, CIS166AA, CIS166AE, CIS233DA)
7. Apply project management skills to prioritize projects and meet deadlines. (CIS120DF, CIS136, CIS166AA, CIS235)
8. Adhere to industry accepted professional, legal, and ethical practices. (CIS105, CIS120DF, CIS133DA, CIS136, CIS233DA, CIS235)

9. Communicate professionally in formal and informal situations to diverse audiences. (CIS105, CIS120DF, CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
10. Collaborate with others to address web design challenges. (CIS133DA, CIS233DA, CIS235)
11. Design websites using knowledge of programming. (CIS105, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++)
12. Manipulate digital media content. (CIS120DF)
13. Develop and deploy secure database solutions that use web-based protocols. (CIS119DO, CIS276++)
14. Implement security solutions to diminish or counter threats against web delivery systems. (CIS119DO, CIS126RH, CIS133DA, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS262AD, CIS263AA, CIS265++, CIS276++)
15. Use server-side scripting languages to create secure, dynamic web pages. (CIS133DA, CIS166AE, CIS233DA)

Program Notes

Students must earn a grade of C or better in each course in the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces:
CCL/5051 Web Developer
CCL/5060 Web Developer
CCL/5168 Web Development and Graphic Design
CCL/5346 Web Development

Program Prerequisites: None

Required Courses

The following courses are required and included in the CCL in Web Foundations:

CIS105 Survey of Computer Information Systems 3
CIS120DF Introduction to Adobe Photoshop 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

The following courses are required for the CCL in Web Development: **Credits: 36**

+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any Database Management Systems course (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

Programming Language: Select two courses for a total of 6 credits

+ CIS150AB Object-Oriented Programming Fundamentals 3
+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS162++ Any C Programming course 3
+ CIS163AA Java Programming: Level I 3
+ CIS165++ Any Mobile Application Development course 3
+ CIS256 Python Programming: Level II 3
+ CIS262AD C# Level II 3
+ CIS263AA Java Programming: Level II 3
+ CIS265++ Any Advanced Application Development course 3

Restricted Electives

Students should select any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems. 3

Credits: 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 23, 2021

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Web Foundations

Major: **5984**
Catalog Year: **2023-2024**
Effective Term: **2021 Fall**

Primary College: **Mesa Community College**
Program Availability: **CG EM GC MC PC PV RS SC SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **21**
CIP Code: **11.0801**

Instructional Council: **Computer Information Systems**
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1254.00 Web Developers
15-1255.00 Web and Digital Interface Designers

Description: The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. Certificates of Completion (CCL) in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/Development is also available.

Learning Outcomes

1. Integrate knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management in web design. (CIS105, CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
2. Explain the web development life cycle including the planning, designing, developing, testing, publishing, and maintaining of websites. (CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
3. Create basic websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (CIS105, CIS133DA, CIS166AA, CIS233DA)
4. Utilize best practices in user interaction, user experience, accessibility and search engine optimization to build basic websites. (CIS133DA, CIS136, CIS166AA, CIS233DA)
5. Design and implement e-commerce solutions. (CIS105, CIS235)
6. Manipulate digital media content. (CIS120DF, CIS136)
7. Construct a website using a content management system. (CIS136)
8. Prioritize projects and meet deadlines. (CIS120DF, CIS136, CIS166AA, CIS235)
9. Demonstrate industry accepted professional, legal, and ethical practices. (CIS105, CIS120DF, CIS133DA, CIS136, CIS233DA, CIS235)
10. Communicate professionally in formal and informal situations. (CIS105, CIS120DF, CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
11. Explain the need for collaboration in the web industry. (CIS133DA, CIS233DA)

Program Notes

Students must earn a grade of C or better in all courses within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems 3
CIS120DF Adobe Photoshop Level I: Digital Imaging 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3 **Credits: 21**
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

MARICOPA COMMUNITY COLLEGES

COMPUTER AND INFORMATION TECHNOLOGY

Windows App Development

Major: **5833N**
Catalog Year: **2024-2025**
Effective Term: **2025 Summer**

Primary College: **Phoenix College**
Program Availability: **PC RS SM**
Field of Interest: **Computer and Information Technology**

Award: **CCL**
Total Credits: **9-12**
CIP Code: **11.0202**

Instructional Council: **Computer Information Systems**
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**
15-1132.00 Software Developers, Applications
15-1251.00 Computer Programmers
15-1253.00 Software Quality Assurance Analysts and Testers

Upon completion of an associate degree, students may pursue a career as:
15-1254.00 Web Developers

Description: The Certificate of Completion (CCL) in Windows App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows platform and cross-platform apps. This CCL will help prepare students to take the MTA Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Cross-Platform App Development and Mobile App Development.

Learning Outcomes

1. Design and develop a user interface that utilizes professional UI/UX principles. (CIS165DB, CIS165DC)
2. Design and develop applications that meet the client`s needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS162AD, CIS165DB, CIS165DC, CIS262AD)
3. Develop effective, efficient, tested code that meets specifications. (CIS105, CIS162AD, CIS165DB, CIS165DC, CIS262AD)
4. Analyze problems using critical thinking skills and design program solutions. (CIS105, CIS162AD, CIS165DB, CIS165DC, CIS262AD)
5. Research and evaluate professional resources to effectively apply them to a problem. (CIS162AD, CIS165DB, CIS165DC, CIS262AD)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS262AD)
7. Practice industry accepted professional and ethical behavior. (CIS262AD)

Program Notes

This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.
Students should consult with a Department Advisor in arranging their schedules.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Program Prerequisites: None

Required Courses

CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0) 0-3 **Credits: 9-12**

+ CIS162AD C#: Level I 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

+ CIS262AD C# Level II 3

+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

Catalog Common Pages 2025-2026

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2.2.1 Admission Policy AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.2.2 Admission Information AMENDED by Direct Chancellor Approval, September 3, 2025;
2.2.2 Admission Information AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.2.8 Registration AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.2.2 Admission Information AMENDED by Direct Chancellor Approval, September 3, 2025;
2.2.9 Tuition and Fees AMENDED by Direct Chancellor Approval, September 3, 2025;
2.2.9 Tuition and Fees AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.2.10 Refund Policy AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.3.9 General Graduation Requirements AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.3.13 Course Substitutions and Waivers AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.5.2 Student Conduct Code AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
2.5.3 Student Records AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
5.1.7 Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator, TECHNICAL CHANGE, August 19, 2025, TECHNICAL CHANGE, July 16, 2025;
S-5 Student Financial Assistance AMENDED through the Administrative Regulation Approval Process, May 12, 2025;
S-6 Instructional and Final Grade Grievance Process AMENDED through the Administrative Regulation Approval Process, May 12, 2025;

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by number, which corresponds with the regulations on the MCCCD web site: https://district.maricopa.edu/regulations

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "ARS" followed by a reference number.

2.4.1 General Statement

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

2.4.2 Nondiscrimination (see 5.1.1 Maricopa EEO Policy)

It is the policy of the Maricopa County Community College District (MCCCD), (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, GateWay Community College - Central City, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, South Mountain Community College, and all affiliated locations) to:

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Administer all HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.

4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCD sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

AMENDED by Direct Approval from the Chancellor Approval, April 8, 2020
AMENDED through the Administrative Regulations Approval Process, January 2, 2020

2.4.3 Equal Opportunity Statement (see 5.1.3 EEO Policy Statement)

It is the policy of the Maricopa County Community College District (MCCCD) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers.

AMENDED by Direct Approval from the Chancellor, April 8, 2020
AMENDED through the Administrative Regulations Approval Process, January 2, 2020

AFFIRMATIVE ACTION STATEMENTS

Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because they are a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender

identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, MCCCD agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator (see 5.1.7 Notice of Americans with Disabilities Act (ADA)/Section 5004 of the Rehabilitation Act/Title IX Coordinator)
Under the ADA and Section 504, the Maricopa County Community College District (MCCCD) recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Students and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

EMPLOYEES
The District Office and each College must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and all other applicable law. The Notice will specify how employees can request reasonable accommodations.
College ADA Coordinators (Credentials are needed to enter secure site.)

STUDENTS
The District Office and each MCCCD location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

- ADA/504/Title IX Coordinator: Sandra D. Garcia, Sr. Associate General Counsel
- Address: 2411 W. 14th Street Tempe, Arizona 85281
- Phone # (480)731-8418
- Email address: sandra.garcia@domail.maricopa.edu

Additionally, each college/center must publish electronically or in print the above information in student handbooks and catalogs.

The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Title IX Coordinators
ADA/504 Managers

Questions on ADA/504/TITLE IX may be directed to Sandra Garcia, 2411 West 14th Street Tempe, AZ 85281
480-731-8418, sandra.garcia@domail.maricopa.edu

TECHNICAL CHANGE, August 19, 2025
TECHNICAL CHANGE, July 16, 2025

AMENDED through the Administrative Regulations Approval Process, January 2, 2020

Governing Values (Board Policy 4.1)
Our Vision: A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

Our Mission: The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

University Transfer Education
General Education
Developmental Education
Workforce Development
Student Development Services
Continuing Education
Community Education
Civic Responsibility
Global Engagement

Our Institutional Values: The Maricopa Community Colleges are committed to:

Community
We value all people—our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

Excellence
We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

Honesty and Integrity
We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

Inclusiveness
We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important; and we depend on each other to accomplish our mission.

Innovation
We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

Learning
We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

Responsibility
We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

Stewardship
We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

ADMISSION, REGISTRATION AND ENROLLMENT

2.1 General Regulation

1. **General Statement**
   Compliance with Policies, Rules and Regulations

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

2. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

2.2.1 Admission Policy

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications

1. Admission of Regular Students

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
B. Has a high school certificate of equivalency.
C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
D. Is a transfer student in good standing from another college or university.

2. Admission of Students Under 18 Years of Age

A. In accordance with ARS15-1805.01 AND ARS15-1821 the colleges have adopted an admission process for students under the age of 18. These students have the same rights and responsibilities as any other college student. Admission to the college does not guarantee admission to a specific certificate or degree program, or to all courses offered by the college. See 2.2.8 for more information regarding the registration/enrollment process.
B. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:

i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
iii. A composite score of twelve or more on the American College Test (ACT).
iv. A passing score on the relevant portions of the statewide assessment.
v. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.

C. Home schooled students are exempt from this sub-section (per state law). Students will be required to take the EdReady reading assessment to determine college readiness for admissions and will be required to meet one of the college course placement options for enrolling into specific classes.

3. Specialized Vocational / Training Program

Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the students meet the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), Guam and the Commonwealth of the Northern Marianas Islands (CNIMI) and who meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

5. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Admissions and Records Office/Office of Student Enrollment Services or designated office for the international student application form(s) or apply online at www.maricopa.edu/become-a-student/international-admissions. When completed, the form(s) should be submitted to the Admissions and Records Office/Office of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school completion with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. Some colleges may have a higher minimum score requirement for admission to specific academic programs. Students should contact their respective college for its English language proficiency requirements.

1. If the Test Of English As A Foreign Language (TOEFL iBT) is used to satisfy this requirement, a minimum score of 70 is required.
2. If the languagecert academic test is used to satisfy this requirement, a minimum score of B2+ is required.
3. If Duolingo is used to satisfy this requirement, a minimum score of 100 is required.

4. If the International Language Testing System (IELTS) is used to satisfy this requirement, a minimum IELTS overall Band Score of 6.0 is required.
5. The Dean or Director of the Admissions and Records Office/Office of Student Enrollment Services or designee of the college may accept other proof of English language proficiency for admission purposes; including, but not limited to, the ACCUPLACER, ASSET, COMPASS and CELSA TESTS.

B. Admission to an Intensive English Program

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

1. At least six years of English language instruction as shown by the applicant's school transcript(s);
2. A minimum TOEFL iBT SCORE OF 20.
3. A minimum Languagecert Academic Test Score of A1.
4. A minimum Duolingo Score of 15.
5. A minimum IELTS Score of 2.0.
6. An original letter of recommendation from a teacher, school principal or headmaster/ headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
7. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
8. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and Fees	$9, 115 (1)
Living Expenses	$17, 200 (2)
Books	$1,104 (3)
Health Insurance	$2,800 (4)
Total	$30, 219 (5)

D. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 and M-1 students (spouse and dependent children) is also required: $5,000 for the first dependent and $2,500 for each additional dependent.

E. Health Insurance

All F-1 and M-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 and M-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes:

(1) Based on 2023-2024 tuition and fee schedule.

(2) Based on estimated living expenses for two (2) semesters (10 months).

(3) Based on average new and used textbook prices and Rental Rates. Assumes books are sold at the end of the semester.

(4) Based on the estimated 2023-2024 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.

(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

AMENDED through the Administrative Regulations Approval Process, May 12, 2024
AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED through the Administrative Regulation Approval Process, May 24, 2022
AMENDED by Direct Approval from the Chancellor, June 4, 2019
AMENDED through the Administrative Regulations Approval Process, June 5, 2017

2.2.2 Admission Information

Students must file a Student Information Form, online or in-person, with the Admissions and Records Office/Office of Student Enrollment Services at the college of attendance. There is no charge for this service.

1. **Student Classifications**
   Some financial aid programs have specific criteria based on the student's classification (grade level). A student's classification does not necessarily correspond to the number of semesters or credits required to complete all degree requirements, as some degree programs require more than the standard 60 for associate's or 120 for bachelor's degrees. Classification includes MCCCD and accepted transfer credit.

Freshman	You are classified as a Freshman if you have completed less than 30 college-level credits toward a degree.
Sophomore	You are classified as a Sophomore if you have completed at least 30 college-level credits toward a degree.
Junior	You are classified as a Junior if you have completed at least 60 college-level credits and have declared a bachelor's degree program in the Student Information System (SIS).
Senior	You are classified as a Senior if you have completed at least 90 college-level credits and have declared a bachelor's degree program in the Student Information System (SIS).

2. **Student Identification Number**
   Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.
3. **Tuition Classifications (**See **Appendix S-1)**
   All students are classified for tuition purposes under one of the following classifications:
   A. Prop 308 eligible or in-state student
   B. Out-of-County students
   C. Out-of-State student (including F-1 non-immigrant students and students on other non-immigrant visas)
4. **Tuition Classification Determination**
   Classification for tuition purposes is determined in accordance with state law (ARS §15-1801 et seq. and ARS§ 15-1803) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their tuition classification should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

A. Implementation
   i. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.
   ii. Enforcement of tuition classification status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct tuition classification status.
   iii. Enforcement of tuition classification requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial tuition classification determination. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
   iv. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as an out-of-state student. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

B. Definitions
   i. “Armed forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the armed forces of the United States.
   ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.
   iii. "In-state student" means an individual who lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCD Academic Calendar posted online at ACADEMIC CALENDARS) and who is a United States citizen and/or in a lawful status or an individual who meets the criteria for Prop 308 (ARS §§15-1803) as outlined further in this regulation. In-state student classification must be established prior to county classification for those moving from other states. Refer to Section C for guidelines.
   iv. "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student.
   v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
   vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.
   vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.
   viii. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Tuition Classification
   i. Prop 308 (ARS §15-1803) eligibility criteria will be applied to all admitted students. Eligibility requirements include:
      1. An alien is entitled to classification as an in-state refugee student if the person has been granted refugee status in accordance with all applicable law of the United States and has met all other requirements for domicile.
      2. Notwithstanding any other law, a student, other than a nonimmigrant alien as described in 8 United States Code Section 1101(a)(15), who meets both of the following requirements is

eligible for in-state tuition at any university under the jurisdiction of the Arizona Board of Regents or at any community college as defined in Section 15-1401:

1. Attended any public or private high school option or homeschool equivalent pursuant to Section 15-802 while physically present in this state for at least two years.
2. Graduated from any public or private high school option or homeschool equivalent pursuant to Section 15-802 while physically present in this state or obtained a high school equivalency diploma in this state.
3. Persons without lawful immigration status are eligible for in-state tuition pursuant to subsection b of this section.

i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. (Applicants applying for in-state tuition status may be required to provide supporting documentation for identification and residency classification.)
2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as a in-state student if the person meets one of the following requirements:
   a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
   b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
   c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of tuition classification is made by the Admissions and Records Office/Office of Enrollment Services.
   d. The person's spouse (spouse must be in an eligible status to qualify for in-state tuition classification) has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college District Governing Board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads:
   A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an instate student and, while continuously enrolled, does not lose instate student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
      1. Registration to vote in this state.
      2. An Arizona driver license.
      3. Arizona motor vehicle registration.
      4. Employment history in Arizona.
      5. Transfer of major banking services to Arizona.
      6. Change of permanent address on all pertinent records.
      7. Other materials of whatever kind or source relevant to domicile or residency status.

8. A student using Chapter 30, 33, or 35 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, will be eligible for immediate classification as an in-state student if they provide the institution a current certificate of eligibility or eBenefits statement showing the student is eligible for Chapter 30, 33, or 35 Veteran Affairs (VA), education benefits and documentation showing the student is residing within the state.
   Students are required to submit the following:

   1. Certificate of eligibility letter or eBenefits statement from the Veteran Affairs (VA) awarding Chapter 30, 33 or 35 benefits or the Fry Scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits.
   2. Students must also provide at least one of the following to show presence within the state:
      A. Registration to vote in this state.
      B. An Arizona driver license.
      C. Arizona motor vehicle registration.
      D. Employment history in Arizona.
      E. Transfer of major banking services in Arizona.
      F. Change of permanent address on all pertinent records.
      G. Other materials of whatever kind or source relevant to domicile or residency status.

   GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active Duty or Reserve or National Guard Status, or who has retired from Active Duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:

A. Registered to vote in this state.

B. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:

1. An Arizona driver license

2. Arizona motor vehicle registration

3. Employment history in Arizona

4. Transfer of major banking services to Arizona

5. Change of permanent address on all pertinent records

6. Other materials of whatever kind or source relevant to domicile or tuition classification status

10. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state
2. An Arizona driver license
3. Arizona motor vehicle registration
4. Employment history in Arizona
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records
7. Other material of whatever kind or source relevant to domicile or tuition classification status.

11. A person who is a member of an Indian Tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Out-of-state student (including F-1 non-immigrant students and students on other non-immigrant visas)

1. A student will be assessed out-of-state tuition until such time that documentation of status is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) tuition classification is confirmed. Documentation must be provided prior to the end of the term in which tuition classification is being requested. Documentation received after the end of term will be used for tuition classification determination in subsequent terms.

2. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See Appendix S-1A).
3. A student must verify U.S. citizenship, permanent residency, or other lawful immigration status. Lawful immigration status means they have legal authority to be in the United States and also have the authority to go to school while in the United States.
4. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying. Students will need to submit a copy of the new visa card with the updated status. The timeline for establishing domicile begins with the issue date on the current visa that allows for the establishment of in-state tuition.
5. In-state tuition classification may require the provision of a combination of the following documents:
    1. An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit
    2. A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate IS not acceptable. A certified abstract of birth with the official state seal and/or watermark is acceptable).
    3. A United States certificate of birth abroad.
    4. A United States Passport.
    5. A Foreign Passport with a United States Visa.
    6. An I-94 Form with a Photograph.
    7. An appropriately designated United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document [as listed on the Employee Authorization Document Chart]. (Additional documents may be required with an employee authorization card.)
    8. A United States Permanent Resident Card
    9. A United States Certificate of Naturalization.
    10. A United States Certification of Citizenship.
    11. A Tribal Certificate of Indian Blood.
    12. A Tribal or Bureau of Indian Affairs Affidavit of Birth.

    Tribal Members, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of documents under Section 1903 of the Federal Social Security Act (42 UNITED STATES CODE 1396B, As Amended By Section 6036 Of The Federal Deficit Reduction Act of 2005)**

    * A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

iii. Presumptions Relating to Student Status

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately before becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

iv. Proof of Tuition Classification

When a student's classification is questioned, the following proof will be required.

1. Establishing Domicile
    a. An affidavit signed by the student must be filed with the person responsible for verifying domicile.
    b. A combination of the following may be used in determining a student's domicile in Arizona:
        1. Arizona income tax return
        2. Arizona Voter registration
        3. Arizona Motor Vehicle registration
        4. Arizona Driver's license
        5. Employment history in Arizona
        6. Place of graduation from high school
        7. Source of financial support
        8. Dependency as indicated on federal income tax return
        9. Ownership of real property
        10. Notarized statement of landlord and/or employer
        11. Transfer of major banking services to Arizona
        12. Change of permanent address on all pertinent records
        13. Arizona Department of Children Services documents related to foster care placement
        14. Other relevant information
2. In-County Classification

    A combination of the following may be used to determine a student's in-county classification:

    1. Notarized statements of landlord and/or employer
    2. Source of financial support
    3. Place of graduation from high school
    4. Ownership of real property
    5. Bank accounts
    6. Arizona income tax return
    7. Dependency as indicated on a Federal income tax return
    8. Other relevant information

D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (See Appendix S-3)

Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

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HOUSEKEEPING CHANGE, July 10, 2023
AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED through the Administrative Regulation Approval Process, May 24, 2022
AMENDED through the Administrative Regulation Approval Process, June 24, 2021
AMENDED through the Administrative Regulations Approval Process, June 30, 2020
AMENDED through the Administrative Regulations Approval Process, November 5, 2019
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AMENDED by Direct Approval from the Chancellor, August 30, 2017
AMENDED by Direct Approval from the Chancellor, August 30, 2015
AMENDED by Direct Approval from the Chancellor, May 20, 2015

2.2.3 Other Admission Information

1. **Veterans**

   By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the armed forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (See Administrative Regulation 2.3.6 Withdrawal)

2. **Ability to Benefit**

   A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.

   B. For students enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.

      i. "Regular" status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.

      ii. "Regular with Provisional Requirements" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction and is pursuing a degree/certificate in an eligible program.

      iii. "Special" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. **Transcripts**

   The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of The Maricopa College you plan to attend to verify which secure websites may be valid.

   It is the student's responsibility to ensure that official transcripts have been received and are complete.

   Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

4. **Educational Assessment**

   All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7)

5. **High Pressure Recruitment Tactics**

   The Maricopa County Community College District prohibits its employees from engaging in high-pressure recruitment tactics or in providing to any person or entity engaged in student recruitment, admission activity, or

in making decisions regarding the award of Title IV, HEA funds, any commissions, bonuses, or other incentive payments based, in any part, directly or indirectly upon successfully securing enrollments or the awarding of financial aid.(34 CFR 668.14(A)(22)(I)).

6. Programs Leading To Licensure

The Maricopa Community Colleges provides disclosures of whether a program meets the academic requirements for professional licensure within Arizona.

7. Determining Student Location

A determination of a student's location is made and documented in the student information system at the time of application on review of the completed student application for admission. A student's initial location at the time of enrollment is defined as where a student is physically located while engaged in their academic program. Students who are not located in a state in which an individual Maricopa Community College(s) is authorized to enroll students or otherwise exempt from authorization may not be enrolled.

Students are required to notify the Maricopa Community College(s) they attend of a change in location. Students may also update their local address at any time in self-service within the student information system. Should college personnel be notified in writing by a student that the physical location where the student will be engaged in their academic program has changed, this is considered a formal receipt of information, and the student will be guided to document the change in self-service within the student information system.

Initial and continued enrollment in an online program may be subject to where the student is physically located while taking the course(s). Students who relocate to a state where the college is not authorized or otherwise exempt, may have their enrollment negatively affected. Students who are pursuing a program leading to licensure or certification should contact the Admissions and Records office at their college to review any potential impacts from a change in location.

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TECHNICAL CHANGE, July 11, 2023F
AMENDED through the Administrative Regulations Approval Process, October 23, 2019
AMENDED through the Administrative Regulations Approval Process, June 5, 2017

2.2.4 Transfer Credit and Prior Learning Assessment

TRANSFER CREDIT

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records/Enrollment Services Office of the receiving institutions. Exceptions may be made for students who are identified as part of a special reverse transfer cohort (e.g. reverse transfer), who have transcript exchange as a cohort condition. Other exceptions may be made on a case by case basis. Hand-carried and emailed transcripts cannot be accepted for an official evaluation. Students should allow approximately 10 days before confirming with your Maricopa Community College that the transcript(s) was received. The Admissions and Records/Enrollment Services office at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully accepted or applied toward all Maricopa degree and certificate requirements.

The Maricopa Community Colleges will evaluate coursework from institutions listed in the *Database of Accredited Postsecondary Institutions and Programs* accredited by recognized U.S. accrediting organizations at the time the coursework was taken. To be "recognized" means that the accreditors in the database have been reviewed by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education (USDE) or both and meet the quality standards of the respective organizations.

College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country. It is the student's responsibility to submit all foreign and international transcripts to an approved international credential evaluation service to be translated into English (when applicable), evaluated on a course-by-course-basis, and sent directly to the receiving colleges. Contact your College Admissions and Records/Enrollment Services Office to obtain a list of recommended evaluation services.

CONDITIONS OF TRANSFER CREDIT:

- Credits transferred from outside of MCCCD graded on a plus/minus system are converted to a letter grade associated with MCCCD's grading scale. The conversion of that plus/minus grade will be determined by the grade point value of each grade, as indicated on the grading scale of the transferring institution. Please refer to AR 2.3.3 Grading. Only courses with a grade equal to 2.0 or better (on a 4.0 scale) are transferable.
- Developmental coursework is accepted for the purpose of fulfilling course prerequisites. However, the credit does not apply toward a degree or certificate, and it does not transfer to another postsecondary institution. It does, however, get added to the Transfer Credit Report as part of the evaluation. Course credit below 100 level, earned at a MCCCD institution prior to August 2020 or at a sending institution, cannot be used to calculate grade level.
- Courses with different credit systems (quarter hours, trimester, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credits for each quarter credit. For example, 4 quarter credits will convert to 2.68 semester credits. Trimester credits will be determined by the credit definition of the transferring institution, and converted, as needed, to semester credits.
- The age of credit may be considered in applying credit toward degrees and certificate programs as outlined in A.R. 2.2.5 Catalog Under Which a Student Graduates.
- Courses accepted as equivalent do not necessarily apply toward the requirements for the student's declared degree or certificate at MCCCD.

Please refer to 2.3.9 General Graduation Requirements regarding MCCCD residency requirements to graduate.

PRIOR LEARNING ASSESSMENT (PLA)

The Maricopa Community Colleges are committed to the idea that people deserve credit for verifiable college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. Credit is awarded only to certificate or degree seeking students who:

1. plan to enroll, and
2. are admitted and matriculated within the college awarding the credit. Exceptions can be made for contractual agreements.

Exceptions can be made for contractual agreements. One such exception includes evaluation of journeymen cards for apprentices from current or former apprenticeship partners, or other registered apprenticeship sponsors and intermediaries. Credits awarded for journeymen have a specific PLA evaluation process and separate fee policies.

PLA credit may be applied toward a degree program, certificate, general education requirements, required courses, restricted electives, and general electives that count toward the student's elected pathway. Some restrictions may apply depending on the specific program of study. PLA credit may also be used to satisfy prerequisite requirements.

Students seeking an associate degree may be awarded no more than 45 credit hours through Prior Learning Assessment, unless required by a specific program of study within the Maricopa Community Colleges. Up to 60 credits earned through PLA can be applied to a bachelor's degree. Evaluated credit from post-secondary institutions and military credit as indicated on Joint Service transcripts, Community College of the Air Force, and Air University are not included in this

credit limitation. Evaluated credit and credit awarded for prior learning does not count as hours in residence for graduation requirements. Please refer to 2.3.9 General Graduation Requirements. Exceptions to this institutional regulation must have prior written approval of the Program Director, Faculty Chair, or designee and documentation of rationale and approval included as part of the admission process and/or application to graduate. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records/Enrollment Services Office.

PRIOR LEARNING ASSESSMENT FEE SCHEDULE

Transfer credit from accredited and recognized institutions, international coursework that has been officially evaluated by a foreign evaluator service that is a member of the National Associate of Credential Evaluation Services (NACES), standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED exams, Military Transcripts, ACE (American Council On Education) transcripts, credit received through organizations and companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (Straighterline, NOCTI, Study.com, etc.), industry recognized credentials, industry/corporate training, Skill Center and clock hour transcripts.	No fees assessed
Departmental Challenge Exam	$40 Administrative fee per Exam Request
Individualized Portfolio or other individualized assessments	$150 Administrative fee per Portfolio Evaluation Request
Journeymen Cards	$500 Administrative fee per Journeymen Card Evaluation

NATIONAL STANDARDIZED EXAMS

ACE (American Council On Education) has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Ace National Guide.* The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent coursework as well as elective credit. The number of credits listed in the *Ace National Guide* are recommendations only. A college is not required to grant a student the number of credits recommended.

Scores must be sent directly to the Admissions and Records/Enrollment Services Office from the specific testing companies before credit is awarded; equivalencies are subject to review and change. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the Prior Learning Assessment policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Credit for national standardized exams is awarded based on equivalencies in effect at the time of evaluation. Changes to exams and scores are determined by the respective Maricopa Instructional Councils (ICS) and/or Statewide Articulation Task Forces (ATFS).

Maricopa recognizes the following examinations:

- Advanced Placement (AP)
- American College Testing Proficiency Examination Program (ACT-PEP)
- Cambridge International Exams (CIE), A and AS LEVEL

- College-Level Examination Program (CLEP)
- Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests (DSST)
- GED, College Ready + Scores
- International Baccalaureate (IB) Diploma/Certificate

Fees for standardized exams are the responsibility of the student.

Current list of exams and scores

ADVANCED PLACEMENT (AP) CREDIT

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an advanced placement examination of the CEEB may receive course credit. Scores must be received directly from CEEB to Admissions and Records/Enrollment Services before credit is awarded.

AMERICAN COLLEGE TESTING PROFICIENCY EXAMINATION PROGRAM

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned to Admissions and Records/Enrollment Services.

CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE) A AND AS LEVEL

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE to Admissions and Records/Enrollment Services before credit is awarded.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students who have taken a college level examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly to Admissions and Records/Enrollment Services from CEEB before credit is awarded.
Estrella Mountain Community College, Glendale Community College, South Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the Testing Centers at these colleges.

DSST (Formerly DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT or DANTES)

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

Currently, DSST proctoring is available at Rio Salado College testing centers. For additional information on registering for DSST examinations, call (480) 517-8560.

Students who have taken a DSST examination may receive college credit. Scores must be received directly from DSST before credit is awarded.

GED EXAMS

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department of Education to the Admissions and Records Office /Enrollment Services in order to be awarded credit. Disclaimer: test scores are continually reviewed and may be updated at any time.

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE

Students who present an international baccalaureate diploma/certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

ACE (AMERICAN COUNCIL ON EDUCATION) RECOMMENDED CREDIT

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES
The Maricopa Community Colleges may award credit for military experiences based on the ACE Military Guide. A student may receive college credit if:

- training parallels a discipline area offered through the maricopa community colleges, and
- credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed basic training, four (4) credit hours in physical education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

ORGANIZATIONS PARTNERED WITH ACE
ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in the *ACE National Guide*. If a student has received training that appears in the guide, they may receive college credit if:

- Training parallels a discipline area offered through the Maricopa Community Colleges, and
- Credit meets a program requirement or is used as elective credit.

CREDIT BY EVALUATION

INDUSTRY RECOGNIZED CREDENTIALS, INDUSTRY/CORPORATE TRAINING, and NON-CREDIT COURSEWORK
A variety of professional certifications and industry credentials can be evaluated for college credit through a Credit by Evaluation process. Students may apply for a Credit by Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records /Enrollment Services Office. The credit awarded is based on competencies demonstrated through the successful attainment of the credential or certification, and the training must be verifiable through a third party that has the authority to issue the credential or certification.

INDIVIDUALIZED PORTFOLIO ASSESSMENTS
Portfolios consist of documentation and corresponding narrative submitted for credit that demonstrates comprehensive proficiency of course competencies. Individual portfolios are assessed using current MCCCD standards. If an approved standardized or challenge exam exists, MCCCD may choose not to offer a portfolio option.

Some academic departments may have additional requirements that must be met before credit may be granted through Credit by Evaluation. When credit is granted, a notation of “Other Credits” and the type of training, number of credits, and a grade of Pass “P” will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by Evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. Students may not request:

- To challenge a course a second time;
- To challenge a course while currently enrolled in the course;
- To establish credit in a previously completed course; and
- To establish credit for a lower level of a course in which credit has been received.

DEPARTMENTAL CREDIT BY EXAMINATIONS
Departmental exams may be available for particular courses. If a student is pursuing this option for an approved course, they may apply by obtaining the appropriate form in the Admissions and Records/Enrollment Services Department, paying the required fee, and completing the examination and other requirements of the college. Please refer to Appendix S-4 (Tuition and Fee Schedule) for appropriate fees. Students may not request:To challenge a course a second time;

- To challenge a course while currently enrolled in the course;
- To establish credit in a previously completed course; and
- To establish credit for a lower level of a course in which credit has been received.

Additionally:

- Exceptions may be granted at some of the maricopa community colleges for their unique programs of study. specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.
- Academic departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
- Only grades of a, b, c, d or p earned as a result of this examination will be recorded on the student's transcript. fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "Credit by Exam," a grade and the number of credits will appear on the student's transcript.

PLA AND TRANSFER DISCLAIMER

If pursuing a transfer degree (AA, ABUS, AS, AAEE, AAFA, or Articulated Academic Degree Program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

AMENDED through the Administrative Regulations Approval Process, June 4, 2024
TECHNICAL CHANGE made on November 9, 2023
AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED through the Administrative Regulations Approval Process, June 24, 2021
AMENDED through the Administrative Regulations Approval Process, June 30, 2020
AMENDED through the Administrative Regulations Approval Process, November 5, 2019
AMENDED by Direct Approval from the Chancellor, August 10, 2018
AMENDED by Direct Approval from the Provost, May 8, 2018
AMENDED by Direct Approval from the Chancellor, June 28, 2017
AMENDED through the Administrative Regulations Approval Process, June 5, 2017
AMENDED by Direct Approval from the Chancellor, January 4, 2017

2.2.6 Academic Advising and New Student Orientation

1. Academic Advising

Students who will be attending college for the first time, and intend to earn a degree or to transfer to a college/university, will be required to meet with an academic advisor within the first two semesters at a MCCCD college.

i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

2. New Student Orientation

Students who will be attending college for the first time, and intend to earn a degree or to transfer to college/university, will be encouraged to attend New Student Orientation within the first two semesters at a MCCCD college.

i. Recent High School students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED through the Administrative Regulation Approval Process, May 24, 2022
AMENDED by Direct Approval from the Chancellor, April 16, 2020
AMENDED through the Administrative Regulations Approval Process, June 4, 2019

2.2.7 Student Assessment and Course Placement

1. Course Placement

A. Course placement assesses students' skill levels in English, reading, and math to help determine which courses students should take first to be successful. Students who plan to register in English, reading, or math will be advised to enroll into courses based on valid District-approved placement methods.

B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.

C. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.

D. Course placement will be determined utilizing the district placement options under any one of the following conditions:

i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
ii. The student is pursuing a degree or transfer pathway and does not have current valid District-approved course placement on file or does not have previous college credit in English, reading and math.
iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.

E. Students will be exempt from the course placement process if at least one of the following conditions apply:

i. The student has earned an associate or higher degree from an accredited college.
ii. The student has earned college credits from an accredited college in English, reading, and math with a grade of C or higher.
iii. The student has currently valid District-approved course placement scores on file.
iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

2. Determining Course Placement

The Maricopa Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to PLACEMENT.

A. Reading placement test scores that indicate "exempt from CRE101" do not expire.

B. Students will be permitted one re-test in English, reading, or by math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.

C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.

3. Implementation of Policy

To ensure consistency of the course placement process within the Maricopa Community Colleges:

A. All colleges shall accept the same approved course placement methods.
B. All colleges shall adhere to the same approved placement scores.
C. All colleges shall adhere to the approved limited time validity for each course placement method. for more information, go to: PLACEMENT.

D. Reading Placement Scores that Indicated "Exempt from CRE101" Do Not Expire.

4. Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

AMENDED through the Administrative Regulations Approval Process, June 4, 2024
AMENDED through the Administrative Regulations Approval Process, June 4, 2019

2.2.8 Registration

Students must register for classes according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The colleges have established a process for registration in classes for students under the age of 18 who have not graduated from high school or have a high school equivalency. The final decision for registration into any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the Faculty Chair and/or faculty.

1. Each student under the age of 18 and their parent/guardian are required to complete a separate registration form accepting responsibility for the decision to register in classes. This form must be completed and approved by the designated college administrator in consultation with the faculty each semester.
2. The college may limit the registration/enrollment to not more than six (6) credit hours.
3. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.
4. Students in Dual Enrollment, Achieving a College Education, and Hoop of Learning programs or other college-sponsored educational partnerships will follow their specific program enrollment guidelines.

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through www.maricopa.edu/students will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
    a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
    b. Exceptions are limited to
        i. Courses requiring permission of instructor
        ii. Courses requiring auditions or try-outs
        iii. Courses for Special Populations or Cohorts
        iv. Enrollment in an alternative section of a course taught by the same instructor
        v. Enrollment in an alternative section of a course taught by a different instructor
        vi. Course level changes
        vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.

viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
ix. Other exceptions may be granted after faculty consultation with the student.

AMENDED through the Administrative Regulations Approval Process, May 12, 2025

2.2.9 Tuition and Fees

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following tuition classifications:

1. Prop 308 eligible or in-state student
2. Out-of-County student
3. Out-of-State student (including F-1 non-immigrant students and students on other non-immigrant visas)

Classification for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their tuition classification should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed tuition and fees for their enrollment at each of the Maricopa Community Colleges/centers. (Students who are considered to be out-of-state students for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

With Maricopa Community Colleges Governing Board approval, colleges may assess course fees to offset unique course costs that exceed the expenses of normal instruction that are covered by tuition. These fees are used on course-specific expenses that directly benefit the fee-paying student, such as equipment, consumables, and services. Fees vary by course and by discipline. Course fees are subject to change. Because course fees are often fully expended on materials before a class starts, they will be refunded only if the student qualifies for a 100% refund. Refer to AR 2.2.10 (Refund Policy).

1. Time of Payment
   All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the tuition and fee schedule approved by the Maricopa Community Colleges Governing Board.
2. Tuition and Fees Schedule
   Current information can be found at https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4

   The following is a tuition and fees schedule and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4.

Appendix S-4: Tuition & Fee Schedule

A. Determine Student Residency Status
   Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.

B. Use the Chart to Locate Tuition Charges
Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees
A one-time, per semester $15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.

D. There may also be additional course fees for classes, please refer to the college schedule for course fees.

E. If you choose to audit a class, add an additional fee of $25 per credit hour.

F. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

G. Pay Your Fees
Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.

Skill Center Tuition Rates

Regular	$5.00 per clock hour
Nursing Assistant	$6.00 per clock hour
Practical Nursing	$6.00 per clock hour

Credit by Examination & Credit by Evaluation (excludes Allied Health courses)

Regular Rate	$85.00 per credit hour
Contract Rate	$42.50 per credit hour

Amended through the Administrative Regulations Approval Process, May 5, 2017

3. Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

A. The designated college official or fiscal officer is responsible for:
   i. Verifying the student's district wide debt,
   ii. Attempting to notify the student of the debt and
   iii. Attempting to collect the debt.

B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   i. Collection agency, requiring payment of collection fees by the student;
   ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
   iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:

i. MCCCD staff verify that full payment has been made to another College;
ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

E. Debt Incurred as a Minor Student
i. When a student under the age of 18 enrolls in a course as a minor, a parent/legal guardian or representative is required to accept financial responsibility for all tuition, fees, and fines that may be incurred related to the minor student's enrollment in the Maricopa Community Colleges until the student turns 18 years of age.
ii. Failure to resolve past due balances may result in an impact of services, including holds on the minor student's account, restricting future registration, other services, and forwarding of any unpaid past due balances to collection agencies.
iii. Any outstanding balances that remain unresolved when the student turns 18 will become the student's responsibility.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

4. Discounted Fees and Waivers

A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
B. Employees, Dependents and Mandated Groups
The Maricopa Community College District waives tuition for credit-hour courses for employees and their dependents, and tuition and fees as specified for legislatively mandated groups. Special, registration, course fees and fees for Non-credit/Special Interest Community Services courses are not waived.
C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community
Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

5. All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

AMENDED by Direct Approval from the Chancellor, September 3, 2025
AMENDED through the Administrative Regulations Approval Process, May 12, 2025
AMENDED through the Administrative Regulations Approval Process, June 4, 2024
AMENDED by Direct Approval from the Chancellor, November 21, 2018

2.2.10 Refund Policy

1. Refund Policy for Credit/Clock Classes

Students who officially withdraw from credit/clock classes (in fall, spring, or summer) within the refund deadlines listed below will receive a 100% refund for tuition, course and registration fees. Students should refer to the Student Information System (SIS), Student Center, Account Summary for specific refund dates. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges

for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

CREDIT AND CLOCK CLASSES LENGTH OF CLASS	OFFICIAL DROP DEADLINES FOR 100% REFUND
70+ calendar days	7 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
20-29 calendar days	2 calendar days days including the class start date
10-19 calendar days	1 calendar day day including the class start date
1-9 calendar days	prior to the class start date

Because course fees are often fully expended on materials before a class starts, they will be refunded only if the student qualifies for a 100% refund. Debts owed to any of the Maricopa Community Colleges must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Appeals to the refund policy, including course fees outside of the 100% refund period, must be filed at the Maricopa Community College where the student attended the class within one year from the semester in which the class was taken.

DEFINITIONS:
DROP - WITHIN THE REFUND PERIOD, NO TUITION AND FEES ASSESSED; CLASS AND GRADE WILL NOT APPEAR ON ACADEMIC TRANSCRIPT

WITHDRAWAL - W OR Y GRADE APPEARS ON THE ACADEMIC TRANSCRIPT WHEN A STUDENT IS WITHDRAWN PAST THE REFUND DEADLINE; TUITION AND FEES ARE ASSESSED FOR THE CLASS

2. Refund Policy for Non-Credit Classes

Unless otherwise specified, students who officially withdraw from non-credit classes prior to the class start date are eligible for a 100% refund, including any course fees. Debts owed to any of the Maricopa Community Colleges must be satisfied before any refunds are paid to the student. Appeals to the refund policy, including course fees outside of the 100% refund period, must be filed at the Maricopa Community College where the student attended the class within one year from the semester in which the class was taken.

3. Canceled Classes

When a class is canceled by the college, a 100% refund will be made for tuition, course fees, and registration fees.

4. Refund Appeals

Students withdrawing from a college or from classes for one of the following reasons must submit an appeal for a refund to the Admissions and Records Office/Office of Student Enrollment Services or designated college official at the college of enrollment within one year from the semester in which the class was taken:

A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.

B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father,

mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.

C. Death of a student. Appropriate documentation must be provided before a refund can be given.
D. A student in the armed forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided classes have not been completed.

5. Requests for a total withdrawal from a college or classes for one of the above reasons may result in a partial prorated refund of tuition, provided classes have not been completed. All decisions made by the college are final.

Limitation: Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

6. Refund Policy for Department of Defense Tuition Assistance Funds

Students who receive Tuition Assistance (TA) funds for a class or classes from the Department of Defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

A. Per refund appeals D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided classes have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

Requests for refund should be referred directly to the Admissions And Records Office/Office of Student Enrollment Services or designated college official at the college of enrollment.

AMENDED through the Administrative Regulations Approval Process, May 12, 2025
AMENDED through the Administrative Regulations Approval Process, June 4, 2024
AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED by Direct Approval from the Chancellor, January 13, 2020.
AMENDED through the Administrative Regulations Approval Process, May 5, 2017

2.2.11 Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in Appendix S-5.

Appendix S-5: Student Financial Assistance

Additional Information about Financial Aid may be found at www.maricopa.edu/students website.*

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid. Under Arizona state law, undocumented students may qualify for Maricopa County Community College District (MCCCD) scholarships if they meet the terms outlined under Proposition 308.

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

- Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
- A transcript or other record received from another institution the student may have attended;
- The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
- The independent professional judgment by any official of the office of student financial aid.

How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at https://studentaid.gov/h/apply-for-aid/fafsa. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities **available to all Maricopa students**. For more information, visit the scholarship application page, or email foundation.scholarships@domail.maricopa.edu.

Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

Refunds and Repayments

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see Administrative Regulation 2.3.6 Withdrawal for Withdrawal procedures.

Verification of Information

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in www.maricopa.edu/students. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the

student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.

2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.
3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in www.maricopa.edu/students. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

Course Applicability and Level of Enrollment

A student's award amount is based on their enrollment status for the upcoming semester. Enrollment status is determined by the number of credit hours a student is taking at the college where they are receiving federal aid. However, federal regulations stipulate that a student can only use federal funds for those courses required for their current program of study. Students who enroll in a class that does not apply towards their degree, certificate, or other recognized credential, cannot use it to determine their enrollment status, unless it is an eligible remedial course. Students who choose to enroll in a course that is not applicable to their program of study, may be responsible for all charges related to that course.

A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

Repeated Coursework and Financial Aid Enrollment Status

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, HEA program (federal financial aid) eligibility.

To remain eligible for federal and state aid programs, students must meet ALL of MCCCD's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCCD college, including transfer credit hours accepted by the college.

1. **Definitions and Terminology Pertaining to this Policy**
    1. Summer: Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.
    2. Non-Standard Session / Clock Hour: Sessions that do not follow the traditional start and end dates for the semester.
    3. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.
    4. CGPA [Cumulative Grade Point Average]: The MCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
    5. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace (⅔). Students not meeting maximum timeframe evaluation are not eligible for a warning period.
    6. Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance based on extenuating circumstances.
    7. Extenuating Circumstance: A one-time (not on-going) circumstance that is beyond the reasonable control of the student. Examples of extenuating circumstances may include, but not limited to:
        a. Documented medical condition or serious illness that prevented you from performing certain life tasks
        b. Documented illness of a family member that required your presence for a significant amount of time
        c. Death of immediate family member which impacted you significantly enough to affect participation in your courses
        d. Involuntary call to active military duty
        e. Documented involuntary change in employment conditions that prevented you from attending classes
        f. Any other extraordinary/emergency circumstances, such as a natural disaster

    8. Financial Aid Probation: A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. A student in this status may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.
    9. Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further Title IV, HEA program funds and complete the program within 150% of published program length.
    10. Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive Title IV, HEA assistance.

2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.

3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing towards the completion of a degree or certificate within an eligible program.

4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.

5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid.

Evaluation Period

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. For credit hour programs, a payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period / evaluation will depend on the hours required in the program.

2. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum timeframe. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.

    1. **Grade Point Average Qualitative Measurement:** Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
    2. **Pace of Progression Quantitative Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
    3. **Maximum Time Frame Measurement:** Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16 credit certificate program will allow up to 24 credit hours to complete the program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program. A 120 credit bachelor's degree will allow up to 180 credit hours to complete the program.

3. Courses included in SAP evaluation:

    a. All attempted coursework, regardless of enrollment status
    b. Courses funded through a Consortium Agreement
    c. All attempted remedial credits, including English as a Second Language (ESL) courses.
    d. Repeated course work
    e. All transferred coursework
    f. Grades attempted, but not completed (F, I, N, W, Y, Z)

4. Course work included in the Maximum Time Frame evaluation:

    a. All of those included in the Pace of Progression evaluation
    b. Any Bachelor's degree (or higher) earned will be considered to have exhausted maximum timeframe eligibility for students pursuing an Associates Degree or certificate
    c. Any graduate degree (or higher) earned will be considered to have exhausted maximum timeframe eligibility for students pursuing a Bachelor's Degree.
    d. All coursework forgiven through the Academic Renewal Process

5. Course work not included in SAP evaluation:

    a. Audited courses
    b. Non-credit courses
    c. Credit by examination
    d. Credit for prior learning option (as outlined in the college general catalog)

Notification
Students who have applied for Federal Student Aid, but are not meeting Satisfactory Academic Progress requirements, will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

Financial Aid Warning
Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must be meeting Maximum Timeframe requirements.

SAP Appeal
Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted.

The outcome of the appeal will depend upon:

1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. the quality of the documentation provided, and
3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within fourteen business (14) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period. Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

Regaining Eligibility
A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Transfer coursework taken at other colleges will be considered for reinstatement purposes.

If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

Treatment of Title IV Aid When a Student Withdraws
POLICY SUMMARY STATEMENT
To provide guidance on the treatment of federal student aid (Title IV) funds when a student withdraws from a Maricopa College.

DEFINITIONS

Date Of Determination – The date of determination is the date in which the school determines that a student ceased attendance or completely withdrew from school. This may be the date that the institution becomes aware that the student ceased attendance, or the date that the student begins the official withdrawal process at the school.

Earned Aid Calculation – A formula used to determine the amount of Title IV aid the student earned for the payment period. To calculate the amount of Title IV aid earned by the student multiply the percentage of Title IV aid earned by the student, by the total amount of Title IV aid disbursed (including that which could have been disbursed to the student or on behalf of the student), for the payment period as of the student's withdrawal date.

Official Withdrawal - The process by which a student begins the school's official withdrawal process or provides official notification to the school of his or her intent to withdraw. The student's approach to his or her withdrawal directly impacts the school's date of determination for which the student ceased attendance, and is used in the return of Title IV funds calculation.

To officially withdraw, the student will need to notify a designated office; this office for most MCCCD colleges is the Admissions and Records department. The designated office staff will assist the student to complete the withdrawal process. Schools will utilize a change in student status or comparable form to record a student's withdrawal, official or unofficial (see "unofficial withdrawal" definition). The School Registrar will determine the last date of attendance based on federal and institutional policy and the school's date of determination. The date of determination is either the date that the student began the prescribed withdrawal process, or the date that the student provided the school with an official notification of his or her intent to withdraw, whichever is later. If the student is present, the student will sign and date the change in status or comparable form. Designated office staff will also sign and date the form, and retain it in the student's file at the school.

Order of Return of Title IV Funds - A federally prescribed order for returning Title IV funds required as a result of a return of Title IV funds calculation. Unearned funds, returned by either the institution or the student, are credited to the programs from which the student received the aid from during the payment period, up to the net amount disbursed from each program. Funds will be returned based on the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct Plus Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. Teach Grants

Percentage of Title IV Aid Earned – definitions for term, and modular programs below, in accordance with ED regulations:

Title IV Credit Balance - A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the allowable charges associated with the semester (payment period). All Title IV federal student aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

STANDARD TERM PROGRAMS

Upon the withdrawal, the District Office Student Financial Services (DOSFS) will calculate the percentage and amount of awarded federal student aid funds that the student has earned in the payment period. in some cases and depending upon the withdrawal date and percentage of completion, the student may earn 100 percent of the fsa funds, the calculation will still be completed as required and the amount earned will be based on the percentage of the term or payment period that was completed in days up to and including the last date of attendance or eligible academic activity, with scheduled attendance locked at census / pell recalculation. To calculate the amount earned, DOFA will determine the percentage by dividing the number of calendar days completed in the term/payment period up to and including the last date of attendance by the total number of calendar days in the term/payment period. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period. All scheduled breaks during the term / payment period are excluded from the calculation.

MODULES

A program that is offered in modules is a program that consists of course(s) in the program that do not span the entire length of the payment period or period of enrollment. ***Regulatory change effective JULY 1, 2021: a program is offered in modules if the program uses a standard-term or non-standard term academic calendar, is not a subscription-based program, and a course or courses in the program do not span the entire length of the payment period or period of enrollment.*** The DOSFS will calculate the percentage and amount of awarded federal student aid that the student earned within the payment period. If the student has completed more than 49 percent of the payment period, *or* has completed all of the degree requirements from his/her program before completing the days/hours in the period that he/she was scheduled to complete, *or* if the student completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period, *or* the school receives written notification that the student will attend a module that begins in the same payment period or period of enrollment, the student is not considered to have withdrawn, and a Return of Title IV Funds (R2T4) is not required and will not be calculated.

When a student withdraws from the payment period before completing 49 percent of the payment period, the amount of federal student aid the student earned is determined based on a specific formula. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period, with scheduled attendance locked at census / Pell recalculation. Scheduled breaks are excluded from the calculation. The amount of assistance the student earned is determined on a rate-of-progression basis.

POST-WITHDRAWAL DISBURSEMENT - If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is more than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered earned aid, and must therefore be applied to outstanding charges on the student's account and/or directly disbursed to the student.

RETURN OF TITLE IV FUNDS (R2T4) - When a recipient of Title IV aid withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of earned and unearned Title IV aid and compare this to the amount of aid disbursed at the date of determination, to determine how to proceed.

If it is determined that the amount of Title IV aid disbursed exceeds the amount of Title IV aid earned, a return of Title IV funds is due, and both the school and the student may have a responsibility for returning the unearned portion of the funds. The school must return the unearned portion of Title IV aid for which the school is responsible for and notify the student of the unearned portion of Title IV aid that the student is responsible for and therefore must return.

If it is determined that the amount of earned Title IV aid exceeds the amount of Title IV aid disbursed, the student may be eligible for the amount of aid not yet disbursed, in the form of a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the institution determined that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. All Title IV federal student aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

TITLE IV LOANS

For unearned funds calculated to be returned by the school:

It is policy, as part of the R2T4 process, to provide notification to the student indicating the loan type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school. The school must return the lesser of the amount of Title IV funds not earned, or the amount of institutional charges that the student incurred for the payment period multiplied by the percent of funds not earned.

For unearned Title IV funds calculated to be returned by the student:

If there is a remaining balance of unearned Title IV aid which needs to be returned, after the school has returned its portion of unearned Title IV aid, the student (or the parent for Plus loan) is responsible for returning this amount. While the student must return or repay any unearned Title IV loan amount in accordance with the terms of the loan, the student must repay any unearned Title IV grant funds as an overpayment of the grant. The student's portion is calculated by subtracting the amount of unearned Title IV aid that the institution is required to return from the total amount of unearned Title IV aid required to be returned. If it is calculated that unearned loan(s) need to be returned by the student, the center will notify the lender or servicer of the student's last date of attendance; the student will not need to repay the loan(s) immediately, but will repay the loans based on the terms of the promissory note. The lender or servicer will notify the student or parent, per the terms of the promissory note.

TITLE IV GRANTS

For unearned funds calculated to be returned by the school or student:

It is policy, as part of the R2T4 process, to provide notification to the student indicating the grant type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school.

RETURN OF UNEARNED AID - If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is less than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered unearned aid, and must therefore be returned to the Title IV program in a specified order, by either the school, the student, or both.

UNOFFICIAL WITHDRAWAL (also known as an "administrative" withdrawal) - A student who did not begin the official withdrawal process or provide notification of his or her intent to withdraw; the date of the school's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance. See "official withdrawal" definition above.

A student who does not notify the school that s/he is withdrawing but ceases attending, is administratively withdrawn by the school within 14 days of non attendance; this is otherwise known as an unofficial withdrawal. A student is administratively withdrawn from school when the student violates the school's published attendance policy, which

adheres to state licensing and accreditation requirements. Please see the school's catalog for its current attendance policy.

WITHDRAWAL DATE (also known as the "last date of attendance") - The date that the student begins the school's withdrawal process or the date that the student provides official notification of intent to withdraw, whichever comes earlier. If the student does not provide any official notification of intent to withdraw, the withdrawal date will be determined by the school, and depend upon the student's circumstances.

FEDERAL TITLE IV REFUND POLICY

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the school must perform a Return of Title IV Funds (R2T4) calculation to determine the amount of Title IV federal student aid funds earned by the student. If the calculation determines that the amount of Title IV aid disbursed to the student is greater than the amount the student earned, the unearned Title IV funds must be returned to the program. If it is determined that the amount of Title IV aid disbursed to the student is less than the amount the student earned (and for which the student is otherwise eligible for), the student may be eligible for a post-withdrawal disbursement for the earned Title IV funds not yet disbursed to the student.

The R2T4 calculation is required if a student receiving Title IV federal student aid ceases attendance or completely withdraws from all courses without completing the semester (payment period).

The school must determine the amount of Title IV aid earned by the student, as of the withdrawal date. Once the earned portion is calculated, the unearned portion is calculated to determine if funds must be returned to the program or a post-withdrawal disbursement is necessary. Federal policy is followed to determine the amount of Title IV aid earned on a case by case basis. The R2T4 calculation is always required when a student fully withdrawals or ceases attendance prior to the scheduled end of the semester, the calculation may determine that the student earned 100% of Title IV funds and will not be required to return funds. A Return of Title IV Funds worksheet is calculated when a student ceases attendance in all courses within the scheduled semester (payment period), i.e. withdrawal.

WITHDRAWAL PROCEDURE OVERVIEW:

POLICY DISCLAIMER

This policy serves as a guideline for the refund of Title IV and tuition procedure with the understanding that it does not cover every possible scenario. As a result, complex areas may arise where certain refund procedures may need to be addressed on a case-by-case basis.

PARTY(IES) RESPONSIBLE FOR POLICY TRAINING

MCCCD District Office of Financial Aid Compliance and Operations / Office of General Council. District Director Of Financial Aid Operations and Compliance. The policy owner is responsible to determine the method, means and frequency of training on this policy.

EXCEPTIONS

Requests for an exception to this policy should be addressed to the policy owner as outlined in the procedure for requesting a policy exception.

POLICY REVIEW/UPDATE AND AUDIT

This policy will be reviewed annually. Compliance with this policy is audited on a random basis by Internal Audit.

AMENDED through the Administrative Regulation Approval Process, May 12, 2025
TECHNICAL CHANGE, July 11, 2023
AMENDED through the Administrative Regulation Approval Process, June 12, 2023

AMENDED through the Administrative Regulation Approval Process, May 24, 2022
TECHNICAL CHANGE by Legal Counsel, May 6, 2020
AMENDED by Direct Approval from the Chancellor, May 5, 2020
AMENDED through the Administrative Regulations Approval Process, June 5, 2017

2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V)):

The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

2.2.13 UNIVERSITY TRANSFER

UNIVERSITY TRANSFER

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to other bachelor degree awarding colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the district as a whole and not with individual colleges within the District. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated transfer programs and pathways between the Maricopa Community Colleges and other institutions [such as the MYPATH2ASU™, the UA Bridge Program, 2NAU and 90/30 Transfer Agreements] are official, recognized programs of study that fulfill degree requirements at both institutions. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of MYPATH2ASU™ requirements by major and catalog year is maintained on ASU'S website, at Transfer.

ARIZONA PUBLIC COMMUNITY COLLEGES AND UNIVERSITIES

Maricopa is a participant in the Arizona statewide transfer system. AZTRANSFER.COM is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on AZTRANSFER.COM is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University Of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific programs of study. AZ Transfer Course Equivalency Guide

TRANSFER CREDIT DISCLAIMER

There may be limitations on the transfer of credit (e.g. age of the credit, remedial courses, credit earned through prior learning assessment). Students are encouraged to work with their intended transfer institution to maximize the acceptability and application of credits towards specific university requirements.

(U.S.) AND INTERNATIONAL INSTITUTIONS

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-Wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit at the transfer institution. To access a list of institutions with which Maricopa has established articulation agreements, visit: Maricopa University Partner List

TIME LIMIT FOR TRANSFER COURSEWORK

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

SHARED UNIQUE NUMBERING (SUN) SYSTEM COURSE INFORMATION

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the Course Equivalency Guide on AZTRANSFER.COM. The SUN system does not address the applicability of courses. students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit SUN

AMENDED through the Administrative Regulation Approval Process, June 4, 2024
AMENDED through the Administrative Regulation Approval Process, June 12, 2023
ADOPTED through the Administrative Regulations Approval Process, June 4, 2019

2.9 Veterans Services

The Maricopa Community Colleges' Veterans' Services offices act as liaisons with the Department of Veterans Affairs (VA) and the state approving agency. Each program must be approved by the state approving agency. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement, tutoring, and priority enrollment are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

Prior to enrolling, eligible service members receiving tuition assistance must speak with an Education Services Officer (ESO) or counselor within their military service branch/ organization.

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill®
- Chapter 31 – Veteran Readiness and Employment (VR&E)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill®, Selected Reserve

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Covered individuals (as defined in 38 U.S.C. § 3679) utilizing Chapter 33, Chapter 30, Chapter 31, Chapter 32, Chapter 35, or Chapter 1606 VA education benefits may attend or participate in a program of study during the period beginning on the date the individual provides the educational institution a Certificate of Eligibility (COE), a Statement of Benefits obtained from eBenefits, or a purchase order for Chapter 31, and ending on the earlier of the following dates:

1. The date upon which payment from the VA is made to the institution;
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

No penalty, including the assessment of late fees, and/or the denial of access to classes or other institutional facilities will be imposed on the individual due to the delayed disbursement funding from VA under Chapter 33, 30, 31,32, 35, or 1606.

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

Distance Learning:
The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCCD degrees and/or certificates of completion.
Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on www.maricopa.edu/students, the district's website for student access to Maricopa tools. Maricopa-assigned student email addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

Externship Programs:
The Maricopa Community College's official District course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa Instructor of Record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – Center for Curriculum and Transfer Articulation website, located at: https://curriculum.maricopa.edu/transfer-and-articulation

Prior Credit Evaluation:
Department of Veterans Affairs requires that all persons using any type of veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

AMENDED through the Administrative Regulation Approval Process, June 4, 2024
TECHNICAL CHANGE made to align with Administrative Regulation 2.9, April 11, 2022. Original Direct Chancellor Approval, April 17, 2018
AMENDED through Direct Approval by the Chancellor, April 14, 2021
AMENDED through Direct Approval by the Chancellor, October 21, 2020
AMENDED through Direct Approval by the Chancellor, March 6, 2019
AMENDED through Direct Approval by the Chancellor, September 17, 2018
AMENDED through Direct Approval by the Chancellor, April 17, 2018
AMENDED through the Administrative Regulations Approval Process, June 5, 2017
AMENDED through the Administrative Regulations Approval Process, May 16, 2016

SCHOLASTIC STANDARDS

2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class (see Administrative Regulation 2.3.6 Withdrawal for Withdrawal Procedures).

TECHNICAL CHANGE, July 11, 2023

2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to Administrative Regulation 2.3.6 Withdrawal for Withdrawal Procedures.

1. **Official Absences**
   A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
   B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
   C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
   D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.
2. **Religious Holidays**
   Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation form may be found at ND-4. As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the Religious Accommodation Request Form. Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

3. Excused Military Absences

A member of the National Guard of this state or any other state or of the United States Armed Forces Reserves who is a student at an institution of higher education in this state and who is ordered to either state or federal reserve component duty or a person who is the spouse of a member of the National Guard of this state or any other state or the United States Armed Forces Reserves, who is a student at an institution of higher education in this state and whose spouse is ordered to either state or federal reserve component duty, whether the member or spouse is attending class in person or online and whether the member is stationed in or outside of this state, may do any of the following:

A. Withdraw from one or more courses for which tuition and fees have been paid. the tuition and fees must be credited to the student's account at the institution. Any refunds are subject to the requirements of the state or federal financial aid programs of origin. The student may not receive credit for the courses and may not receive a failing grade, an incomplete or another negative annotation on the student's record and the student's grade point average may not be altered or affected in any manner because of the student's withdrawal under this subsection.

B. Depending on when the member is ordered to either state or federal reserve component duty and depending on the individual student's needs, receive a grade of incomplete and be allowed to complete the course if the course is being offered at the time to other students on release from reserve component duty under the institution's standard practice for completion of incompletes.

C. In accordance with any academic unit or institution of higher education requirements or in compliance with accreditation or certification standards, when applicable, continue and complete the course for full credit. Class sessions the student misses due to state or federal reserve component duty must be counted as excused absences and may not be used in any way to adversely impact the student's grade or standing in the class. Any student who selects this option is not automatically excused from completing assignments due during the period the student or student's spouse is performing state or federal reserve component duty. A letter grade or a grade of pass may be awarded only if the faculty member teaching the course determines that the student has completed a sufficient amount of work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

D. Withdraw and be readmitted with the same academic status and enrolled as a student at the institution, without penalty or redetermination of admission eligibility, within one year after the release of the student or student's spouse from state or federal reserve component duty.

1. A member of the National Guard of this state or any other state or of the United States Armed Forces Reserves who is a student at an institution of higher education in this state, who is ordered to either state or federal reserve component duty and as a result of that service or follow-up medical treatment for an injury incurred during that service, misses any test, examination, laboratory, presentation or class day on which a written or oral assignment is due or other event on which a course grade or evaluation is based may make up the test, examination, laboratory, presentation, class or event without prejudice to the final course grade or evaluation. The makeup activity must be scheduled after the student's return from reserve component duty and after a reasonable amount of time for the student to prepare for the test, examination, laboratory, presentation, class or event.
2. For class sessions a student described in subsection a of this section misses due to state or federal reserve component duty, the institution of higher education shall excuse the student's absences and not use these excused absences in any way to adversely impact the student's grade or standing in class.
3. If the faculty member teaching the course determines that the student has completed a sufficient amount of work and has demonstrated sufficient progress toward meeting course requirements to justify the grade without making up the test, examination, laboratory, presentation, class or event, a grade may be awarded without the makeup activity and the missed test, examination, laboratory, presentation, class or event may not be used in any way to adversely impact the student's grade or standing in the class.
4. The protections in this section may be invoked as follows:

a. If the state or federal reserve component duty is known in advance, the student must submit evidence documenting the state or federal reserve component duty to the faculty member teaching the course early in the semester or as soon as practicable before the missed class, assignment or examination.
b. If the state or federal reserve component duty is not known in advance, the student is responsible for providing evidence of the state or federal reserve component duty to the faculty member teaching the course as soon as practicable after the missed class, assignment or examination.
c. The student or an appropriate officer from the military organization in which the student or student's spouse will be serving must give written notice that the student or student's spouse is being or has been ordered to reserve component duty as prescribed in this section.
d. On written request from the institution of higher education, the student shall provide written verification of service.

5. To readmit a person with the same academic status means that the institution admits the student to the same program to which the student was last admitted by the institution or, if that exact program is no longer offered, the program that is most similar to that program, unless the student requests or agrees to admission to a different program, per CFR 34 668.18 (a)(2)(iii)(A).

TECHNICAL CHANGE, June 27, 2023
AMENDED by Direct Chancellor Approval, September 14, 2022
AMENDED through the Administrative Regulations Approval Process, November 5, 2019

2.3.3 Grading

1. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

Grade Key

Grade	Value	Grades Calculated In Gpa	Considered An Attempt	May Be Repeated
A	4.0 - Excellent	Yes	Yes	No
B	3.0 - Above Average	Yes	Yes	Yes
C	2.0 - Average	Yes	Yes	Yes
D	1.0 - Below Average	Yes	Yes	Yes
F	0.0 - Failing	Yes	Yes	Yes
I	Incomplete	No	No	N/A
IP	Course In Progress	No	No	N/A
N	Audit	No	No	N/A
W	Withdrawn, Passing	No	No	N/A
Y	Withdrawn, Failing	Yes	Yes	Yes
P*	Credit	No	Yes	Yes
Z	No Credit	No	Yes	Yes

*A "P" is judged to be equivalent to a grade of “C" OR HIGHER.

Attempt definition: a student is enrolled in a class and receives a grade of A,B,C,D,F, Y, P, or Z.

Students who wish to attempt a course after the fourth time will need assistance from the Admissions & Records/Enrollment Services Office to enroll.

If a student has been awarded financial aid, veterans benefits, or other military tuition assistance programs, scholarships, or grants they should check with those offices about repeating classes.

The student is responsible for any tuition and fees associated with each attempt.

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/Division Chair.

2. Incomplete Grade

A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, they shall define, in a written/electronic contract, how the course will be completed.
B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract nor will they be allowed to attend or otherwise participate in a current class in order to make up the missed work.
C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.

3. Repeating a Course/Improving a Grade

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A “W” is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation.

However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans’ Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa College issuing the official transcript.

Check individual courses and programs for exceptions.

4. Credit/No Credit Courses (P/Z)

A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).
B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".

C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory note: *Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.*

5. Audit Courses

A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "Important Deadlines for Students."

6. GPA CALCULATION

There are three types of GPAS: Semester, Overall cumulative, and Graduation.

TYPE	CALCULATION	LOCATED
Semester GPA	Calculated using the courses taken in the semester at a single Maricopa Community College	Unofficial and Official Transcript Enrollment Verification
Overall Cumulative GPA*	Calculated using all courses taken at a single Maricopa Community College	Unofficial and Official Transcript Enrollment Verification
Graduation GPA	Calculated using all the courses applied toward graduation with a specific degree or certificate, including courses taken at the award-granting Maricopa Community College as well as transfer credit evaluated as equivalent from other Maricopa Community Colleges or other institutions.	Degree Progress Report

The grade point average (GPA) of a student will be calculated by multiplying the number of course credits/semester hours for each course by the grade point values associated with the grade received in that course, adding those totals together, and dividing that sum by the total number of course credits/semester hours. MCCCD has a 4.0 scale and does not use a weighted gpa calculation for honors or advanced placement courses.

For a semester GPA, as well as the cumulative GPA, use all regularly graded courses in the GPA calculation.* Refer to the grade key to identify which course grades count toward the GPA calculation. The cumulative GPA is calculated based on individual courses rather than as an average of semester GPAs. All GPAs are truncated to three decimal points.

*The lower grade of courses repeated for credit (Refer to Repeating a Course/Improving a Grade) and academic renewal courses (AR 2.3.7 Academic Renewal) are not calculated in the GPA.

EXAMPLE:

COURSE	GRADE	NUMERICAL GRADE POINT EQUIVALENT	COURSE CREDITS	GRADE POINT VALUE (QUALITY POINTS = GRADE POINT x CREDITS)
ENG101	A	4.000	3.00	12.000
PSY101	C	2.000	3.00	6.000
FYE101	B	3.000	1.00	3.000
MAT140	B	3.000	5.00	15.000
PED115	P	0.000	2.00**	0.000**
TOTAL			14.00	36.000
36.000 GRADE POINT VALUE / 12.00** COURSE CREDITS = 3.000 GPA ** THE P GRADE IS NOT CALCULATED INTO THE GPA PER THE GRADE SCALE				

7. Important Deadlines for Students (See Appendix S-12)

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change From Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or Less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day

Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
Ten Weeks (64 to 70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
Eleven Weeks (71 to 77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
Twelve Weeks (78 to 84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
Thirteen Weeks (85 to 91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
Fourteen Weeks (92 to 98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
Fifteen Weeks (99 to 105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the 7th week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks of class
Deadlines are based on calendar day and begin with the first day of class.						

AMENDED through the Administrative Regulations Approval Process, June 4, 2024
AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED through the Administrative Regulation Approval Process, May 24, 2022
AMENDED through the Administrative Regulations Approval Process, June 30, 2020
AMENDED through the Administrative Regulations Approval Process, June 4, 2018
AMENDED through the Administrative Regulations Approval Process, June 5, 2017

2.3.4 Academic Standing, Warning, and Probation

Academic standing is defined by the student's GPA. The GPA is calculated by dividing the number of grade points earned in courses that assign letter grades by the number of credits attempted.

The purpose for the academic standing, warning and probation policies is to establish a formal process through which the faculty, staff, and administration at the Maricopa Community Colleges may identify and provide support to students who experience academic difficulty and fall below a cumulative grade point average (GPA) of 2.0. The combined cumulative GPA includes computation of grades for both Maricopa and posted transfer courses. It is not intended to discourage or penalize students. Rather, this process reflects the commitment of the college's faculty, staff, and administration to provide students with assistance and support to ensure success in achieving their educational goals.

Academic Good Standing

Students in academic good standing have a GPA of 2.0 or higher.

Academic Warning

Students who do not achieve a minimum cumulative GPA of 2.0 after completion of up to eleven (11) or fewer credit hours are placed on academic warning. If a student does not achieve the minimum cumulative GPA of 2.0 after completion of twelve (12) credit hours, the student will be placed on academic probation for at least one additional term.

Academic Probation

A student will be placed on academic probation if, after completion of a total of twelve (12) or more credit hours at the college, the student's cumulative grade point average is less than 2.0. Students on academic probation may take no more

than twelve (12) credit hours per semester unless a written appeal is filed by the student and reviewed by counseling faculty for academic support guidance (e.g., time management, test taking techniques, study skills, etc.) and the designated Academic or Student Affairs Dean or designee as determined by the college.

A student on academic probation who fails to raise the cumulative grade point average to 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours unless reviewed by a counseling faculty for academic support (e.g., time management, test taking techniques, study skills, etc.) and the designated Academic or Student Affairs Dean or designee as determined by the college.

Students who receive an academic warning or who are placed on academic probation may be required to meet with an Academic Advisor or other designated intervention team members or engage in other intervention strategies prior to enrolling in courses to discuss an academic improvement plan which may include referrals to academic support, tutoring, and/or student support services to help them achieve good standing. Students using federal financial aid, VA education benefits, or active duty tuition assistance should contact their Financial Aid office and Veterans Services office to review possible impacts to their funding. See S-5 Student Financial Assistance.

Also See:

2.3.11 Academic Misconduct

AMENDED through the Administrative Regulations Approval Process, June 4, 2024
AMENDED through the Administrative Regulations Approval Process, June 12, 2023

2.3.5 Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in Appendix S-6.

Appendix S-6: Instructional and Final Grade Grievance Process

Overview-please note the requirements for review which include specific written documentation and signatures, etc.

INSTRUCTIONAL GRIEVANCE
When there is a complaint by a student against a full-time or adjunct faculty member, proper district or college authority will work in confidence with the parties to resolve the conflict. A full-time or adjunct faculty member will not be required to respond to any complaint that is not in writing over a complainant's signature or to complaints that do not have specific documentation of incidents such as dates, times, etc. this complaint must be made available to the full-time or adjunct faculty member involved.

- STEP ONE:
    - A student who feels that they have been treated unfairly or unjustly by a full-time or adjunct faculty member with regard to an academic process such as grading, testing, or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) business days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
    - This instructional grievance process shall not be utilized in a case in which a student feels they have experienced discrimination. If the student feels that they have experienced discrimination on the basis of race, color, religion, national origin, gender, age, disability, veteran status, or sexual orientation, the student shall refer to the discrimination complaint procedures for students as administered by the

college's Equal Opportunity & Title Ix Regional Director or designee.

- STEP TWO:
    - IF, within ten (10) business days of the request for the conference with the full-time or adjunct faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Faculty Chair and appropriate administrative office at the college. This written complaint must be filed within ten (10) business days following the previous deadline. The written complaint will be given to the full-time or adjunct faculty member five (5) days before any official meetings are convened.

    - Upon receipt of a written complaint, the Faculty Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The full-time or adjunct faculty member may ask that the Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process.

    - A full-time or adjunct faculty member will not be required to respond to a complaint that is not in writing and that, when appropriate, did not have the specific documentation including dates, times, materials, etc. the written complaint will be made available to the full-time or adjunct faculty member.

- STEP THREE:
    - If the complaint is not resolved at this level within ten (10) business days, the student should forward, to the VPAA or appropriate college administrative office, a copy of the original written complaint with an explanation regarding action taken at each prior level. The VPAA or appropriate college administrative officer will meet with the student, full-time or adjunct faculty member, the Faculty Chair, and the Faculty Senate President (the latter upon request of the full-time or adjunct faculty member), and attempt to resolve the issues. This level will be the final step in any complaint process regarding grades.

If the complaint, other than those concerning grades, is not resolved by the VPAA or the appropriate college administrative officer, it may be forwarded in writing by the student to the College President for final resolution. The College President or designee will expedite a timely examination of the issues and will issue a final written determination in the complaint process.

FINAL COURSE GRADE APPEAL

This process is to be used to appeal the final instructional grades for a course. Assignment or exam grades may be reviewed in this process if they impact continuation in a program.

A final grade can only be changed by the instructor of record through this process, except for extraordinary circumstances as outlined below.

This process should not be utilized in a case in which a student feels that they have experienced discrimination or harassment. A student who feels that they have experienced discrimination on the basis of race, color, religion, gender, sex, sexual orientation, gender identity, or national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information should refer to the discrimination complaint procedures for students found on the district's student and faculty resources webpage.

In addition, a student who feels that they have experienced sexual harassment should refer to the sexual harassment policy for students.

TIMELINESS OF APPEAL

Any appeal of a final grade must be initiated no later than sixty (60) calendar days from the date the grade is issued.

Absent exceptional circumstances, as determined at the sole discretion of the Faculty Chair, no untimely appeals will be considered. The resolution timeline for grade appeals that occur after the spring semester may be deferred until the first day of accountability of the following fall semester if so desired by the full-time or adjunct faculty member who assigned the grade.

PROCESS DEADLINES

The Faculty Chair or VPAA, as appropriate based on the level, may, upon a showing of good cause, extend any of the deadlines set forth in this process. Alternatively, any deadline may be extended by mutual agreement of the full-time or adjunct faculty member and student.

DOCUMENTATION

The student is responsible for providing a rationale for initiating a grade appeal. Any documentation to support the student's appeal is encouraged.

REMEDIES

Remedies under this process may include, as appropriate, a change in the grade received for the course, exam, project, or other assignment. Documentation of the resolution will be housed within the department/division.

FINAL GRADE APPEAL PROCESS

- FACULTY LEVEL
    - A student who wants to appeal a final grade shall first attempt to resolve the issue with the full-time or adjunct faculty member involved.
    - The student shall initiate the process by submitting to the full-time or adjunct faculty member a written grade appeal explaining why they feel there is an issue with the final grade.
    - Upon receipt of the written grade appeal, the full-time or adjunct faculty member shall contact the student to make arrangements for discussing the appeal.
    - Communication may occur in person, by phone, by mail, or by online means.
    - The full-time or adjunct faculty member and student shall make reasonable efforts to conduct the meeting within fifteen (15) business days from the submission of the written grade appeal.
    - When discussing concerns or complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation.
    - The full-time or adjunct faculty member shall attempt to investigate and resolve the issue and inform the student of the resolution no later than ten (10) business days from the date of the meeting between the student and full-time or adjunct faculty member.
    - If the full-time or adjunct faculty member is unavailable or fails to timely resolve the appeal, the student may escalate their appeal to the department/division level.
    - A record of the resolution or reasons for non-resolution will be documented by the full-time or adjunct faculty member.

- DEPARTMENT/DIVISION LEVEL
    - If, after ten (10) business days, the appeal remains unresolved; the full-time or adjunct faculty member has been unable to meet with the student; or the student believes that the full-time or adjunct faculty member has reached an resolution, the student may, within ten (10) business days, forward the written appeal to the Faculty Chair. Upon receipt of the written appeal, the Faculty Chair will meet with the parties to attempt to resolve the appeal.

    - The full-time or adjunct faculty member may ask that the college Faculty Senate President or designee attend any meetings to advise on concerns of policy.

    - The student shall have the right to be assisted by any member of the college community they choose. A student who elects to be assisted by a member of the college community must notify the college community member's supervisor and Faculty Chair of the name and contact information of the college community member not less than two (2) business days before the scheduled meeting.

    - The college community member may not be serving in a legal capacity. The student is responsible for presenting their own information and, therefore, the college community member is not permitted to speak on behalf of or participate directly in any final grade appeal process meeting. The meeting may take place in person, by telephone, by mail, or by online means. Every attempt will be made to maintain confidentiality during this process.

    - A record of the resolution or reasons for non-resolution will be documented by the Faculty Chair on the intake form.

- VPAA LEVEL
    - If the appeal is not resolved at the department/division level within ten (10) business days, the student may forward the written appeal to the VPAA or designee a copy of the written appeal with an explanation of the action taken at each prior level.

    - The VPAA or designee will meet with the student, full-time or adjunct faculty member, the college Faculty Senate President (if requested by the full time or adjunct faculty member), the member of the college community (if requested by the student), and the Faculty Chair to attempt to resolve the matter.

    - The VPAA or designee shall issue a written decision regarding the outcome of the appeal no later than ten (10) business days following the date of the meeting.

    - Except as outlined below (extraordinary circumstances), this is the final level of review for appeals regarding grades. A record of the resolution will be documented by the VPAA or designee on the intake form.

- Extraordinary Circumstances
    - In extraordinary circumstances and where the VPAA deems it necessary in the interest of fairness, the VPAA may convene a committee to resolve the appeal. To minimize conflicts of interest, the committee shall be composed of neutral parties including:
        - At least one full-time faculty member from the academic discipline from which the appeal rises.

        - One faculty senate member as designated by the college Faculty Senate President; the Faculty Chair.

        - the Dean of Instruction or appropriate college/center administrative officer.

- A student from the student government or similar representative body. The committee will issue a written decision, which shall be final and binding as to appeals regarding grades.

- Examples of extraordinary circumstances may include, but are not limited to the following:
    - The faculty member is no longer employed within the district.
    - The faculty member deviated substantially from the course syllabus or any communicated changes in the course syllabus.
    - Other review processes of the faculty revealed inconsistencies in grading/assessment practices or unprofessional behavior.

Within thirty (30) business days of seating the committee, a resolution must be reached and documented. This is the final level of appeal for grades reviewed under this process.

EXPEDITED GRADE APPEAL PROCESS FOR TECHNICAL ERRORS OR OMISSIONS

This process may be used only to resolve grade appeals regarding technical errors or omissions in calculating or recording (a) a grade on an exam, project, or other assignment, or (b) an overall course grade. The grade appeal process should be used to process all other appeals regarding grades. This is the exclusive process for appeals regarding technical errors or omissions in grading.

- FACULTY LEVEL
    - A student who feels that a technical error or omission has occurred with respect to the calculation or recording of a grade shall first attempt to resolve the issue with the full-time or adjunct faculty member who issued the alleged incorrect grade.
    - An appeal regarding a technical error or omission in grading must be brought to the full-time or adjunct faculty member's attention no later than fifteen (15) business days from the date the student knew or reasonably should have known of the error or omission.
    - The student shall provide the appeal to the full-time or adjunct faculty member in writing. The full-time or adjunct faculty member shall attempt to investigate and resolve the appeal and inform the student of the resolution no later than ten (10) business days from the date the student first reported the appeal to the full-time or adjunct faculty member.
    - If the full-time or adjunct faculty member is unavailable or fails to timely resolve the appeal, the student may escalate the appeal to the department/division level. A record of the resolution or reasons for non-resolution will be documented by the full-time or adjunct faculty member.
- DEPARTMENT/DIVISION LEVEL
    - If the full-time or adjunct faculty member or representative faculty member has not resolved the appeal within ten (10) business days, or if the student believes the full-time or adjunct faculty member or representative faculty member has reached an erroneous resolution, the student may within ten (10) business days forward the written appeal to the Faculty Chair.
    - The Faculty Chair shall investigate the appeal and inform the student of the resolution no later than ten (10) business days from the date the student reported the appeal to the Faculty Chair.
    - The decision of the Faculty Chair is final and binding. Once a resolution has been made at any level of the process, it is considered final and will be documented as such. The request for the grade appeal cannot be reopened.

AMENDED through the Administrative Regulation Approval Process, May 12, 2025
AMENDED through the Administrative Regulation Approval Process, June 4, 2024
AMENDED technical change made to align with Article 20.7.6 of the Faculty Agreement, August 9, 2021

2.3.12 Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See Appendix S-8.

Appendix S-8: Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Student Affairs or Designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

2.3.6 Withdrawal

The Office of Admissions and Records/Office of Student Enrollment Services provides information about the withdrawal process. To withdraw from a course or courses from the college, students must follow approved procedures as outlined below. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services. Withdrawal from a course (or courses) does not automatically qualify for a refund of tuition and fees. Tuition and fee refunds will be calculated based on 2.2.10 Refund Policy or reviewed under the refund appeal process. Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

TYPES OF WITHDRAWALS

STUDENT WITHDRAWAL: Is a change in the student's course schedule where one or more courses are withdrawn before the end of the term.

FACULTY WITHDRAWAL: Occurs when a faculty member withdraws a student.

COMPASSIONATE WITHDRAWAL: Is considered when a sudden emergency or severe change in personal circumstances, result in an inability to continue/complete courses. The student provides a written statement of their situation and any documentation to support this request if applicable (e.g. death certificate, accident report, etc.). Steps outlining the process are available in Appendix S-20.

MEDICAL WITHDRAWAL: Is considered when there is an unexpected serious illness or injury that prevents the student from continuing with their course or courses. The medical withdrawal policy covers physical health and mental health difficulties. All applications for compassionate and medical withdrawal that are submitted by the student, or on their behalf, require thorough and credible documentation. An approved medical/compassionate withdrawal request will result in a note on the student's official transcript, under each course affected by the withdrawal clarifying that the withdrawal was for extenuating circumstances, although the specific reason will not be identified to maintain privacy. Medical and compassionate withdrawal applications and supporting documents are retained for at least five years and filed securely. If a request for refund has also been made, further assessment is done to determine eligibility. Steps outlining the process are available in Appendix S-20.

LEAVE OF ABSENCE: Assists and encourages students to return and graduate after an absence due to military deployment, service on an official church mission, or with a foreign aid service of the federal government. If your absence is due to this or any other reason, you may be eligible to return to a Maricopa College through a quick re-entry process, which permits students to enroll without submitting a new application if they previously attended a maricopa college. If the leave of absence is due to military commitments, students should also reference Administrative Regulation 2.2.3(3).

WITHDRAWAL OF FINANCIAL AID STUDENTS

Withdrawing can have implications for certificate or degree completion, future registration, financial aid eligibility, and return of financial aid funds. In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all courses during a semester. This could affect a student's ability to receive financial aid in the future at Maricopa or any school.

Prior to submitting a request for any withdrawal or leave of absence, students are encouraged to meet with a college advisor about the potential impact related to the student's academic progress. Students using financial aid, VA education benefits, or active duty tuition assistance should contact their Financial Aid and Veterans Services offices to review possible impacts to their funding.

WITHDRAWAL PROCEDURES

WITHDRAWAL FROM SPECIFIC COURSES

A student may officially withdraw from specific courses in the following ways:

- The prescribed time limits are for full semester courses. Time limits for courses which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Tuition and fee refunds will be processed based on the 2.2.10 Refund Policy.

- Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing - not computed in the grade point average) will be assigned.

- After the 7th week, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing - not computed in

the grade point average) or Y (withdrawn, failing - computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

COMPLETE WITHDRAWAL FROM COLLEGE

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. refunds will only be processed within the Refund Period.

FACULTY WITHDRAWAL PROCEDURES

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (See AR 2.3.2). A grade of W (withdrawn passing - not computed in gpa) or a grade of Y (withdrawn failing - 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation. Requests for withdrawals should be referred directly to the college of enrollment.

Also See:

2.2.10 Refund Policy

AMENDED through the Administrative Regulations Approval Process, June 4, 2024
TECHNICAL CHANGE, September 25, 2023
TECHNICAL CHANGE, July 11, 2023
AMENDED through the Administrative Regulations Approval Process, June 12, 2023

Appendix S-7 Student and Faculty Withdrawal Procedures
*Appendix S-7 **Student and Faculty** Withdrawal Procedures was removed from the Common Pages through the Catalog Common Pages Administrative Regulation Review Process, June 12, 2023. Refer to Administrative Regulation 2.3.6 Withdrawal for information regarding withdrawal procedures.*

AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED through the Administrative Regulations Approval Process, December 12, 2018
AMENDED through the Administrative Regulations Approval Process, February 23, 2010
AMENDED through the Administrative Regulations Approval Process, August 18, 2008
AMENDED through the Administrative Regulations Approval Process, March 5, 2009

2.3.7 Academic Renewal (“Academic Forgiveness”)

The Maricopa Community Colleges recognize that a student's academic record may contain grades that are not reflective of more recently demonstrated academic success. Academic renewal (or academic forgiveness) is defined as the process by which a student's previously recorded substandard credit coursework is excluded from the student's cumulative grade point average (Refer to 2.3.3 GRADING). Through this regulation, a student may request that grades and credits for all courses in which they earned a grade of D, F, or Y are disregarded from the cumulative GPA. Courses earned with a GRADE of A, B, and C will not be excluded and will be calculated into the GPA and total credits completed. A maximum of 24 credits taken at Maricopa are eligible to be disregarded under this policy. The academic renewal policy may be used only once and cannot be revoked once approved.

To apply for academic renewal the student must:

1. Complete the academic renewal request form, attaching unofficial transcripts.
2. Submit the completed form to the Admissions and Records/Enrollment Services office.

Upon approval, courses with a grade of D, F, or Y will be annotated on the student's official transcript as excluded from the calculation of their cumulative GPA by academic renewal. All courses will remain on the student's permanent record to reflect an accurate academic history.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of the adjusted GPA (post academic renewal) is at the discretion of the receiving institution.

FINANCIAL AID/VETERAN BENEFITS AND SATISFACTORY ACADEMIC PROGRESS (SAP)

The academic renewal policy can improve a student's GPA, while reducing their earned credit hours towards degree and certificate requirements, so students must be aware of all consequences before pursuing academic renewal. If interested in financial aid and/or veteran benefits, students are required to meet the financial aid standards of academic progress (SAP) as academic renewal does not replace or override the SAP requirement. Students should follow financial aid SAP appeal procedures outlined in Administrative Regulation 2.3.6 Withdrawal or section 2.9 Veteran Services satisfactory progress standards for regaining aid eligibility.
Additionally, students are encouraged to speak with the Financial Aid and the Veteran Services Offices If they have questions about how the academic renewal process may affect their aid and benefit eligibility.
For more information on SAP.

Also See:

2.3.4 Academic Standing, Warning, and Probation

2.3.6 Withdrawal (Medical/ Compassionate Withdrawal)

2.3.11 Academic Misconduct

More on Financial Aid

AMENDED through the Administrative Regulations Approval Process, June 4, 2024
TECHNICAL CHANGE, JULY 11, 2023
AMENDED through the Administrative Regulations Approval Process, June 12, 2023

2.3.8 Honors Opportunities & Recognition

Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program requirements and available scholarships, including the Chancellor's, Foundation's, President's Scholarships, and honors achievement award.

President's Honor List
The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher. This is a distinct acknowledgement of academic achievement not related to participation in the honors program.

Graduation With Honors
See General Graduation Requirements (AR 2.3.9). This is a distinct acknowledgement of academic achievement tied to graduation. This is a distinct acknowledgement of academic achievement not related to participation in the honors program.

AMENDED through the Administrative Regulations Approval Process, June 12, 2023

2.3.9 General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates (AR 2.2.5)

Earning a Certificate or Degree

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student's responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete a minimum number of credits required for the certificate or degree. MCCCD may waive total credit requirements in limited cases where a course requirement has been waived or credit for a course was increased after the student completed the course, and further, it has been determined by the college that there is no appropriate course substitute or applicable credit to fulfill the requirement (refer to A.R. 2.3.13 Course Substitutions and Waivers). The amount of credit earned toward the program requirements shall not be less than 120 for bachelor's degrees and 60 for Associate degrees. No more than 10% of the minimum required number of credits within a certificate of completion credits can be waived. Such cases must have prior written approval of the Program Director, Department/Division Chair, or designee who has oversight for the degree or certificate and/or in the cases of general education the disciplinary subject matter expert. Documentation of rationale and approval must be included as part of the application to graduate or institutional graduation process.

- Complete the minimum number of credits (i.e., establish institutional residency) at the Maricopa Community College conferring the degree or certificate as follows:

    - For bachelor's degrees, at least 30 credits applicable to the degree must be completed at the awarding college.

    - For associate's degrees, at least 15 credits applicable to the degree must be completed at the awarding college.

    - For certificates that are 15 or more credits, at least 6 credits applicable to the certificate must be completed at the awarding college.

    - For certificates that are 14 or fewer credits, at least a quarter of the credits applicable to the certificate must be completed at the awarding college.

- For certificates, if there is a range of credits to complete the certificate, residency will be calculated on the minimum number of credits required to complete the certificate, and any resulting quarter calculations will be rounded up to the nearest whole number. Certificates that require completion of one course or a single choice of requirements will not be split for purposes of residency determination.

- Refer to the section on the Arizona General Education Curriculum (AGEC) further in this regulation for specific information regarding the minimum number of credits required at the awarding college.

  Credit awarded for prior learning assessment (PLA) does not count as credits in residence for graduation requirements. Student appeals to residency requirements must have prior written approval of the Program Director, Department/Division Chair, or designee and documentation of rationale and approval included as part of the admission process and/or application to graduate/institutional graduation process. Exceptions to residency may also be made by the college for unique programs of study (e.g., educational service agreements).

- All new Maricopa students who declare a degree will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCD college. Students who enrolled but did not earn any credit at MCCCD are considered new to MCCCD. Students who have only earned credits via Prior Learning Assessment (Refer to AR. 2.2.4 Transfer Credit And Prior Learning Assessment), previous Dual Enrollment, or who withdrew from all previously attempted courses at MCCCD are considered new to Maricopa.

- Meet the required certificate or degree requirements (general education, required courses, restricted electives, and/or general electives). Requirements can be satisfied by MCCCD coursework, prior learning assessment, and transfer credit. Transfer credit from outside of MCCCD or from Maricopa Community Colleges not awarding the degree or certificate and prior learning assessment does not count as hours in residence for graduation requirements.

- Earn a minimum grade point average (GPA) of 2.0 on a four-point grading scale in the coursework (100-level and above) used to satisfy degree or certificate requirements (completed in residence and accepted in transfer). Some awards may specify additional GPA requirements.

- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, course substitutions, course waivers, etc.) on the record to use those courses toward program completion.

- Fulfill any financial obligations with the college.

- Complete and submit a Petition/Application for Graduation with the Admissions, Records, & Registration/Enrollment Services office with the exception of reverse transfer and proactive graduation programs as outlined further in this policy.
  Note that commencement ceremonies are a separate process and may include the submission of an additional form for students to participate in the celebration. Participation in commencement (walking/marching) does not guarantee a student has graduated or a degree has been earned.

  Appeals to this institutional regulation may be considered prior to the admission process and/or petition to graduate. See the Admissions, Records, & Registration/Enrollment Services Office for a copy of the appeals process.

  Multiple Certificates And Degrees

  A student may earn a total of one of the same type of degree (AA, AS, AAEE, ABUS, AGS, or BSN) from the colleges in the Maricopa County Community College District regardless of emphasis, if applicable.

Because of the inherent unique required course requirements within, students may earn multiple distinct certificates (AC, CCL, and CCT) and degrees (AAFA, BA, BS, and BAS) from the college(s) offering the awards but cannot earn the same certificate or degree at one or more Maricopa Community Colleges.

AWARD TYPE	NUMBER THAT CAN BE EARNED
AA or AA With Emphasis	One AA with or without emphasis may be awarded across all MCCCD
AS OR AS With Emphasis	One AS with or without emphasis may be awarded across all MCCCD
AAFA	Student may earn multiple distinct AAFA emphasis, but cannot earn the same AAFA emphasis at one or more Maricopa Community Colleges
ABUS	One ABUS either GR or SR may be awarded across all MCCCD
BA	Students may earn multiple distinct BA degrees, but cannot earn the same BA degree at one or more Maricopa Community Colleges
BAS	Students may earn multiple distinct BAS degrees, but cannot earn the same BAS degree at one or more Maricopa Community Colleges
BS	Students may earn multiple distinct BS degrees, but cannot earn the same BS degree at one or more Maricopa Community Colleges
BSN	One may be awarded across all MCCCD
AAEE	One may be awarded across all MCCCD
AGS	One may be awarded across all MCCCD
AAS	Students may earn multiple distinct AAS, but cannot earn the same AAS degree at one or more Maricopa Community Colleges
AC	Students may earn multiple distinct ACs, but cannot earn the same AC at one or more Maricopa Community Colleges

CCL OR CCT	Students may earn multiple distinct CCLs or CCTs, but cannot earn the same CCL or CCT at one or more Maricopa Community Colleges

HISTORICAL REPLACED AWARDS

Students may not earn awards that replace historical awards with similar to the same content. Replaced awards are identified in the program notes.

Student-Initiated Graduation

Students should complete a petition for graduation when they intend to graduate and should contact the admissions & records office at their college for the deadlines.

Proactive Graduation

In an effort to support students to completion, each of the colleges in MCCCD may elect to confer an award to current and former students who have met graduation requirements for any degree or certificate offered at the Maricopa Community Colleges in a process known as proactive graduation. The proactive graduation process applies to students who meet the following criteria:

● Met all graduation and program requirements for the eligible catalog year used in the proactive graduation process (Refer to A.R. 2.2.5 Catalog Under Which a Student Graduates).

● Earned the minimum cumulative credits for institutional residency for the degree(s) or certificate(s) between Maricopa Community Colleges.

● Degree(s) or certificate(s) will be conferred from the Maricopa Community College accredited to offer the program at which the student has completed the greatest number of institutional resident credit hours directly applicable to the degree or certificate.

● Students will be given the opportunity to opt out of the proactive awarding of the degree or certificate by notifying the college prior to the award.

● Students will be awarded the certificate and/or degree on the day, month, and year it is processed. The posting date will not be backdated to when the student completed the last course requirement nor future dated to the next commencement date.

Students should not depend on this process for graduation. The petition for graduation should always be submitted when a student intends to graduate.

Reverse Transfer Partnership Initiative

In an effort to assist former Maricopa students who have transferred to a university without first completing an Associate degree, coursework can be transferred backward (or in reverse) from a participating institution to the Maricopa Community Colleges for the purpose of fulfilling Associate degree requirements. The reverse transfer initiative applies to students, identified by the partnering university or college, who do not yet have an Associate's degree (or higher), and who meet the following criteria:

- Completed a minimum of 15 credits at one or more Maricopa Community Colleges

- Earned a minimum of 60 cumulative credits between Maricopa Community Colleges and other accredited institutions attended
- Met all requirements for an associate degree as outlined in the Maricopa Community Colleges catalog, with the exception of the MCCCD additional/specific requirements of First Year Experience, Reading, And Oral Communication
- Interested students at participating accredited institutions must meet that accredited institution's criteria and provide appropriate consent to qualify for free transcript exchange

If eligible, students will receive their degree from the Maricopa Community College, where the majority (greatest amount of credit) of the student's applicable coursework toward the graduating program was completed.

Participation in reverse transfer does not guarantee coursework applicability or degree or certificate eligibility. Students participating in reverse transfer must meet all curriculum and college requirements in order to graduate as outlined in this regulation. Students should not depend on reverse transfer for graduation. The petition for graduation should always be submitted when a student is intending to graduate. Students will be awarded the certificate and/or degree on the day, month, and year it is processed. The posting date will not be backdated to when the student completed the last course requirement nor future dated to the next commencement date. Students interested in applying university or college credit after transfer toward the completion of a Maricopa Community college degree or certificate outside of a partnership initiative will follow the general graduation requirements outlined previously in this regulation.

Refer to the Reverse Transfer Process for partnering institutions and additional information

Maricopa Nursing Program

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co-requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

Graduation with Honors

All courses used to fulfill graduation and degree requirements, including courses from other institutions outside of MCCCD are used in the grade point average calculation (GPA) at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the following graduation honors*:

- 3.50 to 3.69 graduation "with distinction"
- 3.70 to 3.89 graduation "with high distinction"
- 3.90 to 4.0 graduation "with highest distinction"

Certificate programs are not eligible for institutional honors.

*GPA for honors distinction is calculated at the time of graduation application/petition submission and does not include any in-progress grades, grades received after the initial calculation, or grades not on file at the initial calculation. The final GPA and resulting distinction level will not be changed based on new grades.

Degrees and certificates will not be reposted if grades are contested after the initial award posting.

Arizona General Education Curriculum (AGEC)

The Arizona public community and tribal colleges and three public universities have agreed upon a common structure for a transfer general education curriculum. This curriculum provides students attending any Arizona public community or tribal college with the opportunity to build a general education curriculum that is transferable upon completion without

loss of credit to another Arizona public community or tribal college or university. This common agreement is called the Arizona General Education Curriculum (AGEC).

Students must earn a minimum of 12 credits in the AGEC at one or any combination of the MCCCD colleges. Students who complete the requirements will have the AGEC posted on their official transcripts. AGEC awards are not printed or sent to students.

Any transfer credit or Prior Learning Assessment (PLA) granted for the AGEC, a limit of up to 20 such credits, is for the purpose of satisfying the AGEC requirements within the Maricopa County Community College District. Although the AGEC will transfer to the Arizona public universities as a whole in order to satisfy their lower-division general education requirements, each course, individually, may not be awarded credit similarly at all public Arizona universities. Students should contact their transferring institution to determine their PLA requirements and policies.

Refer to Academic Policies

Refer to A.R. 2.2.4 Transfer Credit and Prior Learning Assessment

Refer to the AGEC POLICIES

Intersegmental General Education Transfer Curriculum (IGETC)

The California public community colleges and state universities have agreed upon a common structure for a general education core curriculum. This common structure is called the Intersegmental General Education Transfer Curriculum (IGETC) or the California State General Education Pattern (CSUGE). The IGETC and the CSUGE are composed of a minimum of 35 - 40 semester units of lower-division general education coursework that prepares the student for transfer.* All transferable coursework must be completed with a grade of -C- or better.

Students transferring to the Maricopa Community Colleges from California with an IGETC certified by a California community college will have completed the majority of the MCCCD's general education and additional requirements. successful completion of the IGETC will fulfill the following requirements:

- First-Year Composition (6 credits)
- Oral Communication (3 credits)
- Mathematics (3 credits)
- Humanities, Arts, and Design (6 credits)
- Social-behavioral Sciences (6 credits)
- Cultural Diversity in the US (3 credits)

Note: To earn a specific degree, programs may require students take a designated course to fulfill the general education requirement. Acceptance of the IGETC does not supersede these requirements. Students may request a course substitution (Refer to A.R. 2.3.13 Course Substitutions).

To complete the Natural Sciences (7-8 Credits),MCCCD will need to validate the student's completion of two laboratory science courses at the transfer institution or at MCCCD. To satisfy the literacy requirement, MCCCD will need to verify the student's completion of a course at the transfer institution or at MCCCD that involves the development of competence in written discourse and involves the gathering, interpretation, and evaluation of evidence. To satisfy the historical/global awareness requirement,MCCCD will need to verify the student's completion of a course at the transfer institution or at MCCCD that focuses on contemporary global/international awareness or historical awareness.

Maricopa Community Colleges reserve the right to verify that an IGETC or CSUGE certified by a community college or university conforms to California-approved policy before the IGETC is applied toward a MCCCD degree.

In the absence of a certified IGETC, transfer students from California colleges and universities may meet the MCCCD general education requirements with a combination of courses taken before their initial enrollment at MCCCD subject to the results of a course-by-course evaluation, along with subsequent MCCCD general education course work.

Refer to A.R. 2.2.4 Transfer Credit and Prior Learning Assessment

AMENDED through the Administrative Regulations Approval Process, May 12, 2025
AMENDED through the Administrative Regulations Approval Process, June 4, 2024
AMENDED by Direct Approval from the Chancellor, September 19, 2023
AMENDED through the Administrative Regulation Approval Process, June 12, 2023
AMENDED through the Administrative Regulation Approval Process, May 24, 2022
AMENDED through the Administrative Regulation Approval Process, June 24, 2021
AMENDED by Direct Approval from the Chancellor, December 6, 2019
AMENDED through the Administrative Regulations Approval Process, June 5, 2017

2.2.5 Catalog Under Which a Student Graduates

Catalogs for the Maricopa Community Colleges are published each academic year and contain information about courses, certificates, degrees, and academic regulations and procedures. Academic program requirements and academic regulations are updated often and may change.

In determining the catalog under which a student graduates, students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college or public university or transferring among public institutions in Arizona.

The rules for maintaining continuous enrollment are:

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. Noncredit courses, audited courses, failed courses and courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.
2. Failure to earn course credit in three consecutive regular (fall/spring/fall or spring/fall/spring) semesters at any Arizona community college or public university means students are no longer considered continuously enrolled. Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.
3. If continuous enrollment is not maintained, the student must fulfill the requirements for graduation specified in the catalog in effect at the time they readmit/enroll or any single catalog in effect during terms of continuous enrollment after readmitting/re-enrolling.
4. Students who initially admitted/enrolled or readmitted/re-enrolled to an Arizona community college or public university during a summer term must follow the requirements of the catalog in effect for the following fall semester or of any single catalog in effect during the subsequent terms of continuous enrollment.

Age of Credit

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than ten years old is applicable to completion of certificate and degree requirements at the discretion of the designated individuals at the college. The college may accept such coursework, reject it, or request that the student revalidate its substance. The ten-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than 10 years. Departments may also require students to satisfy current major requirements rather than major requirements in

earlier catalogs, when completing earlier requirements is no longer possible or educationally sound. Exceptions made by a college apply only to the college that made the exception.

Continuous Enrollment Examples

STUDENT'S ACTIVITY	SEMESTER/YEAR	STATUS
Example A		
Admitted and Earned Course Credit at an Arizona Community College	Fall 2019	Active
Continued at an Arizona Community College	Spring 2020 Fall 2020	Active
Transferred to an Arizona Public University	Spring 2021	Student Enrolled Under 2019–2020 or Any Subsequent Catalog
Example B		
Admitted and Earned Course Credit at an Arizona Community College	Fall 2015	Active
Enrolled but Earned all "W"S, "Z"S, or "F"S (0.00)	Spring 2016	Inactive
Enrolled in Audit Courses Only	Fall 2016	Inactive
Nonattendance	Spring 2017	Inactive
Transferred to an Arizona Public University	Fall 2018	Student Enrolled Under 2018–2019 or Any Subsequent Catalog
Example C		
Admitted and Earned Course Credit at an Arizona Community College	Fall 2018	Active
Nonattendance	Spring 2019 Fall 2019 Spring 2020	Inactive
Readmitted and Earned Course Credit at an Arizona Community College	Fall 2020	Active
Transferred to an Arizona Public University	Spring 2021	Student Enrolled Under 2020–2021 or Any Subsequent Catalog

Example D		
Admitted and Earned Course Credit at an Arizona Community College	Fall 2018	Active
Nonattendance	Spring 2019	Inactive
Readmitted and Earned Course Credit at an Arizona Community College	Summer 2019	Active
Nonattendance	Fall 2019 Spring 2020	Inactive
Transferred to an Arizona Public University	Fall 2020	Student Enrolled Under 2018–2019 or Any Subsequent Catalog
Example E		
Admitted and Earned Course Credit at an Arizona Community College	Summer 2017	Active
Continued at an Arizona Community College	Fall 2018 Spring 2019	Active
Nonattendance	Fall 2019	Inactive
Readmitted and Earned Course Credit at an Arizona Community College	Spring 2020	Active
Transferred to an Arizona Public University	Summer 2020	Student Enrolled Under 2017–2018 or Any Subsequent Catalog
Example F		
Admitted and Earned Course Credit at an Arizona Public University	Summer 2018	Active
Nonattendance	Fall 2018	Inactive
Nonattendance	Spring 2019	Inactive
Readmitted and Earned Course Credit at an Arizona Public University	Fall 2019	Active
Admitted and Earned Course Credit at an Arizona Community	Spring 2020	Student Enrolled Under 2018–2019

College		or Any Subsequent Catalog

*Please note that the above language is guided by statewide practices.

AMENDED through the Administrative Regulations Approval Process, June 4, 2024
AMENDED through the Administrative Regulations Approval Process, June 24, 2021

2.3.13 Course Substitutions and Waivers

A course substitution is a course that takes the place of a course requirement in a degree or certificate when a clear relationship exists between the two. course substitutions are made on a case-by-case basis with the intent that the integrity of the learning will not be compromised. Course substitutions differ from waivers of program requirements outlined in the curriculum or Prior Learning Assessment activities.

Course substitutions should only be made in a consistent and transparent manner, according to Transfer Credit and Prior Learning Assessment (A.R. 2.2.4), academic policies, and the following guidelines:

Students may seek to have course(s) requirements (including required courses, restricted electives, and prescribed general education requirements) in their declared bachelor's, associate in applied science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, course substitutions are not allowed in any of the required course areas of the Associate in Arts or Associate in Science degrees (including the "with emphasis" versions), Associate in Business - GR, Associate of Business - SR, Associate in Arts, Elementary Education, or the Associate in Arts, Fine Arts with Emphasis. Substitutions in the required course areas of these degrees may be considered in limited cases when a student has successfully completed a course that requires the substituted course as the prerequisite.

The course being used as a substitution must meet the equivalent content and/or rigor of the substituted course in the student's pathway plan (or for date status petitions by reason of disability). If the pathway course being substituted satisfies an Arizona General Education Curriculum requirement, the substituted course must meet that same requirement. Considerations for substitutions should also include impact to satisfying transfer pathway and industry requirements. Substituted courses should provide the skills and knowledge specified by the pathway learning outcomes.

Course substitutions should not be processed for degree-seeking students who have earned fewer than 15 credits (at Maricopa or elsewhere).

To pursue a course substitution, students must obtain a course substitution petition from the Admissions and Records office or Academic Advisor. Substitutions must be approved by the Program Department Chair, Program Division Chair, Academic/Occupational Program Director, or designee responsible for the degree or certificate program. The Department Chair, Division Chair, or Academic/Occupational Program Director will work with other departments as needed for courses within the degree or certificate that are outside of the discipline. The student may also request to meet with the designated college personnel to discuss or appeal a substitution decision.

If the credits of a substituted course are fewer than the original requirement, the missing credit hours are not granted by a substitution. Students must complete the minimum credit hours required by the award. Refer To General Graduation Requirements (A.R. 2.3.9) regarding exceptions/appeals to minimum credit hours to meet graduation requirements.

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course, but substitutes can be reviewed and determined as a part of the graduation process if the substitute course has already been taken. Requests for course substitutions and supporting documentation (e.g. transcripts, course outlines/syllabi, catalog descriptions of the requested course, etc.) should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an Academic Advisor specific to the declared transfer emphasis. Students seeking

Title IV financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course. Course substitutions do not expire but may no longer be applicable if a student changes academic plans or catalog years.

COURSE WAIVERS

A course waiver is an exemption from a course within the program because the competencies of the course have already been attained due to prior training, education, or work experience but for which Prior Learning Assessment (PLA) is not applicable. A demonstration of these competencies by the student will be required as part of a waiver request process. A course waiver must have prior written approval of the Program Director, Department/Division Chair, or designee who has oversight for the degree or certificate and/or in the cases of general education the disciplinary subject matter expert. Documentation of rationale and approval must be included as part of the waiver request process.

Course waivers do not require the student to make up the deficient credit(s). However, there are limits to the number of credits that can be waived in a program. Waivers may not drop a student's required credits under 60 hours for an associate degree. The amount of credit earned toward the program requirements are 120 for bachelor's degrees and 60 for Associate degrees. No more than 10% of the minimum required number of credits within a certificate of completion credits can be waived.

Because a waiver may not be accepted by a transfer institution or meet transfer degree requirements, course waivers are not allowed in the Associate in Arts or Associate in Science degrees (including the "with emphasis" versions), Associate in Business - GR, Associate of Business - SR, Associate in Arts, Elementary Education, or the Associate in Arts, Fine Arts with Emphasis.

See also, Administrative Regulation 3.5 Course Substitution for Students With Documented Disabilities.

Administrative Regulation 2.2.4 Credit For Prior Learning

Administrative Regulation 2.3.9 General Graduation Requirements

AMENDED through the Administrative Regulations Approval Process, May 12, 2025
AMENDED through the Administrative Regulations Approval Process, June 12, 2023
ADOPTED through the Administrative Regulations Approval Process, June 24, 2021

2.3.10 Transcripts for Transfer

An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community College District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript.

The transcript is issued upon request only. Those students who want to transfer to other institutions of higher education must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA. Students should check with the institution they intend to transfer to for requirements regarding the type (official or unofficial), handling, and number of transcripts.

Upon request by a student and payment of transcript fee, MCCCD will provide an official transcript that includes all the credit or clock hours from the enrollment.

MCCCD will not withhold transcripts against a student related to a balance owed by the student, unless the balance owed was the result of fraud on the part of the student. Refer to A.R. 2.5.3(A)(3) for additional information.

The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial

transcripts, or for official transcripts sent between Maricopa Community Colleges. Refer to S-4 Tuition and Fee Schedule for charges for other official transcripts.

AMENDED through Direct Approval by the Chancellor, June 17, 2024
AMENDED through the Administrative Regulation Approval Process, June 5, 2017

COLLEGE ENVIRONMENT

2.4.4 Sexual Harassment Policy (replaced with Administrative Regulation 5.1.16).

Administrative Regulation 2.4.4 is rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies. Administrative Regulation 2.4.4 has been archived for transitional purposes.

RESCINDED by Direct Approval from the Chancellor, August 3, 2020

5.1.8 Policy Prohibiting Harassment

A. Policy

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of harassment that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such prohibited harassment includes but is not limited to sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting harassment with regards to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information as defined and otherwise prohibited by state and federal law.

Employee complaints of harassment must be reported to the District Office of Equal Employment and Opportunity.

Harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information violates MCCCD Policy when the conduct is unwelcome, verbal, or physical conduct that is sufficiently severe, or pervasive that it alters working conditions and creates a hostile environment for employees. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for harassment complaints. Harassment by and between any student or employee (paid, unpaid, or contract), is prohibited by this policy.

Due process is afforded any employee accused of harassment. Upon receipt of a complaint, an immediate preliminary review will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy may have been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator, or designee. If the final decision is that harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant will also be sought. Violations of this policy may result in disciplinary action up to and including termination for employees, sanctions up to and including suspension or expulsion for students, and appropriate sanctions against campus visitors. This policy applies to prohibited conduct that occurs both on and off campus and covers employees, and visitors.

MCCCD affirms its commitment to supporting the academic and personal freedom of all members of the community. In particular, the policy against harassment shall not be applied in a manner that contradicts the principle of academic freedom: Faculty and other members of the community are entitled to freedom in research, and faculty members are entitled to freedom in the classroom to pursue controversial matters related to their disciplines. However, this right to teach controversial material entails the responsibility that it be carried out in a way that would be judged by peers as not violating the District's non-discrimination policy.

Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.

B. Examples of Policy Violations

It shall be a violation of MCCCD's Harassment Policy for any employee (paid, unpaid, or contract), student or campus visitor to engage in any unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such as to:

1. Engage in offensive conduct that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Such conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Engage in unwelcome verbal or physical conduct, including intimidation, ridicule, insult, or comments, when the behavior can reasonably be considered to adversely affect the work or academic environment, or an employment decision based upon the employee's acceptance or rejection of such conduct. Such verbal or physical conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information or on their protected activities under applicable non-discrimination laws and policies,
3. Engage in Sexual Harassment, which includes, but is not limited to:
    A. Make unwelcome sexual advances to another employee (paid, unpaid, or contract), student or campus visitor;
    B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
    C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
        1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
        2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
    D. Engage in verbal or physical conduct of a sexual nature that:
        1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
        2. Which creates an intimidating, hostile or offensive work or academic environment;
    E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;
    F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
4. Engage in other harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), degrading words to describe an individual, offensive comments, suggestive language or jokes, innuendoes, and suggestive objects, print or digital media. Misconduct may include exploitation, stalking, bullying. Such conduct must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
5. Treat a complainant or witness of harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation. Such treatment must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
6. Engage in sexual misconduct, including but not limited to:
    A. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
    B. Explicit sexual comments by one or more employees about another employee or student, or circulating drawings or other images depicting an employee or student in a sexual manner.

C. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another person's sexuality or sexual experience.
D. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the District's education programs and/or activities, including employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
E. Sexual Exploitation, which means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
    1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
    2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
    3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
    4. Going beyond the bounds of consent (such as attempting to kiss an employee or student without their consent)
    5. Engaging in non-consensual voyeurism;
    6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
    7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
    8. Possessing, distributing, viewing or forcing others to view obscenity.

7. All complaints of sexual harassment or sexual misconduct shall be referred promptly to the college Title IX Coordinator (or the District Title IX Coordinator, if the allegations concern a District Office employee), for initial review in determining the appropriate investigation channel.
8. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College or District's respective Human Resources Department for investigation and adjudication under this conduct policy.

AMENDED by Direct Approval from the Chancellor, August 18, 2020
AMENDED by Direct Approval from the Chancellor, April 8, 2020
AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.9 Additional Policy Violations

Mandatory Reporters (as defined in Administrative Regulation 5.1.16) must report allegations of sexual harassment/assault (whether reported by the person who is the subject of the sexual harassment or a witness) to an Official with Authority or the Title IX Coordinator (as defined in Administrative Regulation 5.1.16). Failure to report to an Official with Authority or the Title IX Coordinator is a policy violation subject to discipline up to and including dismissal.

Campus Security Authority (CSAs) are mandatory reporters under the Cleary Act. Failure to report is a policy violation subject to discipline up to and including dismissal.

Mandatory Reporters are expected to report harassment/discrimination (whether reported by the person who is the subject of the sexual harassment or a witness) based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Failure to report may be a policy violation subject to discipline up to and including dismissal.

AMENDED by Direct Approval from the Chancellor, November 16, 2020
AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.10 Responsibility for Policy Enforcement

Employees and students must avoid offensive or inappropriate harassing behavior based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information at work or in the academic environment (in and out of the classroom).

Employees and students are encouraged (but not required) to inform perceived offenders of this policy and that the commentary/conduct is offensive and unwelcome.

AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.11 Complaints

1. **Employees**
   Employees who experience harassment at work (by a supervisor, co- employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa County Community College District (MCCCD) Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with their immediate supervisor, the employee may go directly to the MCCCD EEO/AA Office.
2. **Students**
   Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, staff, campus visitor or other student) are urged to report such conduct to the designated Title IX Coordinator, of which there is one for each MCCCD college. A student may also contact the MCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to harassment complaints based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.
3. **General**
   A. Complaints by employees will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained on the District website and the MCCCD EEO/AA Office.
   B. Complaints by students will be investigated according to the procedures established in the College Environment section of the Administrative Regulations (AR 2.4). Copies of these procedures are posted on the District website.
   C. All complaints will be investigated in a prompt, through, and impartial manner.
   D. Where investigation confirms the allegations, appropriate, response action will be taken by the college/center/MCCCD.

AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.12 Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with the Maricopa County Community College District's (MCCCD) legal obligation to investigate and resolve issues of discrimination and harassment based on one's protected class status as outlined in law and in MCCCD policy. The MCCCD cannot promise complete confidentiality.

AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.13 Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa County Community College District (MCCCD) policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.14 False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.15 Retaliation Prohibited

Retaliation against an employee or student for engaging in protected activity is strictly prohibited. The Maricopa County Community College District (MCCCD) strictly prohibits taking an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws. Protected activity consists of:

(a) opposing conduct reasonably believed to constitute discrimination, including harassment which violates a nondiscrimination statute or which MCCCD policy prohibits;

(b) filing a complaint about such practice; or

(c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint.

Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined as harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions based on engaging in protected activity. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

AMENDED by the Administrative Regulations Approval Process, January 2, 2020

5.1.16 TITLE IX Sexual Harassment Policy

I. DEFINITIONS

1. **Actual Knowledge** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of alleged harassing, discriminatory, and/or retaliatory conduct. Actual knowledge compels the Maricopa County Community College District (MCCCD) to initiate action.
2. **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if a hearing is held. This individual may be an MCCCD employee, a member of the community, or attorney (hired and paid for by a party).
3. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
4. **Formal Complaint** means a document filed with the Title IX Coordinator/signed by a Complainant or signed by the Title IX Coordinator alleging against sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the MCCCD investigate the allegation.
5. **Confidential Resource** means an employee who is not a Mandatory Reporter or an Official with Authority (irrespective of Clery Act Campus Security Authority status). At

MCCCD, there is only one confidential resource. This confidential resource is the Ombudsman, who is located in the MCCCD Office of Public Stewardship.

6. **Day(s)** means a business day when the MCCCD is in normal operation.
7. **Education program or activity** means locations, events, or circumstances where MCCCD exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the MCCCD.
8. **Final Determination of Responsibility** means a conclusion by preponderance of the evidence that the alleged conduct occurred, or did not occur, and whether it did, or did not, violate policy.
9. **Formal Grievance Process** means a method of formal resolution designated by MCCCD to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
10. **Grievance Process Pool** means any investigators, appeal officers, hearing administrators, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
11. **Hearing Decision-maker** means a person who has decision-making and sanctioning authority within the MCCCD's Formal Title IX Grievance process.
12. **Investigator** means the person or persons charged by MCCCD with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
13. **Mandatory Reporter** means an employee of MCCCD who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. Mandatory reporters do not convey actual knowledge to the MCCCD. Mandatory Reporter under this policy does not diminish the requirement under Arizona state law to report alleged or suspected child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory\ reporter responsibility in this policy.
14. **Official with Authority (OWA)** means an employee of the MCCCD explicitly vested with the responsibility to implement corrective measures for harassment and/or retaliation on behalf of the MCCCD. Notice to an OWA of an allegation of sexual harassment as defined in this policy conveys actual knowledge to the MCCCD and triggers a responsibility to act.
15. **Parties** include the Complainant(s) and Respondent(s), collectively.
16. **Promptness** means the time period in which allegations are acted upon once MCCCD has received notice or a formal complaint. Typically, complaints can take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but MCCCD will avoid all undue delays within its control.
17. **Remedies** means post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to MCCCD's educational program.
18. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity. When the Respondent is a member of the MCCCD community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the MCCCD community.
19. **Resolution** means the result of an informal or formal grievance process.
20. **Sanction** means a consequence imposed by MCCCD on a Respondent who is found to have violated this policy.
21. **Sexual Harassment** means the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.
22. **Title IX Coordinator** is at least one official designated by MCCCD to ensure

compliance with Title IX and the MCCCD's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

23. **Student** means any individual who is registered or enrolled for credit or non-credit bearing coursework, camps and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCD, which means the student is on leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
24. **Title IX Team** refers to the Title IX Coordinator, any deputy coordinators, and any member(s) of the Grievance Process Pool.

II. RATIONALE FOR POLICY

MCCCD is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment, discrimination on the basis of sex, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, MCCCD has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation. MCCCD values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

III. TITLE IX COORDINATOR

Each MCCCD college has a designated Title IX Coordinator who oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating MCCCD's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The names and contact information for each college Title IX Coordinator can be found on the following page: https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators. It is the responsibility of each of the MCCCD colleges' Vice Presidents of Student Affairs to ensure this list is up-to-date with correct information. The college Title IX Coordinators must act with independence and authority free from bias and conflicts of interest.

To raise any concern involving bias or conflict of interest by the college Title IX Coordinator, contact the Compliance Office in the Office of General Counsel by emailing compliance@domail.maricopa.edu. Concerns of bias or a potential conflict of interest by any other Title IX team member should be raised with the respective college Title IX Coordinator.

Reports of misconduct or discrimination committed by the college Title IX Coordinator should be reported to the college Human Resources Department. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the respective college Title IX Coordinator.

IV. OFFICIALS WITH AUTHORITY AND MANDATORY REPORTERS

OFFICIALS WITH AUTHORITY

MCCCD has determined that the following administrators are Officials with Authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX team members listed in Section 1. Definitions, these Officials with Authority listed below may also accept notice or complaints on behalf of the MCCCD. Knowledge on the part of an Official with Authority conveys actual knowledge to the MCCCD.

1. College/District Title IX Coordinator
2. Chancellor
3. Provost
4. General Counsel and Associate General Counsels
5. Chief Human Resources Officer
6. Chief Executive Officer
7. College Presidents

8. College Vice Presidents (at all levels)
9. Associate Vice Chancellors
10. Law enforcement
11. Athletic Directors
12. Directors (in any administrative area of a college or the District)

MANDATORY REPORTERS

The following classification of employees are mandatory reporters and are required to report actual or suspected discrimination or harassment to the respective college Title IX Coordinator or to the District Compliance Office for District employees. A Complainant who expects formal action in response to their allegations, but does not wish to contact the Title IX Coordinator should report their allegations to any mandatory reporter who can connect them with resources to report crimes and/or policy violations. Mandatory reporters will, within twenty-four (24) hours, refer reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action. Mandatory reporters must promptly (within twenty-four (24) hours) share with the Title IX Coordinator all known details of a report made to them in the course of their employment. The persons occupying the following positions are mandatory reporters. Knowledge to a mandatory reporter does not convey actual knowledge to the MCCCD.

1. Chancellor
2. Provost
3. General Counsel
4. Chief Human Resources Officer
5. Chief Workforce and Economic Development Officer
6. Chief Executive Officer
7. College Presidents
8. Associate Vice Chancellors
9. Director of Communications
10. Associate General Counsels
11. Supervisors/Managers/Directors (but not including division or department chairs)
12. College Vice Presidents, at all levels
13. Deans, at all levels
14. Athletic Directors/Coaches/Trainers
15. Law enforcement

Anonymous Notice to Mandated Reporters

A Complainant may request that the mandatory reporter provide notice to the Title IX Coordinator anonymously, without identification of the Complainant. A mandatory reporter cannot remain anonymous themselves. The MCCCD will investigate matters in which anonymous notice has been given to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the MCCCD's ability to investigate, respond, and provide remedies, depending on what information is shared. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a mandatory reporter, but all other details of the alleged incident(s) must be shared with the Title IX Coordinator. Supportive measures may be offered to the Complainant as the result of such disclosures without formal MCCCD action.

Failure of a mandatory reporter to report an incident of harassment or discrimination of which they become aware is a violation of MCCCD policy and the mandatory reporter may be subject to disciplinary action, up to and including termination, for failure to comply.

V. CONFIDENTIAL RESOURCES AND FEDERAL RESOURCES

A Complainant who wants to keep the details of an incident confidential may speak with:

- On-campus (Maricopa Community Colleges District Office) Office of Public Stewardship
- Off-campus (non-employees):

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

The Office of Public Stewardship will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

External Inquiries may also be made to:
Office for Civil Rights,
Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov

VI. NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION

Notice or complaints of discrimination, harassment, and/or retaliation in violation of this policy may be made using any of the following options:

1) File a complaint with, or give verbal notice to, a college Title IX Coordinator or an Official with Authority. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed. Title IX Coordinators can be found on the following page: https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators. It is the responsibility of each of the MCCCD college's Vice President of Student Affairs to ensure this list is up to date with correct information.

2) Report online, using the reporting form posted at https://district.maricopa.edu/consumer-information/reporting. Anonymous reports are accepted, but can give rise to a need to investigate. The MCCCD tries to provide supportive measures to all Complainants, which is impossible with an anonymous report when the name of the Complainant is not shared in the report. Since anonymous reporting carries no obligation to initiate a formal response and since the MCCCD respects a Complainant's requests to dismiss complaints, unless there is a compelling threat to health and/or safety, the matter will be dismissed.

A formal complaint is a document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the MCCCD investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the MCCCD) that contains the Complainant's physical or digital signature, which can include the Complainant's name on the email, or otherwise indicates that the Complainant is the person filing the complaint.

The Title IX Coordinator will contact the Complainant regarding any notice that is submitted in a form that does not comply with these requirements to ensure that it is filed correctly.

VII. SUPPORTIVE MEASURES

MCCCD will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the MCCCD's education program or activity, including measures designed to protect the safety of all parties, the MCCCD's educational environment, and/or deter sexual harassment, discrimination on the basis of sex, and/or retaliation.

The Title IX Coordinator shall make supportive measures available to the parties upon receiving notice of allegations or a formal complaint. There is no statute of limitations for filing a Title IX Complaint. The Title IX Coordinator works with the Complainant to ensure their wishes are considered with respect to the planned and implemented supportive measures.

The MCCCD will maintain the privacy of the supportive measures, provided that maintaining privacy does not impair the MCCCD's ability to provide the supportive measures. MCCCD will act to ensure as minimal an academic impact on the parties as possible. The MCCCD will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

1. Referral to counseling, medical, and/or other healthcare services
2. Referral to the Employee Assistance Program
3. Referral to community-based service providers
4. In-house visa and immigration assistance
5. Student financial aid counseling
6. Education to the community or community subgroup(s)
7. Altering work arrangements for employees or student-employees
8. Safety planning
9. Providing campus safety escorts
10. Implementing contact limitations (no contact orders) between the parties
11. Academic support, extensions of deadlines, or other course/program-related adjustments
12. Trespass orders, when applicable
13. Timely warnings under the Clery Act
14. Class schedule modifications, withdrawals, or leaves of absence
15. Increased security and monitoring of certain areas of the campus
16. Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement and further discipline, as is necessary.

VIII. EMERGENCY REMOVAL

MCCCD can act to remove a Respondent entirely or partially from its education program/activities or MCCCD employment on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the college or District Behavioral Intervention Team (also known as BIT/BAT/TAT/CARE, etc.) using its standard objective violence risk assessment procedures.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion from the MCCCD or termination from employment.

In all cases where an emergency removal is imposed:

1. The Respondent will be given written notice of the action. In the written notice will be the option to request to meet with the Title IX Coordinator as soon as reasonably possible, to show cause as to why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the underlying Title IX allegations, but rather an administrative process intended to determine solely whether the emergency removal is appropriate.
2. The Respondent has three (3) days after the receipt of the emergency removal to request a meeting with the Title

IX Coordinator. If the Respondent does not make such a request within the three (3) day time period, objection to the emergency removal is deemed waived.

3. The Respondent may be accompanied by an Advisor of their choosing in the Show Cause administrative meeting with the Title IX Coordinator.
4. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. Such summary will be included in the notification letter regarding the emergency removal.
5. The Title IX Coordinator will issue a Show Cause Meeting Determination letter to the Respondent within two (2) days of the meeting taking place.
6. There is no appeal process for emergency removal decisions.
7. A Complainant and their Advisor may be permitted to participate in this meeting, as it is equitable to do so.
8. MCCCD will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

For additional information regarding emergency removals, please see Emergency Removals.

IX. PRIVACY

Every effort is made by the MCCCD to preserve the privacy of a report under this policy.

For additional information regarding privacy and confidentiality under this policy, please see Privacy and Confidentiality.

X. JURISDICTION

This policy applies to all MCCCD educational programs and activities, and to conduct that takes place on the campus or on property owned or controlled by the MCCCD, at MCCCD-sponsored events, or in buildings owned or controlled by MCCCD's recognized student organizations. The Respondent must be a member of MCCCD's community in order for its policies to apply. Nevertheless, even when the Respondent is not a member of the MCCCD's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

This policy applies to the effects of off-campus misconduct that effectively deprive someone of access to MCCCD's educational programs. The MCCCD may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial MCCCD interest.

Regardless of where the conduct occurred, the MCCCD will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

A Title IX Coordinator may be able to provide guidance for a student or employee Complainant who experiences sexual harassment/discrimination in an externship, study abroad program, or other environment external to the MCCCD under the MCCCD's Student Conduct Code or employee conduct or nondiscrimination policies.

For additional information regarding the MCCCD jurisdiction over Title IX matters, please see Jurisdiction.

XI. TIME LIMITS ON REPORTING

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the MCCCD's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator (except in cases where mandatory dismissal is required), who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

The MCCCD will apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the notice of alleged misconduct or complaint of sexual harassment.

XII. ONLINE HARASSMENT AND MISCONDUCT

This policy is written and should be interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the MCCCD's education programs and activities or use MCCCD networks, technology, or equipment.

When harassing communications made on websites, social media, and other venues not controlled by the MCCCD are reported to the MCCCD pursuant to this policy the MCCCD will attempt to address and mitigate the effects of such communications. Any online postings or other electronic communication by students and employees, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the MCCCD's control (e.g., not on MCCCD networks, websites, or between MCCCD email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption to the student's educational pursuit of MCCCD's educational programs and/or activities.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the MCCCD only when such speech is made in an employee's official or work-related capacity, including where the speaker holds themselves out as employees of an MCCCD college or District office. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech will not be subjected to discipline.

XIII. TITLE IX SEXUAL HARASSMENT

MCCCD has adopted the following definition of Title IX Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment/discrimination, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1) Quid Pro Quo:
    a. an employee of the MCCCD,
    b. conditions the provision of an aid, benefit, or service of the MCCCD,
    c. on an individual's participation in unwelcome sexual conduct; and/or
2) Sexual Harassment:
    a. unwelcome conduct,
    b. determined by a reasonable person,
    c. to be so severe, and
    d. pervasive, and,
    e. objectively offensive,
    f. that it effectively denies a person equal access to the MCCCD's education program or activity. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
3) Sexual assault, defined as:
    a) Sex Offenses, Forcible:
        i) Any sexual act directed against another person,
        ii) without the consent of the Complainant,
        iii) including instances in which the Complainant is incapable of giving consent.
    b) Forcible Rape:
        i) Penetration,
        ii) no matter how slight,

iii) of the vagina or anus with any body part or object, or
iv) oral penetration by a sex organ of another person,
v) without the consent of the Complainant.

c) Forcible Sodomy:
i) Oral or anal sexual intercourse with another person,
ii) forcibly,
iii) and/or against that person's will (non-consensually), or
iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age (under the age of 18) or because of temporary or permanent mental or physical incapacity.

d) Sexual Assault with an Object:
i) The use of an object or instrument to penetrate,
ii) however slightly,
iii) the genital or anal opening of the body of another person,
iv) forcibly,
v) and/or against that person's will (non-consensually),
vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e) Forcible Fondling:
i) The touching of the private body parts of another person (buttocks, groin, breasts),
ii) for the purpose of sexual gratification,
iii) forcibly,
iv) and/or against that person's will (non-consensually),
v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

f) Sex Offenses, Non-forcible:
i) Incest:
1) Non-forcible sexual intercourse,
2) between persons who are related to each other,
3) within the degrees wherein marriage is prohibited by Arizona law.

ii) Statutory Rape:
1) Non-forcible sexual intercourse,
2) with a person who is under the Arizona statutory age of consent, which is the age of 18 years old.

4) Dating Violence, defined as:
a. violence,
b. on the basis of sex,
c. committed by a person,
d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition
ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
iii. Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence, defined as:
a. violence,
b. on the basis of sex,
c. committed by a current or former spouse or intimate partner of the Complainant,

d. by a person with whom the Complainant shares a child in common, or
e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of Arizona or
g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of Arizona.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6) Stalking, defined as:
   a. engaging in a course of conduct,
   b. on the basis of sex,
   c. directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.

   For the purposes of this definition—

   (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

   (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

   (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

MCCCD reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Force, Coercion, Consent, and Incapacitation:
As used in the offenses above, the following definitions apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission

- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. No one under the age of consent in Arizona, specifically, 18 years old, can consent to sexual activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the MCCCD to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation: Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

XIV. RETALIATION

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The MCCCD is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for the MCCCD or any member of MCCCD's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for Student Conduct Code violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The following do not constitute retaliation under this policy:

1. The exercise of rights protected under the First Amendment.
2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure. A determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

For additional information on prohibited retaliation, please see Retaliation.

XV. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the MCCCD proceeds when the complainant does not wish to do so. The Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision to sign a formal complaint should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the MCCCD to pursue formal action to protect the community.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. The Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the MCCCD to honor that request, the MCCCD will offer supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by the MCCCD, and to have the incidents investigated and properly resolved through these procedures.

XVI. FEDERAL TIMELY WARNING OBLIGATIONS

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, MCCCD must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

MCCCD will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

XVII. FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be referred to either the Student Conduct Code or employee conduct policies for appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an investigator or hearing Decision-maker will be subject to discipline under the appropriate student or employee policy as well as under this policy for providing false testimony.

XVIII. AMNESTY FOR COMPLAINANTS AND WITNESSES

The MCCCD community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to MCCCD officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the MCCCD community that Complainants choose to report misconduct to MCCCD officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process, MCCCD maintains a policy of offering parties and witnesses amnesty from minor policy violations, such as underage consumption of alcohol or the use of illicit drugs related to the incident being reported.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. A decision not to offer amnesty to a Respondent should not be based on sex nor gender, but should take into account the rationale for amnesty. The incentive to report serious misconduct is rarely applicable to Respondents with respect to a Complainant.

MCCCD maintains a policy of amnesty for students who offer help to others in need via bystander intervention. While policy violations cannot be overlooked, MCCCD may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

XIX. FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
c) VAWA based crimes, which include sexual assault, domestic violence, dating violence, and stalking (VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040); and
d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: presidents, vice-presidents, student affairs/student conduct staff, campus law enforcement/public safety, local police, coaches, athletic directors, student activities staff, human resources staff, Advisors to student organizations, and any other official with significant responsibility for student and campus activities.

XX. ALLEGED VIOLATIONS OF THE TITLE IX POLICY

1. Overview

MCCCD will act on any formal or informal notice/complaint of violation of the Title IX Sexual Harassment policy ("the Policy") that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures.

The procedures below apply **only** to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in Section XIII) involving MCCCD students, staff, administrator, or faculty members.

Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with this policy.

2. Notice/Complaint
Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this Policy, MCCCD will initiate a prompt initial assessment to determine the next steps. The Title IX Coordinator will initiate at least one of three responses:
1) Offering supportive measures because the Complainant does not want to proceed formally;

2) Offering supportive measures and initiating an informal resolution; or

3) Offering supportive measures and initiating a Formal Grievance Process including an investigation and a hearing to determine whether or not the Policy has been violated.

3. Initial Assessment
Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator (or designee) will engage in an initial assessment, which is typically one (1) to five (5) business days in duration.

For more information related to the Initial Assessment, please see The Investigative Process.

4. Emergency Removal
In the event an emergency removal is considered, the Title IX Coordinator will follow the procedures outlined in Section VIII of this policy.

5. Dismissal (Mandatory and Discretionary)

Mandatory Dismissal: The Title IX Coordinator **must** dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or

2) The conduct did not occur in an educational program or activity controlled by MCCCD (including buildings or property controlled by recognized student organizations), and/or MCCCD does not have control of the Respondent; and/or

3) The conduct did not occur against a person in the United States.

Any conduct alleged in the formal complaint that is dismissed under the first (1st) provision above will be referred by the Title IX Coordinator to the Student Code of Conduct administrator (for student Respondents) or the college or district Human Resources administrator (for employee/third party Respondents). Referrals shall take place within three (3) days of the date of the Dismissal Letter being mailed to the parties.

Discretionary Dismissal: The Title IX Coordinator **may** choose to dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it; or

2) The Respondent is no longer enrolled in or employed by the MCCCD; or

3) Specific circumstances prevent MCCCD from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, MCCCD will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

Both mandatory and discretionary dismissal decisions are appealable by any party under the procedures for appeal below.

6. Counterclaims

MCCCD is obligated to ensure that the grievance process is not abused for retaliatory purposes. MCCCD permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims made with retaliatory intent will not be permitted and may constitute a violation of this policy.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator.

7. Right to an Advisor

The parties may each have an Advisor of their choice. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the MCCCD community. The Advisor may be present with the Complainant or Respondent for all of their meetings and interviews within the resolution process, if they so choose.

The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. "Available" means the party agrees to act as Advisor and has no conflict of interest in doing so. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker.

If the parties choose an Advisor from the pool available from the MCCCD, the Advisor will be trained by the MCCCD and be familiar with the MCCCD's resolution process. If the parties choose an Advisor from outside the pool of those identified by the MCCCD, the Advisor may not have been trained by the MCCCD and may not be familiar with MCCCD policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing. If either party chooses not to have an Advisor present in the initial stages of the resolution process, this choice will be documented in the record of the case.

For more information regarding the training received by an Advisor, please see Advisors FAQ.

a. Advisors in Hearings/MCCCD-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or

any witnesses. If a party does not have an Advisor for a hearing, MCCCD will appoint a trained Advisor for the limited purpose of conducting cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed with the hearing without an Advisor. If the party's Advisor will not conduct cross-examination, MCCCD will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker during the hearing.

b. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. In order for a pre-interview meeting to be held it must be requested by the Advisor. This pre-meeting allows Advisors to clarify and understand their role and MCCCD's policies and procedures. A pre-interview meeting is not mandatory.

c. Advisor Violations of MCCCD Policy

All Advisors are subject to the same MCCCD policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings. Advisors may not address MCCCD officials in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not speak on behalf of their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigator(s) or other Decision-maker except during a hearing proceeding, during cross-examination.

The parties are expected to respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If an Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

d. Sharing Information with the Advisor

Parties may share documentation and evidentiary information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

MCCCD also provides a consent form (FERPA authorization to release) that authorizes the MCCCD to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before MCCCD is able to share records with an Advisor.

The MCCCD will not comply with any party's request that all communications be made through their attorney Advisor.

e. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by MCCCD. MCCCD may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the MCCCD's privacy expectations.

f. Expectations of an Advisor

The MCCCD expects an Advisor to adjust their schedule to allow them to attend MCCCD meetings when planned. At the sole discretion of the Title IX Coordinator, scheduled meetings may be changed to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. A Title IX Coordinator's decision as to whether to change meeting dates and times is final.

MCCCD may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

g. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

8. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with MCCCD policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. MCCCD encourages parties to discuss this topic with their Advisors before doing so.

9. Formal Grievance Process

The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

For more information regarding the Formal Grievance Pool—including selection, training, and responsibilities—please see Formal Grievance Pool.

10. Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of allegations (the "NOA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOA is also copied to the Complainant, who is to be given advance notice of when the NOA will be delivered to the Respondent.

The NOA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the MCCCD presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during

the review and comment period,
- A statement about the MCCCD's policy on retaliation,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the MCCCD's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A suggested date and time for an initial meeting (proper time will be given to allow for the selection of an Advisor)
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and will be sent via electronic mail to the MCCCD-issued email account and mailed via regular mail to the local or permanent address as indicated in official MCCCD records. Notice is presumed to have been given upon emailing the NOA to the Respondent's MCCCD-owned email address. The NOA will also be placed in regular mail, postage pre-paid.

11. Resolution Timeline

The MCCCD will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

12. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator shall appoint a team of two (2) investigators to investigate the allegations. Appointment of investigators typically occurs within two (2) business days of determining that an investigation should proceed.

13. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. The Title IX Coordinator's decision allegations of bias or conflict of interest is final.

The Formal Grievance Process involves an objective evaluation of all relevant inculpatory and exculpatory evidence obtained. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

A Respondent is presumed not to be responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable preponderance of the evidence standard.

14. Delays in the Investigation Process and Interactions with Law Enforcement

The MCCCD may undertake a short delay in its investigation (several days) if the following circumstances require: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions, or such circumstances as determined by the Title IX Coordinator in their sole discretion.

The MCCCD will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The MCCCD will promptly resume its investigation and resolution process as

soon as feasible. During such a delay, MCCCD will implement supportive measures, as deemed appropriate.

The MCCCD's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

15. The Investigation Process
All investigations should be thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. Either party may submit a written statement to the Title IX Coordinator outlining their position on the allegations.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses (at their own expense), and to fully review and respond to all evidence on the record.

For additional information regarding steps in the investigative process, please see Investigative Process.

16. Role and Participation of Witnesses in the Investigation
Witnesses (as distinguished from the parties) who are employees or students of the MCCCD are expected to cooperate with and participate in the MCCCD's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of this policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. MCCCD will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in addition to being interviewed.

17. Recording of Interviews
No audio or video recording of any kind is permitted during investigation meetings.

18. Evidentiary Considerations in the Investigation
The investigation does not consider:

1) incidents not directly related to the possible violation, unless they evidence a pattern;

2) the character of the parties; or

3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

19. Referral for Hearing
The Title IX Coordinator will refer the matter for a hearing, once the final investigative report is shared with the parties.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation, when the final investigation report is made available to the Parties and the Decision-maker for review and comment, unless all parties, and the Decision-maker agrees to an expedited timeline. This agreement must be in writing.

The Title IX Coordinator will select a Decision-maker that is hired from a list of approved attorneys for any hearing held under the Title IX policy.

20. Hearing Decision-maker Composition

The MCCCD will designate a single decision-maker. The single Decision-maker will also be the Chair of the hearing. The Decision-maker will not have had any previous involvement with the investigation. The Decision-maker is an out-sourced position. The Decision-maker will not be an MCCCD employee. The Decision-maker will have had no previous involvement in the matter at hand.

21. Evidentiary Considerations in the Hearing
Any evidence that the Decision-maker determines is relevant and credible may be considered. The hearing does not consider:

1) incidents not directly related to the possible violation, unless they evidence a pattern;

2) the character of the parties; or

3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties, if they so choose, may submit a written impact statement prior to the hearing for the consideration of the Decision-maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence--whether it is more likely than not that the Respondent violated the policy as alleged.

22. Notice of Hearing
No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties via email to the individual MCCCD-issued email address. Once emailed, notice will be presumptively delivered.

The notice will contain:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. Thoroughness and fairness are the primary FOCI of any Title IX hearing process. Hearings are generally scheduled for two (2) hours, but can be extended, as needed at the discretion of the Decision-maker, to ensure that both parties are able to present the information relevant to their position. (e.g., complicated fact pattern, numerous witnesses, etc.).
3. Any technology that will be used to facilitate the hearing.
4. A list of all those who will attend the hearing, along with an invitation to object to the Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
5. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
6. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Decision-maker may reschedule the hearing.
7. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the MCCCD will appoint one. Each party must have an Advisor present. There are no exceptions.
8. An invitation to each party to submit to the Decision-maker an impact statement. Pre-hearing that the Decision-maker will review during any sanction determination.
9. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance,

and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.

10. Direction that the parties may not bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the MCCCD and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

23. Virtual Hearings

All hearings will occur virtually by use of technology, specifically WebEx or Zoom technology. Each party will be located in a separate room from the Decision-maker, but will be able to see and hear each other. Witnesses will testify in the same room as the Decision-maker, but not the room where the parties and their Advisors sit. The Title IX Coordinator will arrange to use technology to allow remote testimony without compromising the fairness of the hearing.

24. Pre-Hearing Preparation

The Decision-maker, or designee, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. During the ten (10) business day period prior to the hearing, the parties have the opportunity to review and comment on the final investigation report and available evidence.

The Decision-maker, or designee will also provide the parties a copy of the pre-hearing preparation checklist/document. A copy of the pre-hearing preparation checklist/document may be found on the MCCCD's Title IX webpage: https://district.maricopa.edu/consumer-information/title-ix/

25. Hearing Procedures

At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Title IX policy.

Participants at the hearing will include the Decision-maker, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused from attendance.

26. Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the parties may agree to hear the allegations jointly. All parties must agree to a joint hearing. If one party does not agree, the default will be to hold the hearings separately.

In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

27. Refusal to Submit to Cross-Examination and Inferences

The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker may consider all evidence it deems relevant.

If a party's Advisor of choice refuses to comply with MCCCD's established rules of decorum for the hearing, MCCCD may require the party to use a different Advisor. If a MCCCD-provided Advisor refuses to comply with the rules of decorum, the Title IX Coordinator may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

28. Recording Hearings

Hearings (but not deliberations) are recorded by MCCCD for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of the MCCCD will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given a copy or be allowed to make a copy of the recording.

29. Deliberation, Decision-making, and Standard of Proof

The Decision-maker will deliberate alone to determine, by a preponderance of the evidence, whether the Respondent is responsible or not responsible for the policy violation(s) in question. The deliberation period is not to exceed five (5) days. The Decision-maker may consider the previously submitted party impact statements in determining appropriate sanction(s), when there is a finding of responsibility as to one or more of the allegations.

The Decision-maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker may--at their discretion--consider the statements, but they are not binding.

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions. This report typically should not exceed three (3) to five (5) pages in length and must be submitted electronically to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties in writing of the extension.

30. Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will prepare a Notice of Outcome, which shall include the final determination, rationale, and any applicable sanction(s). The Title IX Coordinator will then provide the Notice of Outcome to the parties and their Advisors within five (5) business days of receiving the Decision-maker's deliberation statement. The Notice of Outcome must be shared with the parties simultaneously.

Notification will be made in writing and will be mailed to the local or permanent address of the parties as indicated in official MCCCD records, or emailed to the parties' MCCCD-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

For more information about the Notice of Outcome Letter, please see Notice of Outcome.

31. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the violation(s)
2. The Respondent's disciplinary history

3. Previous allegations or allegations involving similar conduct
4. The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
5. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
6. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
7. Any other information deemed relevant by the Decision-maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

1. *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any MCCCD policy, procedure, or directive will result in more severe sanctions/responsive actions.
2. *Required Counseling:* A mandate to meet with and engage in external counseling to better comprehend the misconduct and its effects.
3. *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
4. *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at MCCCD.
5. *Expulsion:* Permanent termination of student status and revocation of rights to be on any MCCCD campus for any reason or to attend MCCCD-sponsored events.
6. *Withholding Diploma*: MCCCD may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
7. *Revocation of Degree:* MCCCD reserves the right to revoke a degree previously awarded from MCCCD for fraud, misrepresentation, and/or other violation of MCCCD policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
8. *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including MCCCD registration) for a specified period of time.
9. *Other Actions:* In addition to or in place of the above sanctions, MCCCD may assign any other sanctions as deemed appropriate.

b. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

1. Warning – Verbal or Written
2. Performance Improvement/Management Process
3. Required Counseling
4. Required Training or Education
5. Probation
6. Loss of Annual Pay Increase
7. Loss of Oversight or Supervisory Responsibility
8. Demotion

9. Suspension with pay
10. Suspension without pay
11. Termination
12. Other Actions: In addition to or in place of the above sanctions, the MCCCD may assign any other sanctions as deemed appropriate.

32. Withdrawal or Resignation While Charges Pending

Students: If a student is a Respondent in a pending matter alleging a violation of the Title IX policy, the MCCCD may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the MCCCD, the resolution process ends, as the MCCCD no longer has disciplinary jurisdiction over the withdrawn student. A student who withdraws or leaves while the process is pending may not return to any MCCCD college. Such exclusion applies to all campuses of MCCCD. A hold will be placed on their ability to be readmitted. They may also be barred from MCCCD property and/or events.

However, MCCCD will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

During the resolution process, MCCCD may put a hold on a responding student's educational record that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as MCCCD no longer has disciplinary jurisdiction over the resigned employee. The employee who resigns with unresolved allegations pending is not eligible for rehire with any MCCCD or any campus of the MCCCD, and the records retained by the Title IX Coordinator will reflect that status. Human Resources should also be notified and make the appropriate notation on its list of people who are not permitted to be rehired.

However, MCCCD will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

All MCCCD responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

33. Appeals

Any party may file a Request for Appeal by submitting such a request in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome Letter. Once the five (5) days have passed, the matter will be deemed closed.

The request for appeal will be forwarded to the Provost or Chief Academic Officer for the MCCCD, acting as the Appeal Chair, for consideration to determine if the request meets the grounds for appeal.

a. Grounds for Appeal

Appeals are limited to the following grounds:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) An allegation that the Title IX Coordinator, Investigators, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

The Appeal Chair will deny any request for appeal that does not meet the grounds in this policy and will notify the parties and their Advisors in writing of the denial and the rationale. Denials based on lack of grounds shall be communicated to the requesting party within five (5) days of the request for appeal being received by the Appeal Chair.

If any of the grounds in the Request for Appeal meet the grounds in this policy, then the Appeal Chair will:

1. Notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the investigators and/or the original Decision-maker.
2. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker a copy of the appeal request with the approved grounds outlined.
3. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and when appropriate, the investigators and/or the original Decision-maker five (5) days to submit a response to the portion of the appeal that was approved and involves them.
4. Collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and render a decision in no more than fifteen (15) days from the date the Request for Appeal was filed, barring exigent circumstances. All decisions apply the preponderance of the evidence.
5. Prepare a Notice of Appeal Outcome letter and send it to all parties simultaneously, which includes the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome letter will also outline specific instructions for remand or reconsideration of any sanction imposed by the Decision-maker, which MCCCD is permitted to share according to state or federal law.

The Notice of Appeal Outcome letter will be mailed to the local or permanent address of the parties as indicated in official institutional records and emailed to the parties' MCCCD-issued email or otherwise approved account. Notice is presumed to have been made once the letter is emailed.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be continued or reinstated, subject to the supportive measures procedure in Section VII of this policy.

MCCCD may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

34. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

1. Referral to community services including counseling and health services
2. Referral to the Employee Assistance Program
3. Education to the individual and/or the community
4. Permanent alteration of work arrangements for employees
5. Provision of campus safety escorts
6. Climate surveys
7. Policy modification and/or training
8. Implementation of long-term contact limitations between the parties
9. Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the MCCCD to the Respondent to ensure that the Respondent did not experience effective denial of educational access.

The MCCCD will maintain the privacy of any Party subject to any long-term remedies/actions/measures, provided doing so does not impair the MCCCD's ability to provide these services.

35. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions
All parties are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker (including the Appeal Chair).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the MCCCD.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

36. Recordkeeping
MCCCD will maintain for a period of seven (7) years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the MCCCD's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, investigators, Decision-makers, and any person who facilitates an Informal Resolution process. MCCCD will make these training materials publicly available on MCCCD's website. (Note: If the MCCCD does not maintain a website, MCCCD must make these materials available upon request for inspection by members of the public.); and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
    a. The basis for all conclusions that the response was not deliberately indifferent;
    b. Any measures designed to restore or preserve equal access to the MCCCD's education program or activity; and
    c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The MCCCD will also maintain any and all records in accordance with state and federal laws. The MCCCD will follow the destruction of records policy as outlined by the state of Arizona.

37. Disabilities Accommodations in the Resolution Process
MCCCD is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the MCCCD's resolution process. Anyone needing such accommodation should contact the Title IX Coordinator and request the accommodation. The Title IX Coordinator shall seek consultation from the college Disability Resource Services Manager (for students) or Human Resources (for employees).

38. Mandatory Training
This policy requires that annual training for the Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will include:

1. the definition of sexual harassment under this policy,

2. the scope of the MCCCDs education program or activity,

3. how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and

4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-makers will receive annual training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators will receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

39. Revision of this Policy and Procedures
This policy and procedures supersede any previous policy(ies) addressing Title IX sexual harassment and discrimination. The policy (administrative regulation) will be reviewed and updated as needed by the Title IX Coordinator, in consultation with any other stakeholders deemed necessary by the Title IX Coordinator and upon approval by the Chancellor. MCCCD reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. District legal may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy and procedures are effective August 14, 2020.

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL.
USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED THROUGH A LIMITED LICENSE TO MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT ALL OTHER RIGHTS.

AMENDED by Direct Approval from the Chancellor, September 20, 2021
AMENDED by Direct Approval from the Chancellor, September 16, 2020
ADOPTED by Direct Approval from the Chancellor, August 3, 2020

5.1.17 Prohibited Sex Discrimination, Sex-Based Harassment, and Retaliation (2024) has been hereby repealed and is no longer effective.

DIRECT APPROVAL by the Chancellor, January 23, 2025;
ADOPTED by Direct Approval from the Chancellor, july 31, 2024

5.1.18 Pregnancy and Related Conditions and Parenting Student

1. **Non-discrimination Statement**

MCCCD does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by title ix of the education amendments of 1972 (Title IX). MCCCD prohibits members of the MCCCD community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

2. **Definitions**

- **Familial status.** The configuration of one's family or one's role in a family.
- **Marital status.** The state of being married or unmarried.
- **Parental status.** The status of a person who, with respect to another person who is under the age of 18 or a person who is 18 or older but who is incapable of self-care because of a mental or physical disability. Is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- **Pregnancy and related conditions.** The full spectrum of processes and events connected with pregnancy, including pregnancy, childbirth, termination of pregnancy, or lactation; related medical conditions; and recovery therefrom. Termination of pregnancy includes the end of pregnancy in any manner, including, miscarriage, stillbirth, or abortion.
- **Reasonable modifications.** Individualized modifications to the recipient's policies, practices, or procedures that do not fundamentally alter the recipient's education program or activity.

3. **Reasonable Adjustments for Students**

Students who are pregnant or are experiencing related conditions are entitled to reasonable adjustments to prevent sex discrimination and ensure equal access to MCCCD's education program and activity. Any student seeking reasonable modifications must contact the TIXC to discuss appropriate and available reasonable modifications based on their individual needs. Students are encouraged to request reasonable modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable modifications are voluntary, and a student can accept or decline the offered reasonable modifications. Not all reasonable modifications are appropriate for all contexts.

Reasonable modifications/adjustments and other information is located at:
https://district.maricopa.edu/consumer-information/title-ix/working-pregnant-and-parenting-students

Supporting documentation for reasonable adjustments will only be required when it is necessary and reasonable under the circumstances to determine which reasonable adjustments to offer to determine other specific actions to take to ensure equal access.

Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the reasonable modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The TIXC will consult with Disability Resources and Services (DRS) to ensure the student receives reasonable accommodations for their disability as required by law.

4. **Certification to Participate**

All students should be informed of health and safety risks related to participation in academic and co-curricular activities, regardless of pregnancy status. A student may not be required to provide health care provider or other certification that the student is physically able to participate in the program or activity, unless:

- The certified level of physical ability or health is necessary for participation;
- The institution requires such certification of all students participating; and
- The information obtained is not used as a basis for pregnancy-related discrimination.

5. Lactation Space Access

MCCCD provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others.

6. Leaves of Absence

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity. To the extent possible, MCCCD will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same or an equivalent course catalog that was in place when the leave began.

Continuation of students' scholarships, fellowships, or similar MCCCD-sponsored funding during the leave term will depend on student registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar MCCCD-supported funding by exercising their rights under this policy.

In order to initiate a leave of absence, the student must contact the TIXC at least thirty (30) calendar days prior to the initiation of leave, or as soon as practicable. The TIXC will assist the student in completing any necessary paperwork.

7. Student Parents

Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period during the first eight (8) weeks from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the student's academic advisor, and the appropriate academic department(s).

Students seeking a period of modified academic responsibilities may consult with the TIXC to determine appropriate academic adjustment requests. Students are encouraged to work with their faculty members to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once authorization is received from the TIXC. If, for any reason, caretaking/parenting students are not able to work with their faculty members to obtain appropriate modifications, students should alert the TIXC as soon as possible, and the office will help facilitate needed accommodations and modifications.

Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence. While receiving academic modifications, students will remain registered and retain benefits accordingly.

8. Regulation Dissemination and Training

A copy of this Regulation will be made available to employees in annually required training and posted on the MCCCD website. MCCCD will alert all new students about this regulation and the location of this regulation as part of orientation. The TIXC will make educational materials available to all members of the MCCCD community to promote compliance with this regulation and familiarity with its procedures.

9. Revision of this Regulation

The Regulation will be reviewed and updated as needed by the TIXC, in consultation with any other stakeholders deemed necessary and upon approval by the chancellor. MCCCD reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change, or court decisions alter, the requirements in a way that impacts this Regulation, this Regulation will be construed to comply with the most recent government regulations or holdings.

This Regulation is effective August 1, 2024.

BASED ON THE 2024 ATIXA TITLE IX MODEL POLICY AND PROCEDURES (AMPP).

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AMENDED by Direct Approval from the Chancellor, January 23, 2025;
ADOPTED by Direct Approval from the Chancellor, July 31, 2024

***** SECTION TO INCLUDE IN HANDBOOK*****

Appendix ND-2 Discrimination Complaint Procedures for Students

I. This procedure provides for the prompt and equitable resolution of discrimination and harassment complaints brought by students against a member of the college community that is based on membership in a “protected class/category” (not otherwise addressed in the Title IX Sexual Misconduct Policy).

1. Complaints may be brought under this procedure for discrimination based on membership in a protected group: race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment) not including those cases under the Title IX Policy Jurisdiction), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information.
2. All members of the college community should act promptly upon receipt of an allegation of conduct that might constitute harassment and/or discrimination. Any member of the college community should refer a person who might be a victim of such conduct the college’s Equal Opportunity & Title IX Regional Director [Regional Director] (or designee) or to the district’s Title IX, ADA/504 Coordinator who are both responsible for resolving complaints of unlawful harassment/discrimination.
3. Students who believe they are experiencing sexual harassment IN VIOLATION OF TITLE IX SHOULD submit a written complaint under Administrative Regulation 5.1.16, Title IX Sexual Harassment Policy.
4. Students who wish to file a complaint related to disability accommodations should first exhaust the remedies outlined under A.R. 2.8 Students With Disabilities.

5. Students who feel they have been treated unfairly or unjustly by a faculty member regarding instruction or a grade **not involving discrimination based on membership in a protected group (as outlined above)** should utilize the S-6 INSTRUCTIONAL GRIEVANCE PROCESS.

II. College officials should take all necessary steps to ensure the prompt and equitable resolution of any complaint of harassment/discrimination. The typical time period to resolve allegations under this policy is sixty (60) business days. MCCCD will make a good faith effort to complete the resolution process within this period. any extenuating circumstances that extend this time period will be communicated to the complainant and respondent and noted in the investigative file.

1. The term 'complainant'' refers to an individual who has experienced the alleged prohibited conduct. only the person who has experienced the alleged prohibited conduct may file a complaint under this policy. The term "Respondent" refers to an individual who has been accused of engaging in prohibited conduct.
2. The written complaint must identify the action, decision, conduct, or basis that the student believes constitutes prohibited discrimination or harassment. If the complaint does not contain the above-referenced information, the regional Title IX Director Or district Title IX, ADA/504 Coordinator will request clarification.
3. Every effort will be made to address the complaint consistent with the complainant's desires. However, under certain circumstances, the MCCCD may have a legal obligation to identify and remedy discrimination or harassment, irrespective of whether a formal complaint is actually filed and even if the complainant would prefer no action be taken.

III. Optional Informal Resolution of Discrimination Complaints

1. Before filing a formal complaint under this procedure, the student may attempt to resolve the problem through informal discussions with the respondent. Students are not required to use the informal resolution process before filing a formal complaint.
2. The student should work with the regional director to schedule and facilitate the informal resolution meeting.
3. The informal resolution process consists of:
    a. The discussion between parties regarding the allegations,
    b. The response to the allegations, and
    c. A written resolution agreement between the parties as to the disposition of the allegations. The regional director shall be involved with the drafting of the written resolution agreement.
4. Both parties must sign the written resolution agreement in order to deem the matter closed.
5. There is no appeal to the informal resolution process. The Regional Director is charged with ensuring the disposition (and any actions stated therein) is completed.
6. At any time before the signing of the resolution agreement, the student can end the informal process and initiate the formal process.
7. If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a formal complaint and to proceed under the formal resolution procedures.

IV. Formal Resolution of Discrimination Complaints

1. A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Regional Director at each respective college or center or the district's Title IX, ADA/504 Coordinator if the respondent is a district office employee.
2. A formal complaint is a signed and dated document submitted by the complainant (an email from the student will suffice) alleging a policy violation by a respondent, a summary of allegations, and requesting that the MCCCD investigate the allegation(s).
3. The formal process consists of a signed complaint, preliminary assessment, an investigation, a determination regarding the allegation, appropriate corrective action or sanctions when the complaint is substantiated, and an offered appeal process.
4. Upon receipt of a formal complaint of discrimination or harassment, the regional director shall conduct a preliminary assessment to determine whether, if substantiated, the behavior or conduct reported would constitute a violation of MCCCD policy. The Regional Director Has sole discretion to determine whether further

investigation is necessary in any particular case. In circumstances where a complaint will not be investigated, the complaint will be notified.

5. Following the determination that an investigation should take place, the Regional Director shall appoint two (2) trained investigators to investigate the allegations. The complainant, respondent and/or investigators shall disclose any potential conflicts of interest or bias regarding the complaint to the Regional Director.
6. Regional Director will provide written notice of allegations (the "NOA") to the respondent upon commencement of the formal resolution process. The NOA will include:
   - a summary of all allegations,
   - specific policies implicated,
   - a statement of the potential sanctions/corrective actions that could result,
   - a statement that the applicable evidentiary standard is a preponderance of the evidence,
   - a statement that the MCCCD presumes the respondent is not responsible for the reported misconduct unless and until the evidence supports a determination of a policy violation,
   - the name(s) of the assigned investigator(s),
   - detail on how the party may request disability accommodations during the interview process,
   - a statement about MCCCD'S policy on retaliation, and
   - an instruction to preserve any evidence that is directly related to the allegations.
7. Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available. Notice is presumed to have been given upon emailing the NOA to the respondent's MCCCD-owned email address.
8. The investigators shall review all information provided to the Regional Director and will interview individuals who potentially possess relevant evidence as identified by the parties and determined by the investigators. the investigators shall focus on the allegation(s) of policy violation, assess the relevance of witnesses and evidence, and work efficiently to conclude the investigation promptly (within 60 business days), as outlined in this procedure. The investigators shall deliver to the Regional Director the investigation report, which shall include:
   a. a summary of the allegations,
      a detailed fact-finding report of relevant evidence
9. Within ten (10) business days following receipt of the results of the investigation report the Regional Director will accept the investigation report or recommend further investigation. The Regional Director will issue a written determination regarding the allegations and whether a violation is substantiated or unsubstantiated. The Regional Director will provide a written notification of the investigation outcome simultaneously to the complaint and respondent. This outcome notification will include a summary of the investigator's written findings, whether a violation is substantiated or unsubstantiated, and recommendation(s) addressing substantiated findings.

V. Sanctions And Corrective Action

1. The Vice President of Student Affairs will implement student sanctions as appropriate under A.R. 2.5 Student Rights And Responsibilities Policy. If the respondent is an employee, the Vice President of Student Affairs will report the findings of fact and policy conclusions to the college or district human resources who will issue appropriate disciplinary sanctions or corrective action.
2. MCCCD has clear policy goals to prevent and correct discrimination or harassment, therefore, possible sanctions include, but are not limited to: written warning, counseling, suspension, transfer, mandatory training, or dismissal of the respondent. As appropriate to remedy the effects of policy violations, action on behalf of complainants, such as employee assistance, professional counseling, voluntary transfer, etc., may also be offered. The institution will take appropriate steps to prevent further occurrences.

VI. Supportive Measures

For any allegation of unlawful discrimination, the MCCCD may provide supportive measures to assist or protect the parties during the pendency of the investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

VII. Appeal Right

1. A complaint or respondent who is not satisfied with the outcome has five (5) business days to submit an appeal of the decision in writing, to the College President. If a conflict of interest prevents the College President from serving as the appeal officer, then the district Provost shall serve as the appeal officer. For respondents who are district office employees, the Provost shall serve as the appeal officer. If the provost has a conflict of interest, a College President may serve as the appeal officer. Conflicts of interest requiring a change of appeal officer shall be communicated to the requesting party.

   GROUNDS FOR APPEAL. Appeals are limited under the following grounds:
   A) Procedural irregularity that affected the outcome of the matter; **or**,
   B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.

2. The appeal request must state the grounds for appeal and why the complainant or respondent believes the outcome was improper.
3. Denials based on lack of grounds shall be communicated to the requesting party within five (5) business days of the request for appeal being received by the appeal officer.
4. If any grounds for appeal are met, the appeal officer will review the results of the investigation and written findings and respond to the request within ten (10) business days from receipt of the request. The ten-day review and response period may be extended for extenuating circumstances, with notice to all parties. the appeal officer may accept, reject, or modify the investigatory outcome. If the appeal officer determines that it is necessary to remedy a substantial deficiency caused by one of the appeal grounds above, the case file will be reopened and assigned for further investigation. If necessary, other investigator(s) may be assigned. If the appeal officer determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will affirm the investigation outcome. At this point, the student has exhausted the Discrimination Complaint Procedure for Students.

VIII. Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be maintained in accordance with state and MCCCD document retention guidelines, A.R. 4.15 Retrieval, Disclosure and Retention of Records.

IX. Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

X. Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action. As per A.R. 5.1.15 Retaliation Prohibited, “MCCCD” strictly prohibits an adverse action that might deter a reasonable person from participating in activity protected by anti-discrimination laws.

XI. False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline under the Student Conduct Code or appropriate employee Administrative Regulation.

External Filing of Discrimination Complaint

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for Students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

AMENDED by Direct Approval from the Chancellor, April 18, 2025
AMENDED by the Administrative Regulations Approval Process, June 12, 2023
AMENDED by Direct Approval from the Chancellor, April 1, 2015

*****END SECTION*****

2.4.6 Emissions Control Compliance

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

2.4.8 Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.

2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community

College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

POLICY

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

Permit Application: Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

Designated Areas: Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College

Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

Use Fees and Proof of Insurance: To offset the costs associated with the use of college grounds, non-MCCCD-affiliated users shall be required to pay a fee of $50 per day or $125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least $1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

Permits: The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

Priorities and Criteria for Approval of Permits: The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCD student organizations or employee groups.
4. Activities of non-MCCCD-affiliated individuals and organizations.
5. Commercial advertising or activities.

Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

Other Policies: This administrative regulation will be applied in conjunction and coordination with all other MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in Appendix S-15.

2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

2.4.11 Crime Awareness and Campus Security Act

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

2.4.15 Campus Sex Crimes Prevention Act

Federal legislation requires that the MCCCD establish notification procedures concerning the presence of registered sex offenders enrolled either as students or those working for the institution. The Registered Sex Offender Notification Procedure is outlined in Appendix item S-18.

ADOPTED by Direct Approval from the Chancellor, March 6, 2019

Appendix Item S-18: Maricopa County Community College District Registered Sex Offender Notification Procedure

The Campus Sex Crime Prevention Act (CSCPA), (section 1601 of Public Law 106-386), is a Federal Law enacted on October 28, 2000. In compliance with this law, the Maricopa County Community College District (MCCCD) will work in collaboration with the Sheriff's Department to identify convicted registered sex offenders enrolled as students at one of MCCCD's colleges or working at the District office or at any of the MCCCD colleges (in paid or unpaid positions).

GENERAL INFORMATION

I. In accordance with the CSCPA, the MCCCD will provide on its Sex Offender Information Website, found Sex Offender Information and Notification website, a link to the Arizona Sex Offender Registry website and instructions on how to access it.

II. Arizona Revised Statutes require persons convicted of any of the following 21 different offenses to register as sex offenders: 1) unlawful imprisonment if the victim is under 18 years of age; 2) kidnapping if the victim is under 18 years of age; 3) sexual abuse if the victim is under 18 years of age; 4) sexual conduct with a minor; 5) sexual assault; 6) sexual assault of a spouse; 7) molestation of a child; 8) continuous sexual abuse of a child; 9) taking a child for the purpose of prostitution; 10) child prostitution; 11) commercial sexual exploitation of a minor; 12) sexual exploitation of a minor; 13) luring a minor for sexual exploitation; 14) aggravated luring a minor for sexual exploitation; 15) unlawful age misrepresentation for the purpose of committing a sexual offense 16) sex trafficking of a minor; 17) a second or subsequent violation of indecent exposure to a person under 15 years of age; 18) a second or subsequent violation of public sexual indecency to a minor under the age of 15; 19) a third or subsequent violation of indecent exposure; 20) a third or subsequent violation of public sexual indecency; and 21) violations relating to the failure to register as a sex offender. (See, A.R.S. §13-3821).

III. The Arizona Department of Public Safety classifies sex offenders according to levels. The levels consist of Level 1: Low risk to the community, Level 2: Intermediate risk to the community, and Level 3: High risk to the community.

IV. By law, Registered Sex Offenders (RSO) are required to contact the Maricopa County Sheriff's office or local police agency when they enroll in or are employed at a college—in either paid or unpaid status. (A.R.S. § 13-3821).

a. Level Two and Level Three Offender's Obligation to Notify the College:

STUDENTS

i. **Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.
    1. Failure to comply with this procedure may lead to discipline under the Student Code of Conduct as well as possible criminal penalty as outlined in Arizona state law.

ii. **Potential Students** who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.)
    1. A person who is classified as a Level Two or Three sex offender has been admitted to MCCCD and who has failed to timely to register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

EMPLOYEES

iii. **Current Employees** who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.

iv. **Potential Employees** who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).

V. COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER

a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCD Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.

b. For Students: MCCCD Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCD college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.

   i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.

c. For Employees: MCCCD Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCD or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.
   i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.

d. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
   i. The College's knowledge of his/her final classification.
   ii. The College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.
   iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
   iv. If the offender is classified at Level 3, he/she is further informed of:
      1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
      2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
      3. The functional areas of the College which will be provided with the public notification that will be posted.
   v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.

VI. FERPA: The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.

VII. ANNUAL AND OFF-CYCLE REVIEWS: Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off cycle, reviews should be conducted when an RSO student or employee transfers within MCCCD or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on

changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.

VIII. FAILURE TO NOTIFY CAMPUS ADMINISTRATION: Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.

IX. CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS: Pursuant to Arizona law, the MCCCD shall make campus notifications of RSO status, as follows:

a. For level two and level three offenders, the MCCCD Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
b. The Sex Offender Information and Notification website will host the notification of RSO's employed by or attending a MCCCD college, including employment with the District office.
c. For Colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
d. Any criminal activity involving a registered sex offender should be reported to police.

X. ADMINISTRATIVE OVERSIGHT:

a. Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.
b. Employees: A supervisor, in conjunction with a Human Resources representative, at her or his discretion, may require currently employed RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for employment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

ADOPTED by Direct Approval from the Chancellor, March 6, 2019

2.4.12 Workplace Violence Prevention

Purpose

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, contractors, and visitors. MCCCD is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCD to report any occurrence of such conduct to MCCCD Public Safety. Every employee, student, contractor, and visitor on MCCCD property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to

protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Prohibited Behavior
For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCD property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

Future Violence
Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCD, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCD. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

2.4.13 Student Right to Know
Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

STUDENT RIGHTS AND RESPONSIBILITIES

2.4.5 Copyright Act Compliance
Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

3.2 Copyright Regulation
1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be

controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.

2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages-potentially in excess of $100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials-most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Why is it important for a student to be aware of copyright law?
Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources-such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail-for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . . ."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?
Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

3.4 Recording of Faculty Lectures

1. MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may record (audio/visual) their classes.

2. Each faculty member shall inform their students in the course syllabus or other course introductory material of their

policy with regard to recording of class lectures. Failure to do so will accord students the right to record lectures. A lecture is defined as anything upon which a student is tested or that is part of the curriculum or course content whether in person, virtual, or pre-recorded. A restriction on recording does not apply if the recording is allowed under another policy.

a. Students, regardless of whether they have permission or not from the faculty member to record class lectures, may not reproduce or otherwise share and/or distribute all or part of recorded class lectures and/or activities taking place during class time, without the written consent of the faculty member. (Reproducing includes, but is not limited to, posting any pre-recorded or real time recording of a class lecture—in whole or in part—to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.)).

b. Any violation of AR 3.4 (2)(a) may constitute "academic misconduct" prohibited by AR 2.3.11 Academic Misconduct.

3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation – subject to engagement in the interactive process and a determination of functional limitation as outlined in AR 2.8 Students with Disabilities – to remedy this inability. Approved accommodation may require a faculty member to modify their recording policy for the affected student.

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects the student's ability to take or read notes may be permitted to audio record class lectures as a reasonable academic accommodation.

In an effort to address faculty concerns for privacy and protection of copyright while still assuring the availability of recording classroom lectures as a reasonable accommodation for students, use of this accommodation is subject to the following conditions:

a. The faculty member must have received the Disability Resource Services (DRS) Faculty Notification Letter specifying the recording of classroom lectures as a granted reasonable accommodation.

b. Such recordings of class lectures are only for the student's personal use in study and preparation related to class.

c. The student must comply with a faculty request to stop recording during discussions, demonstrations, presentations, guest speakers, and situations of a sensitive nature. The faculty member should provide as much notice of these situations as possible in order for the student to coordinate with the faculty member and DRS to have notes taken on the substantive parts of the lecture.

d. The student may not share classroom lecture, or any other recordings made during class time with any other person or in any media or on a public or private platform without the written consent of the faculty member.

e. Information contained in the authorized audio recorded lectures, and any other recordings whether authorized or unauthorized, may be protected under federal copyright laws and may not be published or quoted without the written consent of the faculty and without giving proper identity and credit to speakers, this includes publication via any social media platform, emails, or text messages.

f. The student may not use the authorized recorded lectures, and any other recordings whether authorized or unauthorized, against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity. This provision is subject to the protections under

policy and the law.

g. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, the student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform, website, or learning management system without the instructor's written consent except for communications to the instructor of record.

h. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.

i. Audio, or any other recordings outside of the aforementioned lectures (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS. In clinical/experiential learning placements, the recording of any discussions, lectures, or conversations are never permitted.

j. Students, regardless of whether they have permission or not from the faculty member to record class lectures or any other part of the classroom/class time experience, may not post all or part of recorded class lectures or any other recordings made during class time to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.), or otherwise reproduce, share and/or distribute to any other person or party.

k. Any violation of AR 3.4(3) may constitute "academic misconduct" prohibited under AR 2.3.11 Academic Misconduct.

AMENDED through the Administrative Regulations Approval Process, April 20, 2021

4.4 Technology Resource Standards

Introduction

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD public officials–employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws–both federal and state–also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3 "Electronic Communications."

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the

Internet, electronic mail and similar electronic devices and information) of the MCCCD are available to MCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCD computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Use of Non-MCCCD Technology

Under Arizona's public records law, MCCCD is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCD records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records–the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCD technology resources for communication of any type of MCCCD business is heavily discouraged because those records are less capable of being managed according to MCCCD's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCD employee who receives a communication allegedly from another MCCCD employee using a non-MCCCD e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

Acceptable Use

Use of MCCCD's technology resources, including websites created by MCCCD employees and students, is limited to educational, research, service, operational and management purposes of the MCCCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCD's technology resources are limited to the same purposes.

Frequently, access to MCCCD's technology resources can be obtained only through use of a password known exclusively to the MCCCD employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCD community. Moreover, it cannot guarantee employees, Governing Board members and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records," certain MCCCD employees are authorized to access information on an MCCCD technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. Any other review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

Incidental Computer and Technology Usage

Limited incidental personal use of MCCCD technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCD employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCD ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges (Appendix AS-8) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (Appendix AS-9).

Prohibited Conduct

The following is prohibited conduct in the use of MCCCD's technology resources

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCD's Governing Board, including, but not limited to, MCCCD's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCD's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.

20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

Review and Approval of Alternate E-Mail Account Systems

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."
2. Any proposed changes to an MCCCD's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

Disclaimer

The home page of an MCCCD web site must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Information Accuracy and Marketing Standards

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCD may unilaterally delete any violative content and terminate the user's access to MCCCD's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCD's grievance procedures or resolution of controversy.

2.6 Hazing Prevention Regulation

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities

and community involvement come together to meet this goal. All members of the MCCCD community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with MCCCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
   A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCD; and
   B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCD Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
   A. Pre-pledging, illegal pledging or underground activities.
   B. Acts of metal and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   D. Encouraging or forcing use of alcohol or drugs.
   E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
   G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCD policies, and local and state laws.

   Alleged violations of the MCCCD hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

   The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.
9. Alleged violations of the MCCCD hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and MCCCD policies, and local and state laws.

   Any MCCCD faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCD policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:
    A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
    B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
    C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
    D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The MCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:
    A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCD.
    B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the MCCCD hazing prevention regulation:
    "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD and that may also be classroom-related or co-curricular in nature.

2.4.7 Abuse-Free Environment

See also the Auxiliary Services section for Tobacco-Free Environment and the Appendices/Student Section Medical Marijuana Act of the Administrative Regulations.

1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts.

Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue.

Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

A. Introduction and Purpose
   The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

   The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.
B. Standards of Conduct
   In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:
   i. Drinking or possession of alcoholic beverages on the college campus.
   ii. Misuse of narcotics or drugs.
C. Sanctions for Violation of Standards of Conduct
   Disciplinary actions include, but are not limited to:
   i. Warning,
   ii. Loss of privileges,
   iii. Suspension, or
   iv. Expulsion.
D. Legal Sanctions
   Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

   Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCD premises, while conducting MCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCD; and use of illegal drugs.

3. MCCCD Program Standards

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances.

4. Alcoholic Beverages—Usage Regulation (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph H.

B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.

C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.

D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: AS-6 Notice of Intent to Serve Beer and Wine Form . On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD Risk Manager no later than 10 business days before the event.

E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
   i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
   ii. The gathering must be by invitation only, and not open to the public;
   iii. The gathering may not exceed 300;
   iv. Invitees may not be charged any fee for either the event or the beer or wine; and
   v. The consumption may only take place between noon and 10:00 p.m.

   Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.

G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party,

non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:

i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
ii. The entity completes the form available at AS-7 Request to Serve Beer and Wine — Third Party Form . And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
vi. The contractor provides all of the beverages served and well as the servers or bartenders;
vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
   i. Wine and beer to be served may only be brought to MCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
   ii. Once the wine and beer arrives on MCCCD property, the Director the culinary program shall assign an MCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.

I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

5. Other Health Concerns

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of “e-cigs”) and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

Appendix S-16: Statement on the Arizona Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Propositions 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, “…no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will

continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

2.8 Students with Disabilities

2.8.1 Eligibility for Accommodations & Required Disability Documentation

This policy is intended to specify the disability documentation required that will qualify Maricopa County Community College District (MCCCD) students for reasonable and appropriate academic adjustments through each college's Disability Resources And Services (DRS) office.

Only accommodations granted by the respective college drs office and communicated to faculty through a Faculty Notification Letter (FNL) will be recognized by the District as approved accommodations for students with disabilities.

Faculty are not required to provide reasonable accommodations/academic adjustments to students with disabilities unless the student has registered with drs and engages in the interactive process.

I. General Eligibility Requirements

1. To receive services from the DRS, a student must be admitted and enrolled as an MCCCD student.

2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.

a. Any of the following submitted by an individual seeking admission to MCCCD is sufficient to establish that the individual is an individual with a disability:

1. Documentation that the individual has had an individualized education program in accordance with Section 614(d) of the Individuals with Disabilities Education Act, including an individualized education program that is not current on the date of the determination that the individual has a disability. MCCCD may ask for additional documentation from an individual who had an individualized education program but who was subsequently evaluated and determined to be ineligible for services under the Individuals with Disabilities Education Act, including an individual determined to be ineligible during elementary school.

2. Documentation describing services or accommodations provided to the individual pursuant to a Section 504 plan as defined in Section 15-731.

3. A plan or record of service for the individual from a private school, a local education agency, a state educational agency or an institution of higher education provided in accordance with the Americans with Disabilities Act of 1990.

4. A record or evaluation from a relevant licensed professional finding that the individual has a disability.

5. A plan or record of disability from another institution of higher education.

6. Documentation of a disability due to service in the uniformed services.

b. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a DRS representative and participating in the interactive process. Additional documentation may be required to establish the need for an academic adjustment/accommodation after a student has been identified as a student with disabilities (see section IV1(F)).

c. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. such provisional accommodations must not exceed thirty (30) days, unless such extensions are granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. Any extension request beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

d. In the case of compressed classes (classes shorter than the standard 14 or 16-week schedule), provisional accommodations (as defined in 2.3 above) should be granted when the student has provided proof of a disability (as outlined in 2(A)(1-6)) and either supporting documentation regarding the need for academic adjustments/accommodations or other information at the intake meeting (or other meeting/email exchange with the DRS office) to support the need for academic adjustments/accommodations in order to access education and/or the educational environment. Reasonable provisional accommodations should be granted for compressed classes until such time as formal approval of academic adjustments can be arranged, a determination is made that the student is not eligible for reasonable accommodations/academic adjustments, or thirty (30) days of provisional accommodations have passed. The DRS office and the student requesting accommodations/academic adjustments should work together to ensure reasonable accommodations are granted promptly. Nothing in this paragraph is intended to disturb DRS processing of accommodation requests or the need for reasonable documentation to support the request for accommodations/academic adjustments.

II. Who Is Eligible For Services

1. To be eligible for DRS support services, a student must have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

2. An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws.

3. The definition of “disability” in Section 504 and the ada should be interpreted to allow for broad coverage.

III. Definitions

1. **Academic Adjustment** means: a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.

2. **Accommodation** means: An alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught,

instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities.

Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer-based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.

3. **Current Documentation** means: documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.

4. **Major Life Activities** include, but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.

5. **Mental Impairment** means: any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. an impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

6. **Physical Impairment** means: a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

IV. Procedures

1. General Procedures

    a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

    b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.

    c. All requests for academic adjustments/accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic

adjustment/accommodation.

d. Academic adjustments/accommodations are determined by the DRS office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the terms and conditions of the course or program of study. Accommodations/ academic adjustments in the classroom environment shall require participation of course faculty.

e. MCCCD is not required to provide "best" or "most desired" accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.

f. MCCCD shall continue the interactive process to establish a reasonable accommodation for an individual pursuant to Section 504 of the Rehabilitation Act of1973 and the Americans with Disabilities Act of 1990 until it finds an accommodation or accommodations that meet the needs of the individual and do not impose an undue burden on college/district.

2. Material Alteration of class or certification requirement
   a. If a faculty member believes the DRS approved academic adjustment/ accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. In the event this issue was not previously addressed in the interactive process, a conversation with DRS should take place within five (5) days of the faculty member's receipt of the faculty notification letter outlining the approved academic adjustment/accommodation. The parties will attempt to resolve the concern.

   b. If the faculty member's concerns are not resolved after the meeting with the DRS Manager/Director, the faculty member and the DRS Manager/Director will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager/Director and the faculty member. The Chief Academic Officer's decision is final.

   c. Any change in the DRS office's initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS office and the interactive process will continue in an effort to provide reasonable and appropriate academic adjustments/accommodations.

3. Recipients of federal funds are prohibited from intimidating, threatening, coercing, discriminating or otherwise retaliating against any individual for the purpose of interfering with any right or privilege secured by this policy or by federal and/or state law. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is strictly prohibited and may be grounds for disciplinary action.

V. Rights And Responsibilities

1. Students served by Disability Resources and Services have the right:

   a. To an equal opportunity to access course information and materials

   b. To an equal opportunity to participate in and benefit from the college community

c. To choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.

d. To request reconsideration of accommodation determinations if dissatisfied with the granted accommodations because they believe their disability(ies) is/are not being properly accommodated or if they believe they have been discriminated against during the interactive process.

e. To be free from retaliation for seeking redress under this or other district policy.

2. Students served by Disability Resources and Services responsibilities:

a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.

b. Check MCCCD email and/or DRS connect portal for updates and announcements.

c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.

d. Notify DRS if classes are dropped or added.

e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through drs connect.

f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.

g. Contact DRS in a timely manner if having any difficulty securing or arranging accommodations.

h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.

i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.

j. Understand that requesting accommodations does not mean that the student's request will be approved.

k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.

l. Accommodations may be granted on a provisional basis (30 days). This may be based on the need for additional documentation. In these cases, the student will need to update their documentation to receive accommodations beyond the 30 days. The student must understand that approval will be based on a review of the new documentation and there is no guarantee that the provisional (or any) accommodations will be approved.

m. Understand that faculty are not required to provide any accommodation that fundamentally alters the nature of their course or lowers the academic standards.

VI. General Disability Documentation Guidelines

Physical Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists).

Learning Disabilities

Maricopa County Community College District, Disability Resources and Services will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability.

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities, including all battery scores in addition to evaluative notes.

Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD)

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of adhd that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). submitted documentation must demonstrate current functional limitations of the disability.

Psychiatric Disabilities

Maricopa County Community College District, Disability Resources and ServiceS will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists).

Submitted documentation must demonstrate current functional limitations of the disability.

VII. Additional Documentation Guidelines and Resources

The Maricopa County Community College District, Disability Resources and Services can provide a “disability verification form” that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature (including license number, if applicable), and must include the following:

1. a diagnostic statement identifying the disability (including the date of the diagnosis)

2. current severity/impact of the disability (mild/moderate/severe)

3. an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.) and

4. specific recommendations for accommodations. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

VIII. Request for Reconsideration and Grievance Procedure

1. Request For Reconsideration
    a. If a student is unsatisfied with either the academic adjustments/ accommodations granted by the DRS office or the denial of academic adjustments/accommodations, the student should submit **in writing** to the respective

college DRS Manager/Director the specific reason(s) they are unsatisfied and the redress they seek. The DRS Manager/Director will respond to this communication within five (5) business days. The communication should outline the Manager/Director's response as well as if there has been a determination that an adjustment or change of accommodation status is warranted.

b. If the student is still dissatisfied with their academic accommodations or the denial of their accommodations, the student may submit a formal request for reconsideration of accommodation to the accommodation review committee (ARC).
    1. The request for reconsideration must be made in writing within ten (10) business days of the mailing of the DRS response to the initial request for reconsideration.
    2. This written request should be delivered to the District ADA/504 Coordinator and must include a statement of desired outcome. In reviewing a request for reconsideration, the ARC will rely on the documentation available to the DRS at the time of the initial decision in making accommodation determinations.
    3. The ARC shall consist of two (2) DRS Managers/Directors from colleges unaffiliated with the student, and one Equal Opportunity & Title IX Regional Program Director.
c. The ARC will respond to students within ten (10) business days of the district ADA/504 Coordinator receiving the request for reconsideration.
d. **The ARC may uphold the original accommodation determination or may return the matter to the granting college's DRS team to revisit the interactive process.** The decision of the ARC Shall be final. any changes to accommodations will be communicated **to the student by the DRS office.** Accommodations are not retroactive.

2. Grievance Procedure
    a. If a student believes they have been subject to unlawful discrimination based on their disability, the student may file a complaint under the Discrimination Complaint Procedures for Students (Appendix ND-2).

TECHNICAL CHANGE, AMENDED through Direct Approval by the Chancellor, January 31, 2024
AMENDED through Direct Approval by the Chancellor, November 14, 2023
AMENDED through Direct Approval by the Chancellor, August 3, 2023
AMENDED through the Administrative Regulations Approval Process, June 12, 2023
AMENDED through Direct Approval by the Chancellor, September 14, 2022
AMENDED, November 15, 2021 (Office of Public Stewardship housekeeping update)
AMENDED through the Administrative Regulation Approval Process, June 24, 2021
AMENDED by Direct Approval from the Chancellor, January 4, 2017

2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.

2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.

4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.

6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.

7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.

2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.

4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.

5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.

6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

2.3.11 Academic Misconduct

1. Definitions

A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.

B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; (d) unauthorized (as determined by instructor) collaboration, contract cheating, or engaging a third-party individual or service (e.g. ghostwriting) to complete an assignment or exam without the approval of the instructor of the class; (e) unauthorized use of generative Artificial Intelligence (AI) tools to complete an assignment or exam without the approval of the instructor of the class; and (f) fabrication of data, research, facts, or information.

C. Plagiarism is the act of using the ideas, words, or creative work generated by another person or entity without proper attribution. It includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or unauthorized (as determined by instructor) collaboration, contract cheating, or engaging a third-party individual or service (e.g. ghostwriting) to complete an assignment or exam without the approval of the instructor of the class; (c) information gathered from the internet and not properly identified; and (d) the unauthorized use of generative AI tools to complete some or all of an assignment or exam without the approval of the instructor of the class.

2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance including, but not limited to:

- **Warning** - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.
- **Grade Adjustment** - Lowering of a grade on a test, assignment, or course.
- **Discretionary Assignments** - Additional academic assignments determined by the faculty member.
- **Course Failure** - Failure of a student from a course where academic misconduct occurs.

3. **Disciplinary Sanctions**

A faculty member may remove a student from one (1) class meeting for disciplinary reasons. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined in AR 2.5.2.

If the misconduct is sufficiently serious to warrant course failure, and if either:

(a) the failure results in a student being removed from an instructional program, or

(b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless of whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the Student Conduct Administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the

vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

4. Appeal of Sanctions for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; Appendix S-6). Students can appeal Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

Also See:

2.3.4 Academic Standing, Warning, and Probation

2.3.5 Instructional Grievance Process (Appendix S-6 Instructional Grievance Process)

2.5.2 Student Conduct Code

AMENDED through the Administrative Regulation Approval Process, June 4, 2024
AMENDED through the Administrative Regulation Approval Process, May 24, 2022
Amended through Direct Approval from the Chancellor and Executive Vice Chancellor & Provost on August 7, 2013

2.11 Student-Athlete Name, Image, Likeness Activity

The purpose of this regulation is to define the institutional guidelines and limitations relating to Maricopa County Community College District (MCCCD) student-athletes who use their name, images, or likenesses (NIL) for monetary compensation.

Regulation

1. **Scope and Definition** – For the purpose of this regulation, an "NIL activity" is any business activity in which a student-athlete is compensated in any way by a third party (not related to the Maricopa County Community College District) for the use of the student-athlete's name, image, or likeness.

2. **Permissible NIL Activities** – Student-athletes may be compensated for participation in NIL activities so long as those activities are permissible under NJCAA and MCCCD/college policies and regulations, federal regulations, and comply with Arizona law.

3. **Student-Athlete Disclosure of NIL Activities** – Student-athletes must disclose the details of any NIL inquiry to their respective college's Athletic Director prior to entering into any agreement. Once an NIL agreement is signed, a copy of the agreement must be given to the student-athlete's Athletic Director for recordkeeping purposes. Any modifications to an existing agreement must be reported to the Athletics Director prior to the change being implemented and a copy of the signed, modified agreement must be delivered to the student

athlete's Athletic Director for recordkeeping purposes.

4. **No Impermissible Recruitment or Benefits through NIL Activities**– NIL activities may not be used by MCCCD or any of its representatives to recruit prospective student-athletes to MCCCD or for the purposes of compensating student-athletes for their athletic performance. Among other things, this means:
    a. Compensation for NIL activities must be commensurate with the going rate for similar services in the relevant market.

    b. Student-athlete staff members, including active outside consultants, may not assist student-athletes in the development, operation, or promotion of NIL activities.

    c. Athletics staff members may not provide apparel or gear to student-athletes for purposes of NIL activities.

    d. Student-athlete access to MCCCD resources and facilities for purposes of NIL activities is provided at the same level of availability and cost as to the public.

5. **Restrictions on Types of Businesses or Activities** – Student-athletes may not engage in NIL activities with people, institutions, businesses, or other entities in the following categories:
    a. Alcohol and alcohol products;

    b. Casinos, gambling, and sports betting/wagering;

    c. Cannabis and marijuana in any form, along with associated products, dispensaries, or paraphernalia;

    d. Firearms and other weapons;

    e. Gentlemen's clubs, adult entertainment, and/or escort services;

    f. NJCAA banned substances;

    g. Political purposes or causes;

    h. Post-Secondary educational institutions or online educational organizations;

    i. Pharmaceuticals;

    j. Sexually explicit materials; and/or

    k. Tobacco products.

6. **NIL activities while participating as a student-athlete**– Student-athlete may not engage in NIL activities during required team activities or while representing MCCCD in any capacity, including during travel related to MCCCD athletics competition(s).

    Student-athlete may not miss class to participate in NIL activities.

    Student-athlete may not sell items provided by MCCCD and/or the NJCAA until the student-athlete has exhausted all team eligibility. "Items," for purposes of this regulation includes jerseys, gear, apparel, equipment,

or awards. After the student has exhausted their eligibility, the student-athlete may sell items that are not required to be returned to the college, the NJCAA, or the college's athletics department.

7. **Professional Service Providers**– Student-athletes may use professional service providers (e.g., marketing agents, brand managers) to assist with the management and procurement of NIL activities and to review NIL agreements. Such providers' engagement must be limited to NIL activities and may not be used to secure opportunities as professional athletes. Professional services providers must be duly licensed as per state law requirements.

8. **Use of Institutional Marks** – Student-athletes may not use MCCCD and college-specific intellectual property in connection with NIL activities without permission. Permission to use such intellectual property may be requested via the individual use of Intellectual Property Request form (see Appendix S-19). Student-athletes must request the use of protected marks at least five (5) days before the activity is scheduled to occur. Student-athletes cannot resell institutional marks (such as apparel) or copyrighted material that belongs to the college, district, or NJCAA.

9. **Review** – The respective college Athletics Director will review NIL activities for conflict with this regulation and NJCAA regulation. Neither the Athletics Director, nor any other MCCCD entity will perform a legal review of the student-athlete NIL agreement.

10. **International Student-Athletes** – International student-athletes are not eligible to receive compensation for NIL agreements in the United States due to their visa status and lack of work authorization. International student-athletes should consult with MCCCD'S District Compliance office to discuss whether they are eligible to receive NIL compensation from a United States company when the student-athlete is in their home country.

11. **Violations**– Violations of this regulation may result in a variety of penalties depending on the nature and type of regulation deviation. The most egregious deviations (i.e., proof that an NIL activity was used to compensate a student-athlete for performance or to induce a prospect to attend) may lead to termination of employment for staff members, booster dissociation, and student-athlete scholarship and athletic participation modification. Violations of NJCAA regulation will be reported to NJCAA and could result in additional NJCAA-mandated penalties. Penalties for student-athletes who violate this regulation will be commensurate with the nature and type of regulation deviation and will be addressed via the Student Code of Conduct.

12. The terms of this regulation may be modified at the discretion of the MCCCD.

ADOPTED by Direct Chancellor Approval, September 14, 2022

DISCIPLINARY STANDARDS

2.5.1 Conduct Standards and Authority

Disciplinary Probation and Suspension Standards

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa County Community College District (MCCCD) are vested in the MCCCD Governing Board. The MCCCD Governing Board and its agents-the Chancellor, administration, and employees are granted authority to regulate student behavior subject to basic standards of reasonableness.

In developing responsible student conduct, the MCCCD prefers mediation, guidance, and admonition. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. The MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

AMENDED through the Administrative Regulation Approval Process, May 24, 2022

AMENDED by Direct Approval from the Chancellor, August 11, 2020

2.5.2 Student Conduct Code

The purpose of this Student Code of Conduct is to help ensure a productive and safe environment for students, employees, and visitors. This conduct code is not a stand-alone policy. This code is subject to the provisions outlined in AR 5.1.16, generally known as the Title IX policy, and AR 6.24, generally known as the Free Expression policy, and AR 5.1, generally known as the Non-Discrimination policy. There are other policies that may intersect with other administrative regulations.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "**College**" means a Maricopa County Community College District (MCCCD) College or center/ site.

2. "**College premises**" means all land, buildings, facilities and other property in the possession of or owned, used, or substantially controlled by the college or MCCCD.

3. "**College official**" means any person employed by the college or MCCCD, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college/center official who is responsible for the administration of the Student Conduct Code.

4. "**Complainant**" means any person who submits a complaint alleging that a student violated this Student Conduct Code. When a student believes they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the college community submitted the Complaint itself.

5. "**Day**" means business day when college is in session, and shall exclude weekends and college/MCCCD holidays.

6. "**Disruptive behavior**" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting/facility, which includes educational or professional internships, clinical placements, or other experiential learning opportunities. Disruptive behavior also includes conduct that materially interferes with or obstructs college business operation.

7. "**District**" means the Maricopa County Community College District (MCCCD).
8. "**Faculty member**" means any person hired by the college or MCCCD to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of the faculty in credit / non-credit courses and clock hour courses and programs.

9. "**Member of the college community**" means any person who is a student, faculty member, college official, or any other person employed by the college or center/site. A person's status in a particular situation shall be determined by the college President.
10. "**Organization**" means any number of persons who have complied with the formal requirements for college recognition.
11. "**Policy**" is defined as the written regulations of the college and/or MCCCD as found in, but not limited to, this Student Conduct Code and MCCCD Governing Board policy.
12. "**Respondent**" means any student accused of violating MCCCD's Student Conduct Code. Respondents enjoy the presumption of innocence until such time as the respondent is adjudicated to have violated the Student Conduct Code.

13. "**Student**" means any individual who is currently admitted or registered in credit or non-credit college programs on a full or part time basis, or who participates in a college function (such as orientation, in anticipation of enrollment) or who

was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.

14. "**Student Conduct Administrator**" means a college official authorized by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code.
15. "**Threatening behavior**" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others, or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional, or future basis.

Article II: Judicial Authority

1. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process.
2. Matters pertaining to sexual harassment must always be referred first to the college Title IX Coordinator for review under AR 5.1.16. Conduct that does not meet the definition of sexual harassment as outlined in AR 5.1.16, or otherwise do not meet the definition of an educational program or activity, do not occur against a person within the United States, or are otherwise dismissed either under the mandatory or discretionary dismissal provisions will be referred by the Title IX Coordinator back to the college's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

Article III: Prohibited Conduct

1. Jurisdiction

The Student Conduct Code shall apply to conduct that occurs on any college or MCCCD premises, or at any center/site or MCCCD-sponsored event or activity that adversely affects the college community and/or the pursuit of its objectives

A. Jurisdiction may be applied against student behavior conducted online, via email, or other electronic medium provided that it meets the criteria listed above. Further, jurisdiction under this policy applies to any person who is currently admitted or in credit or non-credit college programs or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.

B. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Title IX Sexual Harassment.

Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

3. **Disruptive Behavior in Class (Temporary Removal of Student)**

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. (Academic Misconduct AR 2.3.11). If the student refuses to leave after being requested to do so, college police may be summoned to provide assistance. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined below.

4. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

A. Acts of dishonesty, including but not limited to the following:

i. Knowingly furnishing false information to any college official or officer (including filing a false report or complaint), including during an official investigation (i.e., Title IX, conduct, or campus police investigation).

ii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.

iii. Tampering with the election of any college-recognized student organization.

iv. Financial aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.

v. Misrepresentation of one's identity (see also Identity Theft Red Flag and Security Incident Reporting AR 6.11).

vi. Misuse of the colleges copyrighted content and trademark (Copyright Act Compliance AR 2.4.5).

vii. Knowingly filing a false report (Title IX, conduct, or campus police investigation) to a college official or campus police.

B. Obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities;

C. Conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person.

i. Physical abuse – hitting, pushing, use of a weapon, beating or other such activity resulting in or, intended to cause physical harm.

ii. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.

iii. Substantial or repeated acts and/or harassment directed at a person or group of people that would cause a reasonable person to feel fearful and/or find intimidating, hostile, or offensive, including but not limited to, bullying, stalking, and hazing (Hazing Prevention Regulation AR 2.6) as defined in Article I.

iv. Any form of retaliation towards a complainant or any participant in an investigation or conduct process.

D. Attempted or actual theft of, damage to, or unauthorized use of property of the college or property of a member of the college community or other personal or public property.

E. Trespassing or unauthorized access to physical or virtual/cyber property or services of the college.

F. Having an animal in a campus building, other than in accordance with MCCCD policy (Domesticated Animals on Campus AR 3.9 and Guidelines for Service Animals on Campus) and ADA laws, such as permitted service animals individually trained to perform tasks for the benefit of an individual with a disability.

G. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.

H. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

I. Violation of any college or MCCCD policy, rule or regulation published in hard copy or online, such as a college catalog, handbook, program guide, etc. available electronically on the college's or MCCCD'S website.

J. Violation of federal, state or local law.

K. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law, unless such use is prohibited due to a program of study for fields that are deemed safety sensitive positions. (Abuse-Free Environment AR 2.4.7, S-16 Statement on the Arizona Medical Marijuana Act Proposition 203).

L. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

M. Smoking tobacco products, using e-cigarettes, or any other violation of the Smoke-Free/Tobacco-Free Environment policy (AR 4.12).

N. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage (Weapons policy AR 4.6).

O. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

P. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

Q. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or MCCCD premises without their prior knowledge, or without their effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

R. Engaging in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code. (Free Expression policy AR 6.24).

S. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:

   i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
   ii. Unauthorized transfer of a file
   iii. Unauthorized use of another individual's identification and/or password
   iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
   v. Use of technology facilities or resources to send obscene or abusive messages
   vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
   vii. Use of technology facilities or resources in violation of copyright laws (Copyright Act Compliance AR 2.4.5)
   viii. Any violation of the MCCCD'S technology resource standards (Technology Resource Standards AR 4.4)
   ix. Use of technology facilities or resources to illegally download files
   x. Unauthorized use of intellectual property (Intellectual Property policy)

T. Abuse of the Student Conduct system, including but not limited to:
   i. Falsification, distortion or misrepresentation of information before a Student Conduct Official.
   ii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses

iii. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
iv. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct proceeding
v. Harassment, either verbal or physical, and/or intimidation of a Student Conduct Administrator prior to, during and/or after a Student Conduct proceeding
vi. Failure to comply with the sanctions imposed under this Student Conduct Code
vii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
viii. Failure to obey the notice from a Student Conduct or college official to appear for a meeting or hearing as part of the Student Conduct system.

U. Engaging in irresponsible social media conduct. All Student Conduct policies apply to social networking platforms.

V. Attempt to bribe a college or MCCCD employee.

W. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two (2) or more occasions over a period of time and such conduct would cause a reasonable person to fear for their safety.

X. Sexual misconduct, including but not limited to:

i. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.

ii. Explicit sexual comments by one (1) or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.

iii. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience.

iv. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the MCCCD education programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

Y. Sexual Exploitation

i. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:

a. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
e. Engaging in non-consensual voyeurism;
f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
h. Possessing, distributing, viewing or forcing others to view obscenity.

5. Violation of Law and College Discipline

A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. If a criminal investigation and/or prosecution

results from the same factual situation, proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise external law enforcement and other authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

C. The Student Code of Conduct may apply to off-campus behavior that affects a substantial interest of the college. A substantial college interest means:

i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or

ii. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

iii. Any situation that is detrimental to the educational mission and/or interests of the college, unless it is protected by a student's constitutional right to free expression.

Article IV: Student Conduct Code Procedures

1. Allegations And Resolution Options

A. Any member of the college community may file a complaint against a student for violations of this Student Conduct Code. A complaint may be in writing or verbally given to the Student Conduct Administrator. Once the complaint has been made, it shall be put in writing and a notice of allegation should be submitted to the Respondent. A Respondent must receive written notice of the allegations before a meeting is held with the Respondent regarding the conduct. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.

B. There is no statute of limitations for bringing a complaint under the Student Conduct Code, but it is advisable to bring a complaint as soon after the conduct being reported occurred.

C. Both the Complainant and the Respondent shall have the right to be assisted by an Advisor of their choosing. A party who elects to be assisted by an Advisor must notify the Student Conduct Administrator of the name and contact information of the Advisor not less than two (2) days before the scheduled meeting with the party. Advisors may not be an attorney. Both the Complainant and the Respondent are responsible for presenting their own information during the course of the meeting. Advisors are not permitted to speak or participate directly in any Student Conduct meeting or proceeding and can be removed from proceedings by not abiding by these parameters.

D. Misconduct that would fall under the jurisdiction of AR 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX Regulations (and MCCCD policy AR 5.1.16) or is otherwise subject to

mandatory or discretionary dismissal, the alleged conduct will be referred back to the Student Conduct Code for investigation and adjudication.

E. After receiving information on alleged violations of the Student Conduct Code, the Student Conduct Administrator will review the information, gather facts, and make a determination on the appropriate next steps. Documentation regarding the aforementioned steps must be maintained. Next steps are:

i. Dismiss the case due to insufficient evidence, lack of jurisdiction, or the alleged behavior, even if proven true, would not violate the code.

ii. Proceed with a full, thorough, and impartial investigation with formal disciplinary proceedings.

iii. Initiate an informal resolution outside of formal disciplinary proceedings provided involved parties mutually agree and the Student Conduct Administrator determines this option is appropriate given the nature of the allegations. An informal resolution can also be an option when the Respondent accepts responsibility for the behavior.

iv. If the informal resolution option is initiated, the determination with regard to responsibility and sanctions is final and cannot be appealed.

2. Informal Resolution Options

A. Informal resolution options include, but are not limited to: administrative dispositions, mediation, facilitated dialogue, and restorative justice practices.

B. Determinations regarding the type of informal resolution offered in a particular case will be made in consultation with the Student Conduct Administrators, other MCCCD leadership, as necessary, and the students at issue. Staff outside of the Student Conduct Administrator's office may be involved in facilitating the agreed upon option.

C. Informal resolutions can result in the same sanctions and institutional responses as are reserved for matters that have been addressed through a full investigation.

D. The Student Conduct Administrator will make the determination with regard to responsibility.

E. Should new facts come forward during the informal resolution process that significantly alter the nature of the allegations, the Student Conduct Administrator has the discretion to initiate a full investigation. If one of the involved parties decides that the informal resolution option is not appropriate, they may request a full investigation. This request must be submitted to the Student Conduct Administrator before the conclusion of the informal resolution process. If this action is taken, the Student Conduct Administrator will document the end of the informal resolution process and shall initiate a formal investigation.

F. Both the Complainant and the Respondent must sign an agreement to engage in the informal resolution process.

3. Interim Actions

A. If the Student Conduct Administrator is in receipt of information indicating that the Respondent poses a threat of harm or substantial disruption, the Student Conduct Administrator may take administrative action(s) to restrict, suspend, or alter the rights of a student for a temporary period. The interim action(s) will be communicated in writing to involved parties and will remain in place until a final decision on the pending allegations has been made or until the Student Conduct Administrator believes the reason(s) for issuing the interim action(s) no longer exists. These administrative actions are not designed to be punitive, and they are not issued as sanctions.

B. A student who is restricted from campus or suspended due to interim action(s) may appeal the interim action(s) in writing to the Dean or Vice President of Student Affairs (VPSA) who is over the Student Conduct Administrator, and in the case that a VPSA is the Student Conduct Administrator, to the President of the college, no later than five (5) business days following the effective date of the interim action(s). This person will determine, within five (5) business days of receipt of the appeal, if the interim action(s) should remain in place, be modified, or lifted.

C. Examples of interim actions include, but are not limited to, no contact directives, removal from a class or classes or specific MCCCD locations, administrative removal from campus, administrative/enrollment holds, and temporary suspension.

D. Factors considered before issuing interim actions include, but are not limited to, individual safety, community safety, and the need to maintain an academic and work environment free from disruption. If the interim action is temporary suspension or removal from campus, the Student Conduct Administrator will consult with the college's behavioral assessment team as part of the decision-making process.

4. Notice Of Allegations and Investigation

A. The notice of allegations letter sent to the Respondent will also be sent to the Complainant. The notice of allegation should specify that the investigation will be done to determine, under the preponderance of the evidence standard, if a violation of the policy has taken place. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.

B. Investigations will be conducted in a fair and impartial manner. Respondents are treated with a presumption of innocence until such time as it has been adjudicated that a violation of the Student Conduct Code has taken place.

C. If during the investigation additional allegations are presented or if allegations outlined in the original notice of allegations have been retracted, the Respondent must receive an amended notice of allegations and shall be allowed to address the new allegations.

5. Investigation Process

A. At the beginning of the investigation interview, the Student Conduct Administrator will review with the party being interviewed:

- the Student Conduct Code,
- the investigation process,
- how determinations are made,
- possible sanction(s),
- the prohibition against retaliation,
- and appeal options.

B. Students are expected to comply with requests and directives issued by the Student Conduct Administrator performing duties connected to an investigation. Should a student choose to not participate in the conduct process, the Student Conduct Administrator will proceed with the investigation and make determinations without gaining input from the non-participating student.

C. After the investigative interview, respondents will be given up to five (5) days to reflect upon and respond to the allegations(s) in writing. The written response should be delivered to the Student Conduct Administrator within that time period. Likewise, Complainants and witnesses will be given up to five (5) days to reflect upon and respond to the information presented and outlined during the investigative interview. The Student Conduct Administrator does not need to provide interview notes or additional information to the student to facilitate this process.

D. A student can have an advisor present in all conduct proceedings, but the advisor cannot speak on the student's behalf.

E. Involved parties can identify witnesses who have information relevant to the investigation. These witnesses will be contacted by the Student Conduct Administrator who will assess the relevance of the witnesses and conduct interviews as appropriate.

F. Complainants and Respondents will be notified in writing when an investigation has concluded and the investigative report has been completed, which will encompass all information except for a final determination.

6. Determinations

A. The Student Conduct Administrator will determine whether it is more likely than not that a student and/or student organization violated the Student Conduct Code.

B. The Student Conduct Administrator will consider any mitigating or aggravating factors and determine the appropriate sanctions.

C. Within five (5) business days of the determination, the Student Conduct Administrator will provide the parties a written decision. The written decision will indicate whether or not the charge(s) was substantiated and, if the charge(s) was/were substantiated, will outline the remedial action(s) taken including sanctions if applicable, to be issued by the college. The determination letter will summarize the investigation and outline the determination made regarding the allegations outlined in the complaint, as well as state any issued sanction(s) based on a finding of responsibility.

D. Respondent will be informed of the right to appeal the determination and will be given instructions on how to do so in the decision letter.

7. Appeals

A. The Respondent must submit a written appeal request to the supervising Dean Of Students or Vice President of Student Affairs (VPSA), or in the case that the Student Conduct Administrator is the VPSA, the President, no later than five (5) days from the date of the written determination.

B. If no appeal is filed within the five (5) day window, the determination regarding responsibility for a violation under this policy and sanctions is final.

C. Pending the filing of a timely appeal request, the decision by the Dean of Students or VPSA will delay the effective date of the disciplinary sanction.

D. The grounds for an appeal are restricted to the following:

I. Procedural irregularity that affected the outcome of the matter, and

II. New evidence that was not reasonably available at the time determinations regarding responsibility was made, or that could affect the outcome of the matter.

E. The Dean of Students or VPSA will notify the involved parties of a decision regarding the appeal within five (5) days of receiving the appeal request. Both parties to the original investigation will be notified of the appeal decision.

I. If the appeal is denied, the decision by the Student Conduct Administrator shall be considered final and binding upon all concerned.

II. If the appeal is granted, the rationale for the decision will be outlined in the decision letter as will the next steps in the process.

A. The appellate body has discretion upon granting an appeal to refer the matter back to the Student Conduct Administrator for re-consideration, or alter the sanction(s) only (including issuing more severe sanctions).

8. Matters Related to Infringement of the Right to Free Expression

A. As outlined in Arizona Revised Statute 15-1866, any student who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code.

B. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:

i. The right to receive advanced written notice of the allegations.
ii. The right to review the evidence in support of the allegations.
iii. The right to confront witnesses who testify against that student.
iv. The right to present a defense.
v. The right to call witnesses.
vi. A decision by an impartial person or panel.
vii. The right to appeal.
viii. If either a suspension of more than thirty (30) days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.

9. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
ii. **Disciplinary Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

iii. **Loss of Privileges** - denial of specified privileges for a designated period of time which can include, but is not limited to, eligibility for some leadership roles, scholarships, membership in college-affiliated organizations, programs, and activities, and restricted access to college premises.

iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. **Discretionary Sanctions** - work assignments, essays, service to the college or community, apology letters, educational programs, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator And will have specific due dates).

VI. **Behavioral Requirement** - engagement with services or programs designed to address behaviors of concern through education and skill-building.

VII. **College Suspension** - separation of the student from all the colleges in MCCCD for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension from **ONE** college means a suspension from **ALL** colleges in MCCCD.

viii. **College Expulsion** - permanent separation of the student from all the colleges in MCCCD. expulsion from one college means expulsion from all MCCCD colleges.

IX. **Degree/Certificate Revocation** - permanent revocation of a student's degree and/or certificate.

X. **Other Sanctions** - additional or alternative sanctions may be created and designed as deemed appropriate to the offense with the approval of the Student Conduct Administrator.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Disciplinary sanctions are part of a student's educational record.

10. Miscellaneous

A. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing a student's registration, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with an administrative direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

B. Academic Consequences

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. In such cases, the instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the college officials charged with the administration of the Student Conduct Code.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

AMENDED through the Administrative Regulation Approval Process, May 12, 2025
AMENDED through the Administrative Regulation Approval Process, May 24, 2022
AMENDED by Direct Approval from the Chancellor, August 11, 2020

2.5.3 Student Records

1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

A. "College" includes all colleges, educational centers, skill centers and District office.

B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
   i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
   ii. 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
   iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
   iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
   v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification (SEE ALSO FERPA EXPLANATION)

Students will be notified of their rights annually by electronic mail in a FERPA Annual Notification. Students rights may also be provided via the following means: FERPA Annual Notification placement on the college website, publication in the college catalog and/or handbook, etc. available electronically on the college's or MCCCD'S website.

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCD offers.

5. Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:

A. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect at each college they attend. The form to do so may be found HERE. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or district may deny access to the following records:
   a. Parents' financial statements;
   b. Letters of recommendation, if the student has waived his or her right of access;
   c. Records filed before January 1, 1975; or

d. Records not included in the FERPA definition of educational records.

3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
   a. There is an unresolved disciplinary action against the student; or
   b. The educational record requested is an exam or set of standardized test questions.

B. The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
2. A proper request to correct a student education record must:
   a. Be written to the College Registrar;
   b. Clearly identify the part of the record they want to be changed; and
   c. Specify why the record is inaccurate or misleading.
3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.
4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the the college catalog and/or handbook, etc. available electronically on the college's or MCCCD'S website and in Appendix S-17 of the MCCCD Administrative Regulations.

C. The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA Release of Information Consent may be found here.

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (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:

1. To other school officials, including instructions, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCCD whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1))
2. To officials of another school where the student seeks to 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))

3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college'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)
4. 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))
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena.(§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A) (11))
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))
12. 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 college's rules or polices with respect to the allegation made against him or her.(§99.31(A) (14))
13. 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))

Students who believe that MCCCD or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: S-8 Non-Instructional Complaint Resolution

D. The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

E. ***2012 FERPA AMENDMENT***: As of January 3, 2012, the U.S. Department of Education's FERPA Regulations expand the circumstances under which your education records and Personally Identifiable Information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. For more information on this amendment, please see: FERPA HTTPS://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACT-FERPA

F. Student Directory Information

1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission & Records Office/Enrollment Services.

A. Students should consider very carefully the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

2. Students may request their college to withhold the sharing of directory information by filing out a Request To Withhold Directory Information form and submitting that form to the college Admission & Records Office/Enrollment Services.

3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:

A. Name
B. Address
C. Phone Number
D. MCCCD Email Address
E. Photograph/Electronic Image
F. Place of Birth
G. Major Field of Study
H. Current Enrollment Status
I. Participation in Officially Recognized Activities
J. Dates of Attendance
K. Degrees Awarded
L. Awards and Academic Honors Received/Dean's List Selection
M. Previous Institutions Attended
N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

G. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

RELEASE OF DIRECTORY (PUBLIC) INFORMATION

At its discretion, the college or District may provide *Directory Information* in accordance with the provisions of FERPA. Types of information considered As *Directory Information* are listed below. additional information may be found at: DISTRICT.MARICOPA.EDU under Consumer Information.

BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a ***PRIVACY BLOCK*** form.

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this *directory information*. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it cannot *assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

ADDITIONAL INFORMATION:

- If a student blocks directory information, it still may be inspected by those MCCCD officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the office of Admissions & Records/Enrollment Services at the appropriate college(s).

If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

USING SOCIAL SECURITY NUMBERS
Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.

AMENDED through the Administrative Regulations Approval Process, May 12, 2025
AMENDED through Direct Approval by the Chancellor, June 17, 2024
TECHNICAL CORRECTION made to remove duplicative and contradictory language (DOB), October 26, 2021
AMENDED through the Administrative Regulations Approval Process, June 4, 2019

Appendix S-17: FERPA Appeal Process

FERPA APPEAL PROCESS

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.

- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.

- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.

- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.

- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.

- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

STUDENT HANDBOOK

2.5.4 Student Employment

1. District Student Employees

A. Introduction
Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. Philosophy and Workload for Student Employees
   i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
   ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
   iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

C. Student Employee Benefits
As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

D. Student Employment Records
Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Students Affairs.

E. Student Compensation
The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. Employee Contracts and Forms (See Appendix FM-3)
Student Employee Grievance Procedure

G. Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12)

2. Student Security Guards

A. Introduction and Philosophy
Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. Workload of Student Security Guards

i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program
   i. Use of student other than those in Administration of Justice Program:
      1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
      2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
      3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
   ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
      1. Wearing of the uniform, general appearance, and demeanor
      2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
      3. Public relations methods used on the campus
      4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
      5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
      6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
      7. Basic first aid

D. Student Security Guards Employee Benefits
   As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

E. Student Employment Records
   The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the Vice President of Student Affairs.

2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the College President who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The President shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor’s Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. **Officers/Members**
   All reference in this document to positions will designate whether the position is an officer position or a member position.

   Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

   All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.
2. **Designation**
   Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.
3. **Eligibility for Office**
   All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.
4. **Tenure of Position**
   Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.
5. **Removal from Office**
   Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.
6. Remuneration Limitations
   A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
   B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
   C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of $200.00.
   D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.
7. **Amending Student Constitutions**
   College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.
8. **Student Governance Advisors**
   College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

   Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

9. **Legal/Fiscal/Financial Matters**
   Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.
10. **Final Authority**
    In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Student Clubs and Organizations
In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

*******INSERT INTO PROGRAM SECTION OF THE CATALOG AS ALLIED HEALTH*******

Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program
Allied Health or Nursing Assumption of Risk/Release of Liability
Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information
Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MCCCD Required Background Checks
Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in

Arizona Revised Statute § 41-1758.07 (https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. *National Federal Health Care and Abuse Databases*
2. *Social Security Verification*
3. *Residency History*
4. *Arizona Statewide Criminal Records*
5. *Nationwide Criminal Databases*
6. *Nationwide Sexual Offender Registry*
7. *Homeland Security Search*

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. *Social Security number does not belong to the applicant*
2. *Any inclusion on any registered sex offender database*
3. *Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists*
4. *Any conviction of a felony no matter what age of the convictions*
5. *Any warrant any state*
6. *Any misdemeanor conviction for the following no matter how long ago:*
    - A. *Violent crimes*
    - B. *Sex crime of any kind including non consensual sexual crimes and sexual assault*
    - C. *Murder, attempted murder*
    - D. *Abduction*
    - E. *Assault*
    - F. *Robbery*
    - G. *Arson*
    - H. *Extortion*
    - I. *Burglary*
    - J. *Pandering*
    - K. *Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation*
    - L. *Any abuse or neglect*
    - M. *Any fraud*
    - N. *Illegal drugs*
    - O. *Aggravated DUI*
7. *Any misdemeanor controlled substance conviction in last 7 years*
8. *Any other misdemeanor conviction within last 3 years*
   EXCEPTIONS: Any misdemeanor traffic (DUI is not considered traffic).

The information that MCCCD uses for the "pass/fail" background check is subject to change at any time without notice.

MCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

Duty to Report Changes; Removal
Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCD's supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student's clearance under either MCCCD's or a clinical agency's standards will result in removal from a program.

Additional Clinical Agency Background Check
Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place
MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements
MCCCD may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate
Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.
AMENDED by Direct Approval from the Chancellor, June 1, 2017

*****END OF ALLIED HEALTH SECTION*****

4.18 Consensual Relationships

1. **General**
   The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

   In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position

of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

A. Definitions
    i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
    ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
    iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
    iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
    v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.
B. Prohibited Conduct
    i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
    ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
    i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
    ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
    iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
    iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.
B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
    i. The faculty member shall counsel and advise the student not to enroll in his or her course.

ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process [The Annual Acknowledgement and Disclosures form may be found in the Employee Learn Center. Employee credentials are needed to enter secure site].
4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

LANGUAGE ADOPTED BY DIRECT CHANCELLOR APPROVAL

2.8.3 Technology Accessibility

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

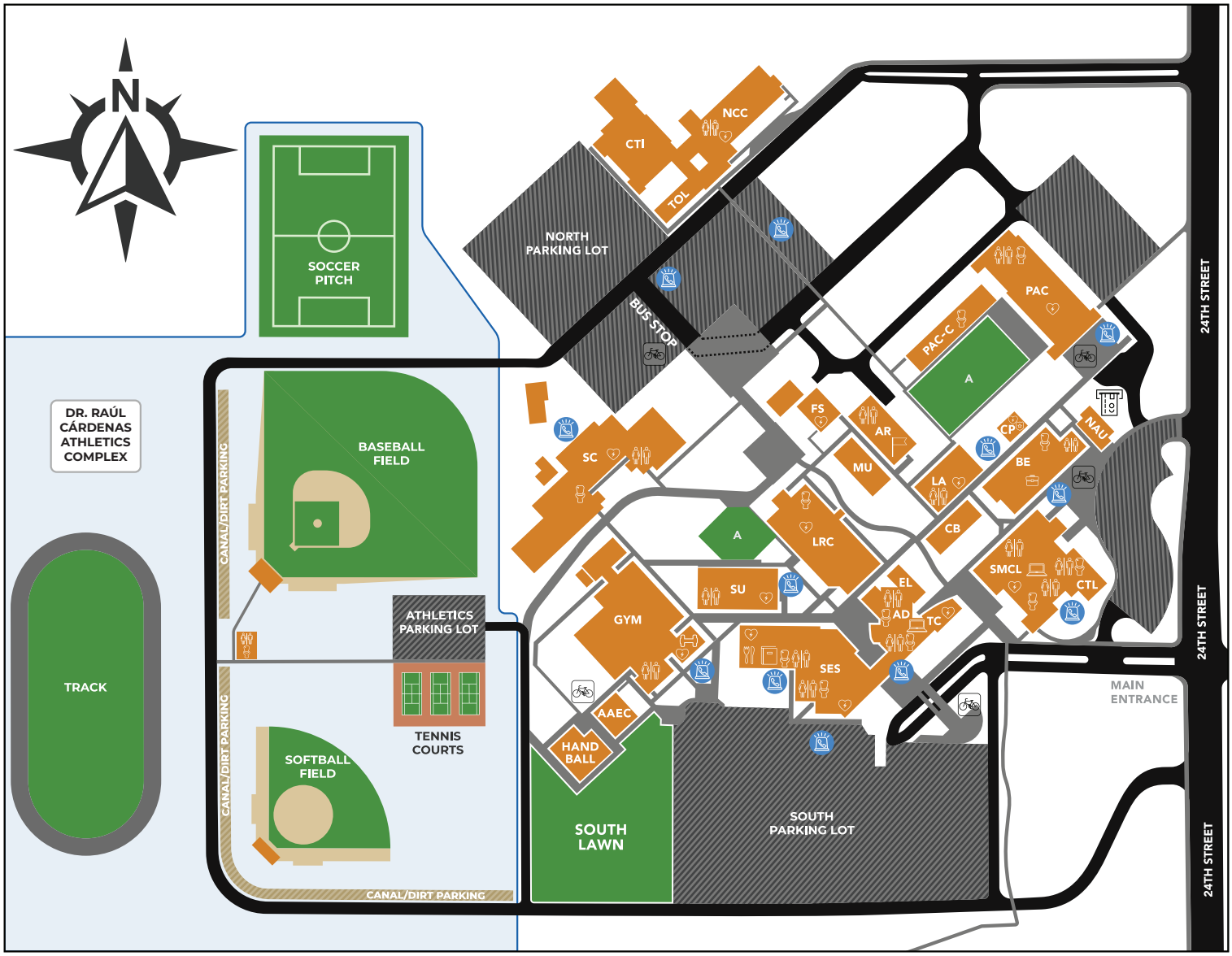
ADOPTED by Direct Approval from the Chancellor, April 1, 2015

SMCC 2025-2026 Residential Faculty List

Instructor Name	Discipline	Degree	Institution
Allen,Stephanie O.	Librarian	Masters Level Degree	M.L.S., University of Texas at Austin
Amdouni,Bechir	Mathematics	Not Indicated	B.S. University of the Center, Tunisia; M.ED., Lewis University. M.S. Northeastern Illinois University
Aubrey Jr,Thomas E.	Counseling Division Chair	Masters Level Degree	Ph.D., Grand Canyon University
Avila,Jennifer K.	Reading	Masters Level Degree	A.A., Lakeland Community College; B.A.,Lake Erie College; M.Ed., Arizona State University
Barr, Sean	Construction	Not Indicated	
Biswas,Sudipta	Biology	Post-Doctorate	B.S., M.S.; University of Delhi, Delhi, India; Ph.D. School of Life Sciences, Jawaharial Nehru University, New Delhi, India
Bosch,Paul	Biology	Doctorate (Academic)	B.A., Hope College; M.S., Ohio University M. Ed., Arizona State University; EdD; Northern Arizona University
Boykin,Jessica Carol	English	Masters Level Degree	Ph.D., Arizona State University
Brownlee,Lewis Andrea	Computer Information Systems	Doctorate (Academic)	Ph.D., University of Arizona
Bush,Bradley Thomas	Mathematics	Masters Level Degree	BA, MS-Utah St. Univ.; MA-Johns Hopkins University
Caire,Carlos F.	Communication, Fine Arts, Social Sciences Division Chair	Doctorate (Professional)	A.A., El Paso Community College, M.F.A. and B.A., University of Texas at El Paso; Ph.D., New Mexico State University
Cherland,Summer M.	History	Doctorate (Academic)	B.S., M.A., Northern Arizona University; M.Ed., Concordia University; Ph.D., University Nevada Las Vegas
Cindric, Braedon	English ESL	Masters Level Degree	
Cowan,Danielle Marie	Librarian	Masters Level Degree	M.A., University of Arizona
Culver, Ariah	Behavioral Health	Masters Level Degree	
Davis-Strong,Devi R.	Physical Education	Doctorate (Academic)	Ph.D., Loma Linda University
Dey,Asha S.	Reading	Masters Level Degree	A.G.S., South Mountain Community College; A.A., Rio Salado; B.S. Arizona State University; M.Ed., Northern Arizona University
Dugi, Rosemarie	Education	Doctorate (Academic)	
Espinosa De Escobar,Yvette M.	Biology	Doctorate (Academic)	B.A., University of Arizona, M.S., Northern Arizona University
Gaither,Irene S.	Mathematics	Masters Level Degree	B.A., Institute of Teacher's Training, Bandung- Indonesia, M.Ed., Arizona State University; Additional work NAU
Gutierrez,Loida	Spanish	Masters Level Degree	M.A., Arizona State Univeristy
Guttell,Noah D.	Music	Masters Level Degree	B.A., Berkley College of Music; M.A., Arizona State University
Hustedde,Stephen F.	Computer Information Systems	Masters Level Degree	B.A., M.Ed., Arizona State University; Additional work: Dallas Theological Seminary
Jones,Marlon D.	Chemistry	Not Indicated	Ph.D., Univeristy of Kentucky
Ketcham,James F.	English Composition	Masters Level Degree	M.A., Creighton University
Largo,Lora	Librarian	Masters Level Degree	B.A., University of New Mexico, B.A., Fort Lewis College, M.L.S., University of Arizona
Levy,Jacqueline Anita	MSE Division Chair	Doctorate (Academic)	M.S., California State University
Locke, Kari	Computer Information Systems	Masters Level Degree	
Mahmood,Azra	Communication	Masters Level Degree	B.A., M.A., Western Kentucky University
Mauldin,Kimberly S.	Language Arts Chair	Doctorate (Academic)	EdD, Argosy University
McCarthy,Niall J.	Computer Information Systems	Masters Level Degree	B.S. University of Dublin, M.A. University of Dublin (Trinity College), M.S., Arizona State University
McHenry,Bruce A.	Business, myCareer, CTL, Library Chair	Doctorate (Academic)	M.B.A., Arizona State University; EdD. Northern Arizona University
McIntosh,Chelsea L	Chemistry	Doctorate (Academic)	Ph.D., Arizona State University

SMCC 2025-2026 Residential Faculty List

Instructor Name	Discipline	Degree	Institution
McNamara,Catherine	Librarian	Doctorate (Academic)	B.A., State University of New York, College at Buffalo, M.L.S., State University of New York at Albany; Ph.D., Arizona State University
Mendoza,Mario	Theatre	Masters Level Degree	M.A., San Francisco State University
Moore,Corey L.	Psychology	Masters Level Degree	Ph.D., Grand Canyon University
Morales,Richard L.	Computer Information Systems	Masters Level Degree	A.A., SMCC, B.S., Arizona State University, M.Ed., Northern Arizona University
Perkins,Gita	Chemistry	Doctorate (Academic)	B.S., Mount Carmel College, Bangalore University, India, M.S., St. Joseph's College, Bangalore University India, M.S., Oklahoma State University; Ph.D., Arizona State University
Pringle Rivers,Andrea E.	English Composition	Masters Level Degree	M.A., Northern Arizona University
Raack,Christine I.	English ESL	Masters Level Degree	B.A., M.A., Arizona State University
Rawlings-Dube,Brielle Kristin	Counselor	Masters Level Degree	M.A., Arizona State Univeristy
Reif,Jason M.	Counselor	Masters Level Degree	B.S., Arizona State University; M.C., Arizona State University
Senters,Ryan Thomas	Psychology	Doctorate (Academic)	Ph.D., Grand Canyon University
Shaffer, Jeannette	Center for Teaching & Learning	Doctorate (Professional)	B.S., USC- Costal Caroline College; M.S., Shenandoah University; Ph.D., George Mason University
Smith,Carol L.	English Composition	Doctorate (Academic)	B.A., M.Ed., Ph.D., Arizona State University
Smith,Marianne C.	Mathematics	Masters Level Degree	B.S., Brooklyn College, CUNY; M.S. New York University; M.A., Pennsylvania State University
Spencer,Mark Alan	Biology	Doctorate (Professional)	B.A., Indiana Univ.; MA, PhD., S.U.N.Y, Stony Brook
Sweet,Shalmeka D.	Counselor	Masters Level Degree	B.S., M.S., Grand Canyon University
Tatum,Sonya Lynn	Admin of Justice	Masters Level Degree	B.A., Concordia University; M.B.A., University of Phoenix
Thacker,Dawn Stephanie	English	Doctorate (Academic)	Ph.D., Arizona State University
Torres,Marilyn	Storytelling	Masters Level Degree	B.A., CUNY-John Jay College; M.S., New School for Management and Urban Policy
Urbieta,Dolores de la Torre	Mathematics	Masters Level Degree	B.A., Arizona State University; M.Ed. L., Northern Arizona University
Wallace,Wiley	Art	Masters Level Degree	B.F.A., Arizona State University; M.F.A., University of California Santa Barbara
Warren,Elizabeth A.	English Storytelling	Masters Level Degree	B.S., M.A., Arizona State University, additional work: University of South Florida
Weiner,Felice Beth	Mathematics	Masters Level Degree	BA, M.Ed. – Arizona State University
Whitesel,Carl A.	Engineering	Masters Level Degree	A.A.S., Midlands Technical College; B.S.E.T., M.S., University of North Carolina at Charlotte; M.S.E., Ph.D., Arizona State University
Wilson,James Vernon	Counselor	Doctorate (Academic)	Ph.D., Arizona State University



A | Amphitheatre

AAEC | AZ Agribusiness and Equine Center

AD | Administration

AR | Art

BE | Business Education

CB | Classroom Building

CP | College Police

CTI | Construction Trades Institute

CTL | Center for Teaching and Learning

EL | Engineering Lab

FS | Facilities Services

GYM | Gymnasium Fitness Center

LA | Liberal Arts

LRC | Learning Resource Center

MU | Music

NAU | Northern Arizona University

NCC | North Campus Complex

PAC | Performing Arts Center

PAC-C | PAC-Classrooms

SC | Science Complex

SES | Student Enrollment Services

SMCL | South Mountain Community Library

SU | Student Union

TC | Technology Center

TOL | Tree of Life

AED (Automated, External, Defibrillator)

ATM

Bookstore

Cafeteria

Community Entrepreneurship Center

Computer Lab

Emergency Phone

Fitness Center

International Ed. Services

Police 602-243-8100

Restrooms

Restrooms, All-Gender

Streets

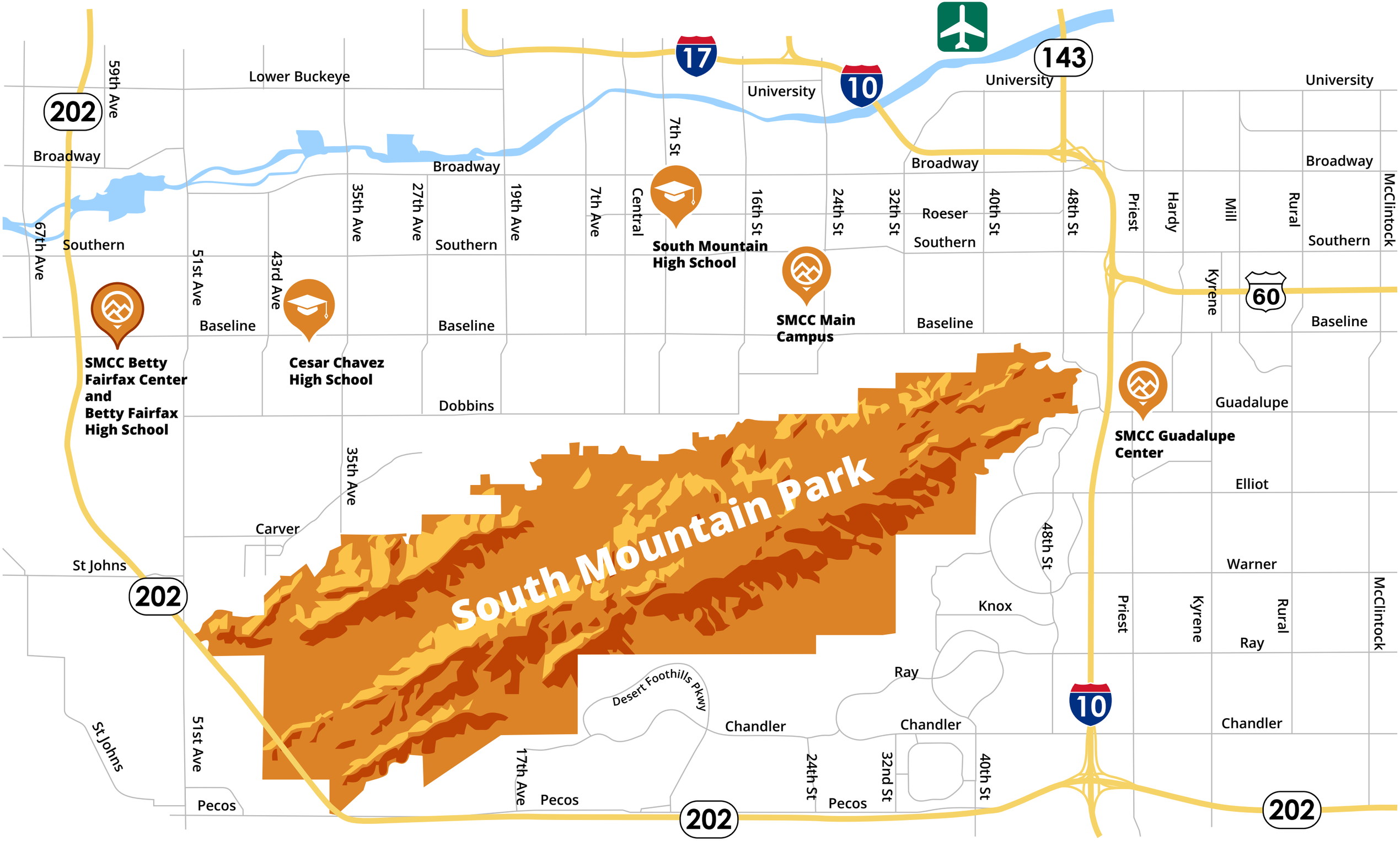
Parking

Walking Paths

Buildings

SOUTH MOUNTAIN COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE
7050 S. 24th Street Phoenix, AZ 85042

MARICOPA COMMUNITY COLLEGES


South Mountain Park
SMCC Betty Fairfax Center and Betty Fairfax High School
Cesar Chavez High School
South Mountain High School
SMCC Main Campus
SMCC Guadalupe Center
202
17
10
143
60
59th Ave
67th Ave
51st Ave
43rd Ave
35th Ave
27th Ave
19th Ave
7th Ave
7th St
Central
16th St
24th St
32nd St
40th St
48th St
Priest
Hardy
Mill
Rural
McClintock
Kyrene
Lower Buckeye
Broadway
Southern
Baseline
Dobbins
Roeser
University
Guadalupe
Elliot
Warner
Ray
Knox
Carver
St Johns
Desert Foothills Pkwy
Chandler
Pecos
17th Ave