



THE MARICOPA ACE PROGRAMS

ACE

Achieving a College Education

Student and Parent Handbook



The Power of Learning

Paradise Valley Community College
18401 N. 32nd Street
Phoenix, Arizona 85032
www.paradisevalley.edu

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Admissions and Records.....	(602) 787-7020
Advisement Center.....	(602) 787-7060
Assessment (Testing).....	(602) 787-7050
Bookstore.....	(602) 787-7120
Computer Commons.....	(602) 787-6760
Counseling Service and Personal Development.....	(602) 787-6540
Disability Resource Center.....	(602) 787-7174
Financial Aid Department.....	(602) 787-7100
Fitness Center.....	(602) 787-7270
Information Center.....	(602) 787-7411
Learning Support Center (Language, Math, Writing).....	(602) 787-7180
Library/Circulation Desk.....	(602) 787-7200
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ACE PROGRAM

Paradise Valley Community College

The PVCC ACE program began in the late 1990s as SUCCEED: **S**tudents **U**sing **C**ommunity **C**ollege to **E**xpand **E**ducational **D**reams. This program was developed in partnership with the Paradise Valley Unified School District. In 2000, SUCCEED became known as ACE/SUCCEED when the program joined with other high school bridge programs throughout the Maricopa County Community College District, known as ACE: **A**chieving a **C**ollege **E**ducation. In 2008, as part of the Chancellor's "One Maricopa" effort, the name was modified again as simply **ACE**.

Paradise Valley Community College is one of ten colleges, two skill centers, and multiple satellite locations, which comprise the Maricopa County Community College District located throughout metropolitan Phoenix, Arizona.

Founded in 1985, Paradise Valley Community College has grown from a per-semester enrollment in 1987 of 3,700 to over 9,105 today. The college's unduplicated headcount per year is over 14,195, with an additional 6,000 in non-credit and continuing education programs. Historically, PVCC has seen general enrollment growth between 2-7% each semester. Enrollment growth has coincided with the increase in number of faculty: from 27 full-time residential faculty in 1987 to 115 in 2009 (plus 391 adjunct faculty in 2008). The total number of employees has grown from 62 in 1987 to 253 in 2009.

For more information call:
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Paradise Valley Community College and the Maricopa College District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, handicap/disability, age or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities. The Maricopa Community Colleges will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Ni Paradise Valley Community College ni Maricopa Community Colleges no discriminan por razones de raza, color, religión, origen de nacionalidad, género, personas minusválidas, ni edad en la solicitud de admisión, participación, acceso y trato a las personas en programas de instrucción o en programas de empleo y actividades referentes a empleos. El distrito de los colegios comunitarios de Maricopa tomará medidas para asegurar que el no tener conocimiento de Inglés no sea una barrera de admisión y participación en programas vocacionales de estudio.

The PVCC ACE Program

Achieving a College Education

Welcome to the ACE Program at Paradise Valley Community College!

ACE refers to Achieving a College Education. The ACE Program is for high school students who have just completed their sophomore year and who have an interest in going to college. The purpose of the ACE Program is to retain students in high school and ensure their transfer to the community college or other institutions of higher education after graduating from high school.

The ACE Program gives high school students the opportunity to experience college long before they graduate from high school. By bringing students into the college environment while they are still in high school, the transition into full-time college life will become easier. Students who participate in this program will:

- Receive a scholarship to cover tuition and fees during their **high school phase** of involvement with the Program. (2 years: Junior and Senior years)
- Take college courses offered during the summer and regular academic year (spring and fall semesters), in addition to their high school classes.
- Participate in co-curricular programs, which include field trips to state universities, businesses and industries.
- Develop proficiency in basic academic skills and strategies essential for coursework, college survival, and daily life.
- Be ready to transfer to a college or university.
- Be exposed to a variety of vocational and career options/opportunities.

ACE PROGRAM GUIDELINES

ACE MISSION STATEMENT:

The mission of the ACE Program is to help students make a smooth transition from high school, through community college, and transfer to a university where they can complete a baccalaureate degree.

ACE PROGRAM GOALS:

1. To demystify higher education, its requirements, costs and benefits
2. To familiarize students with college life
3. To provide tools for students to succeed socially, academically and personally
4. To assist students in identifying educational, career, and vocational goals and interests
5. To identify sources of financial assistance and scholarships and facilitate students in the application process
6. To empower parents/guardians to become actively involved in students' education and future
7. To collaborate with local educational institutions, community partnerships, and the private sector
8. To provide continuous follow-up and support to each cohort which will ensure retention and tracking

ACE SCHOLARSHIP:

ACE students will have tuition paid by the ACE Program for up to **six semesters (or 24 credit hours)**, beginning the summer semester after sophomore year in high school, and concluding after spring semester of senior year in high school. **The student is responsible for the purchase of textbooks and transportation to and from the Paradise Valley Community College campus.** If an ACE student changes high schools, he/she may still participate in ACE as long as transportation to PVCC is provided. *** (Please notify an ACE staff member should this occur)**.*

FALL/ SPRING CLASSES:

During the first year in the PVCC ACE Program, students take classes together as a cohort. Classes are held Monday through Thursday during the summer sessions (June &/or July), and on weekday evenings and/or Saturdays during fall (August-December). Starting spring semester (January-May) their first year, students are mainstreamed into regular college classes, with the exception of a 1-credit class they complete as a cohort both spring and in the fall of their second year. Each student is required to take placement tests in Reading, Writing and Math. Those test scores are analyzed and each student's individual needs are met by placing them in the appropriate classes based on their test scores. Usually the student will take classes late in the afternoon or evening, or in the daytime on Saturdays, depending on the class. The semester is 16 weeks in length. The student is expected to meet the requirements and obligations of a regular college student. ACE students are placed in General Education courses necessary for every degree. The ACE Program works to ensure that the ACE participants gain the most experience and complete as many classes as the student is willing to commit to during the two-year participation.

The ACE Program class schedule is as follows:

First year (Junior Year) – complete 13 credits		Second year (Senior Year) – complete 10 credits	
2 x 3-credit class Summer session I	= 6 credits	1 x 3-credit classes in Summer	= 3 credits
1 x 3-credit class in Fall	= 3 credits	1 x 3-credit class in Fall	+ = 4 credits
1 x 3-credit class in Spring	+ = 4 credits	1 x 1-credit class in Fall	= 3 credits
1 x 1-credit class in Spring	= 4 credits	1 x 3-credit class in Spring	= 3 credits

ACE PROGRAM GUIDELINES

ATTENDANCE:

Paradise Valley Community College and the ACE Program subscribe to the belief that college class attendance is essential to academic success. The following attendance policy is in effect from the first day of classes and will be enforced until completion of the program to help ensure success and to prepare students for the expectations and demands of their full-time college experience.

PVCC ACE Program Attendance Policy:

Students will be allowed a maximum of THREE absences in fall & spring semesters; TWO maximum during the summer. The student WILL still be responsible for making up any missed class work/exams/projects/etc. Students with absences exceeding this limit WILL BE withdrawn from class for that semester, unless prior arrangements have been made with the class instructor. All students must report absences to the PVCC ACE office AND to their instructor. Students who are withdrawn from class for excessive absences by the instructor *may* be eligible for a 'Stop-Out' from the ACE Program for the remainder of the semester. **The Attendance Policy is in effect as of the first day of classes and will be strictly enforced until completion of the ACE Program.**

Definition of an Absence:

Regardless of the reason, if a student is not physically present in the classroom during the scheduled class time, that student is considered absent. Please see the PVCC Catalog and Student Handbook for information on Official Absences. In the event of an absence, the student is responsible for any missed class work. **Check your class syllabus for definition of an absence and a tardy according to instructor policy.**

STOP-OUT POLICY:

All students who already know that they will miss more than three class sessions in a semester are encouraged to speak to the ACE director or coordinator regarding 'stopping out'. A 'Stop-Out' allows a student to concentrate on high school studies or extra-curricular activities for a given semester WITHOUT being dropped from the ACE Program. Students with a 'Stop-Out' will simply not be registered for classes for one semester (of student's choice) without penalty. A student may use a stop out for any semester EXCEPT for first semester. IT WILL BE THE RESPONSIBILITY OF THE STOP-OUT STUDENT TO CONTACT THE ACE STAFF TO MAKE PLANS FOR THE UPCOMING SEMESTER. A student may **NOT** use 'Stop-Out' two consecutive semesters; students with TWO CONSECUTIVE STOP-OUTS will be dropped from the ACE Program.

GRADING:

ACE students will begin an OFFICIAL college transcript, which will become a part of the student's PERMANENT records. Grades and transcripts will be available online at my.maricopa.edu after the course completion date. Official copies of the student's transcript can also be requested in person at Admissions & Records. Paradise Valley Community College uses the following grade key:

A - Excellent B - Above Average C - Average D - Passing F - Failing
I - Incomplete (not computed in GPA) W - Withdrawn (not computed in GPA)

Prerequisite courses require a grade of 'C' or better to advance to the next level. Completion of courses at 100 level or above, with a grade of 'C' or better, may be eligible for transfer to another college or university. A grade of 'D' may satisfy graduation requirements at Paradise Valley Community College, but WILL NOT BE not eligible for transfer. **Any student with a grade of 'D' or 'F' will complete a Student Probation Contract. The contract indicates that the student will pay out-of-pocket to retake the course(s) the following semester and pass with a 'C' or better, in which case, the student will be reimbursed. If the student does not earn a 'C' or better the second time, the student may be asked to give up the scholarship or pay out of pocket to retake the course a third time in order to be reconsidered to stay in the program. No other course(s) will be taken until the repeated course(s) has(have) been completed with a passing grade.**

ACE PROGRAM GUIDELINES

A STUDENT WILL LOSE HIS/HER ACE SCHOLARSHIP if she/he:

1. Drops out of high school.
2. Fails to attend ACE classes on a regular basis or perform satisfactorily.
3. "Stops out" for two consecutive semesters.
4. Does not abide by PVCC and ACE regulations and Code of Conduct.

BOOKSTORE:

Textbooks for ACE courses may be purchased at the PVCC Bookstore (see store for hours). The Bookstore staff will be able to help you locate textbooks for classes. Students who purchase their books **may** be able to sell the books back to the Bookstore (not a guarantee). The Bookstore reserves the right to determine quality, quantity and price of books bought back. **An I.D. and a receipt are required to return, exchange, or sell your books back to the bookstore.** If books are purchased through the ACE Program funded by a book voucher, we encourage returning the books to the ACE Office to recycle to other students.

ID CARD:

Every PVCC ACE student **must** acquire a Paradise Valley Community College ID card. To obtain the card you **must** present a picture ID. Student ID cards are issued in the Kranitz Student Center (KSC) Building at the College Safety office across from the bookstore. A valid ID is required for ALL transactions on campus in Admissions and Records, Assessment/Testing, Computer Commons, Cashier's Office, Fitness Center, the Learning Support Center (LSC) and the Library. **I.D. cards must be carried at ALL times while on campus. IDs are automatically renewed when the student is registered and has paid for a specific semester.**

PARKING ON CAMPUS:

PVCC requires registration of your vehicle with the College Safety Office (no charge), and all vehicles parked on campus must adhere to the Motor Vehicle Division (MVD) policies. College Safety enforces parking policy on campus; violations may result in a fine.

PROGRAM STAFF:

The ACE Program Staff members are assigned to track ACE students' academic, educational, and career progress. The program staff is available to all students to discuss program status, course registration, future plans, scholarship information, change of schools, trouble with classes, questions/concerns about the program, and questions about colleges and universities. ACE staff will make visits to the students' high schools during the school year. To make an appointment with the ACE Coordinator, Director, or Assistant, call 602-787-7163, 602-787-7136 or 602-787-7170.

SPECIAL PROGRAMS/ WORKSHOPS/ FIELD TRIPS:

PVCC ACE will offer special programs from time to time, and we encourage students to attend. These events will give the students an opportunity to renew friendships, enhance skills, and receive assistance with financial aid, scholarship searches, and tutoring support. Field trips to Northern Arizona University, the University of Arizona and other businesses and industries are conducted during the summer and school year. Field trips are not mandatory, but participating in these events will make the ACE experience broader and more meaningful to students.

**2011 COHORT
ACE ACADEMIC TIMELINE:**

HIGH SCHOOL JUNIOR (YEAR 1)

Summer '11: June	Fall '11: August-December	Spring '12: January-May
CPD150 – May 31-June 30 BPC110 – May 31-June 30 Monday through Thursday 9:30 a.m. to 3:00 p.m. <u>Or</u> 10:00 a.m. to 3:20 p.m. <u>Or</u> 12:45 p.m. to 6:10 p.m. You will be randomly assigned to one of these schedules. (includes approx. 45 min lunch break)	CPD104 or CPD160 (to be determined) Saturdays 9:00-11:45 a.m.	One 3-credit class Weekdays late afternoon or evening (usually 2 days per week) OR Saturdays 9:00-11:45 a.m. Also, CPD298AA (1 credit) on Tuesday or Thursday afternoon
6 college credits	3 college credits	4 college credits

HIGH SCHOOL SENIOR (YEAR 2)

Summer '12: June or July	Fall '12: August-December	Spring '13: January-May
One or two 3-credit classes Monday through Thursday Time varies by class	One 3-credit class Weekdays late afternoon or evening (usually 2 days per week) OR Saturdays 9:00-11:45 a.m. Also, CPD298AA (1 credit) on Tuesday or Thursday afternoon	One 3-credit class Weekdays late afternoon or evening (usually 2 days per week) OR Saturdays 9:00-11:45 a.m.
3 to 6 college credits	4 college credits	3 college credits

Note: Schedule subject to change.

Expectations of PVCC ACE Parents/Guardians

1. Attend parent meetings and orientations.
2. Provide transportation assistance to and from PVCC for students to attend classes, field trips, and any other program-related activities.
3. Attend ACE Parent Workshops.
4. Assist in purchasing textbooks and other related materials for each class.
5. Talk with son/daughter and keep up to date with daily activities of their classes and related program activities.
6. Be positive and encourage students with their personal efforts and program responsibilities.
7. Take an active role in students' education and support future goals.
8. Understand FERPA* (Family Educational Rights and Privacy Act) law and communicate directly with son/daughter to monitor academic progress.
9. **NOTIFY PVCC ACE OFFICE OF ANY ADDRESS, TELEPHONE, CELL PHONE, AND E-MAIL CHANGE. This is crucial to maintain accurate student records.**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For additional FERPA info:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

ACE Student Success: A Shared Responsibility

The ACE Program at Paradise Valley Community College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. We recognize that student success is a shared responsibility of both staff and students, and we believe that to succeed, students must be involved as active partners in their education.

ACE Staff are committed to:

1. Monitoring and enforcing ACE student attendance policy.
2. Providing an academic advisor to support and track students' educational and career progress.
3. Providing ACE students with a program of study to ensure proper class placement.
4. Making every effort to provide accurate, timely information regarding access to the college's programs, services, and amenities.
5. Providing quality student services and making knowledgeable and accurate inter-office referrals.
6. Reviewing and updating student services and procedures based on feedback from students.
7. Treating students with respect, courtesy, and dignity.
8. Recognizing that academic progress and intellectual growth are the students' primary goals, and providing services that will promote such progress.
9. Providing learning opportunities for students to acquire life management skills such as realistic goal setting, time management, stress management, and social skills.

ACE Students are expected to:

1. Attend all class sessions!!
2. Provide or arrange transportation to and from Paradise Valley Community College campus, if applicable.
3. Provide textbook(s) and all other relevant class materials for each class.
4. Communicate their needs and let employees know the perceived barriers to meeting their requests.
5. Read and review printed materials and ask questions regarding access and services in a timely manner.
6. Follow through on all class requirements and complete them in a timely manner, including but not limited to projects, homework, research papers, etc.
7. Make use of student services and evaluate in order to provide meaningful feedback.
8. Treat employees, faculty, and other students with respect, courtesy and dignity.
9. Make a commitment to their own academic and intellectual growth and to use those services that will help them achieve their goals.
10. Be aware of and select those personal growth opportunities that will help them develop life and social skills.

A Glossary of Important College Terms

ADMISSION:	Acceptance for registration based on completion of application documents, receipt of transcripts and test scores, meeting of academic standards, and fulfilling of any other requirements (physical examination, essay, etc.). Application for financial aid is usually a separate process.
ADVISOR:	A resource person able to help you plan your course of study and select appropriate courses. Also called program advisors or academic advisors.
AGEC:	Stands for A rizona G eneral E ducation C urriculum: a 35-38 semester-credit general education certificate that fulfills lower-division education requirements for students planning to transfer to any Arizona public community college or university. (AGEC-A, AGECE-B, and AGECE-S)
ASSOCIATE DEGREE:	A degree awarded for the completion of a minimum of 64 credits selected to meet specific requirements. The Associate of Arts (AA) emphasizes courses for transfer to four-year schools, the Associate of General Studies (A.G.S.) allows for flexibility in course selection, and the Associate of Applied Science (A.A.S.) emphasizes a particular occupational field.
BACHELOR'S DEGREE:	A degree awarded by a four-year college. The Bachelor of Arts (BA) or Bachelor of Science (BS) degree requires approximately 126 credits.
CATALOG:	The annual publication of a college or university which explains the institution's policies, procedures, and programs, including course descriptions.
COHORT:	A group of individuals having a statistical factor (as age or class membership) in common. ACE uses "cohort" as the year you enter the program for example: 2008 or 2009 cohorts.
COLLEGE:	(1) A single institution of higher learning offering post-high school courses and degrees. (2) A large division of a university, offering courses and degrees in a related field. Example: ASU College of Liberal Arts and Sciences.
COMMUNITY COLLEGE:	A "two-year" college offering associate degrees, certificate programs, and courses at freshman, sophomore, and non-credit levels.
COUNSELOR:	A faculty member available to help you with personal, career, or school related questions.
COURSE DESCRIPTION:	A brief, official statement of the content and prerequisites of each course included in the catalog
COURSE NUMBER:	The three-digit number following the subject code which identifies a particular course as to content and level, such as RDG 091, College Reading Skills.

CREDIT HOUR:	Numerical unit assigned to a course based on the amount of time spent in class each week.
CURRICULUM:	A series of courses that meet a particular academic or vocational goal. It is also called a program of study.
ELECTIVES:	Courses a student can select in order to complete a program of study, sometimes with restrictions.
GRANTS:	Student financial aid awarded to undergraduate students (working on their first bachelor's degree) who demonstrate financial need. Grants do not require repayment.
LOWER DIVISION:	First and second year college courses (100 and 200 level. Example: ENG 101). Only lower division courses are offered by the community colleges.
MAJOR:	The field of specialization. Examples: computer science, nursing etcetera.
PREREQUISITE:	A condition which must be met before enrolling in a specific class, usually the completion of a lower-level class in the same subject or an appropriate placement test score.
PRIVATE COLLEGE:	A college not supported by state funding, often having a unique program & image.
REQUIRED COURSE:	A course needed to complete a certificate or degree program.
SCHOLARSHIPS:	Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid.
SECTION NUMBER:	Follows immediately after the subject code and the course number (RDG 091) in the class schedule which identifies the location and time of the class. Example: RDG 091 – Section 0001-LEC (11813)
SUBJECT CODE:	The three-letter abbreviation which identifies the subject area of a course such as RDG for Reading courses.
SYLLABUS:	A course outline and information on classroom policies, test, dates and materials to be used in a class, usually given to students by the instructor at the first class meeting.
TRANSCRIPT:	A record of a student's course work and grades
TRANSFER CREDIT:	Credit earned at another college applied to a PVCC program or vice versa.
UNIVERSITY:	Any institution of higher education offering bachelors, masters, and doctoral degree programs.
UPPER DIVISION:	Courses usually taken during junior and senior years offered at four-year institutions (300 and 400 level. Example: ENG 492).

**Paradise Valley Community College
Code of Conduct - Rules and Regulations**

*Any student found to have committed the following misconduct
is subject to disciplinary sanctions:*

1. **Acts of dishonesty**, including but not limited to the following:
 - a. Furnishing false information to any college official or office.
 - b. Forgery, alteration or misuse of any college document, record or instrument of identification.
 - c. Tampering with the election of any college- recognized student organization.
2. **Obstruction 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.

When the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

3. **Physical abuse, verbal abuse**, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B. above.
4. **Attempted or actual theft** of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. **Failure to comply with direction** of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. **Unauthorized possession, duplication or use of keys** to any college premises, or unauthorized entry to or use of college premises.
7. **Violation of any college or District policy**, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
8. **Violation of federal, state or local law.**
9. **Use, possession, manufacturing or distribution of illegal or other controlled substances** except as expressly permitted by law.
10. **Illegal use, possession, manufacturing or distribution of alcoholic beverages** or public intoxication.
11. **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.
12. **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.

13. **Obstruction of the free flow of pedestrian or vehicular** traffic on college premises or at college-sponsored or supervised functions.
14. **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 District premises without his/her prior knowledge, or without his/her 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.
 - a. **Attempted or actual theft or other abuse of technology facilities or resources** (*see web site below for complete policy*)
 - b. **Abuse of the Student Conduct system** (*see web site below for complete policy*)
15. Engaging in irresponsible social conduct.
16. Attempt to bribe a college or District employee.
17. **Stalking behavior**, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - a. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - b. **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.
 - c. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - d. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - f. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. **College Expulsion** - permanent separation of the student from all the colleges in the District.

For additional administrative regulations, see the PVCC Catalog common pages and PVCC Student Handbook/Daily Planner.

**For the complete policy and other administrative regulations visit:
www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php**

