2019-2020 Cochise College Catalog Addendum

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THE PROVISIONS OF THIS CATALOG REFLECT INFORMATION AS OF THE DATE OF PUBLICATION.

NOTICE:

The contents of this addendum supersede the content specified in the 2019-2020 catalog where noted. Contents of the 2019-2020 catalog not revised in this addendum remain in effect. The unrevised content of the 2019-2020 catalog and the revised content of this addendum are valid for the 2019-2020 academic year.

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Academic Procedures

CURRICULUM DELETION POLICY

Administrative Policy

EFFECTIVE DATE: 08/16/19

Category: Instruction
Policy Number: 3028
Title: Curriculum Deletion

The chief academic officer, who is responsible for the college's curriculum and for the maintenance of official course outlines, oversees the development of new programs and courses and approves the modification and deletion of existing programs and courses.

Procedure 3028.1
Reasons for Deletion of Existing Programs

Program deletion might become necessary for a number of reasons. College program reviews may reveal rationales such as the following:

1. A program may no longer meet a specific workforce need, as demonstrated by consistently low enrollments and placements.
2. A program may no longer meet student needs due to characteristics such as program length, improper preparation, low enrollments or completions, and the like.
3. A program may have been eliminated or changed by external agencies such as state agencies or accrediting bodies.
4. A program may be experiencing difficulties in providing faculty, facilities, equipment or other resources necessary to operate.

Procedure 3028.2
Steps to Delete an Existing Program

The process to delete a program is parallel to that of originating a new program. The following general steps are required:

1. An originator from the department or division in collaboration with the department chair and the curriculum coordinator develops a proposal to delete the program.
2. The curriculum committee reviews and forwards a recommendation regarding the deletion proposal.
3. The chief academic officer reviews and approves the curriculum committee proposal.
4. The president and the governing board provide final approval.

Procedure 3028.3
Teach-Out Process for a Deleted Program

Almost any deleted program will have some students that are still in some stage of active pursuit of the program credential. These students must be offered an opportunity to complete the credential. This requires the submission of a good faith teach-out plan for any deleted program. This plan will need to be submitted to the Higher Learning Commission and any other accreditation bodies. This plan should include the following elements:

1. Reasonable timeline for the anticipated closure
2. Process to equitably obtain individual student's interest and intent regarding completion options
3. Method(s) for notifying students of the upcoming closure including reasons for the discontinuance of the program
4. Plan for ensuring course offerings priced at the current tuition schedule to enable student completion will be provided
5. Process for advising students on the best path for each individual student's completion
6. Timeline for removal of the program from college publications, accreditation listings and department of education approval lists

The college may choose to offer students a teach-out plan that involves an agreement with another institution that will teach-out the students.

Procedure 3028.4
Responsibilities of Students Involved in a Teach-Out

7. The college will assist students desiring to transfer to another institution. Once a student has transferred, they will no longer be involved in the teach-out.
8. Students who fall out of sequence in the program as a result of course failure may retake the course only if it continues to be offered at the college. The student may seek approval from the relevant dean to establish a substitution course or an equivalent from another institution.
9. Students who fail to make satisfactory academic progress and are dismissed from the program will lose their right to be involved in the teach-out.
10. Students are expected to take courses as they are offered according to the teach-out plan. Failure of students to take required courses when offered does not obligate the college to offer the courses again.

Revised: 08/16/19

REFUNDS

* The flight refund policy stated in the catalog has been changed. Flight refunds will be granted according to Tuition and Fee Refund guidelines.

TUITION AND FEE REFUND

Students must be signed up for a class the day prior to the course start date. To receive a full refund for a dropped course, it must be dropped prior to the start of the term. Students who drop a class within the first week of the term will be refunded 90 percent of their tuition. The refund can be applied to a new course added to their schedule as long as the new class has not met yet. No refund is available after the 90-percent refund window closes.

There are no refunds for classes that are instructor dropped during census reporting, FTSE or during the semester.
If a class is canceled by the college, students will receive a full refund for all tuition and fees. Refunds are issued within three weeks after the end of registration. Students may enroll in another class and apply the tuition and fees from the canceled class to a new class.
All refunds for tuition, fees, and deposits due to a student will first be applied to any amounts owed to the college. Sufficient time must be allowed for final clearance of fee payment checks before refunds are made.

RESIDENCE HALL REFUNDS

Students are eligible for a 50-percent refund of room fees if leaving residence within 21 days of the first day of classes for each semester or within 21 days of the start date of a specific program in which they are enrolled. Room fees will not be reimbursed after the 21st day as specified above.

Students withdrawing from the college may be eligible for a meal plan refund, prorated on a weekly basis, up to four weeks after the start of the 17-week term. Students who are enrolled in only a first or second eight-week term will be charged a prorated meal plan rate of 50 percent of a full 17-week meal plan. Departing eight-week-only students are eligible for refunds, prorated on a weekly basis, up to two weeks after the eight-week term begins. Any refund exceptions to this policy must be made in writing to the dean of Student Services and must contain the rationale for the request along with any documentation requested by the dean. Requests for exceptions to this policy will not be accepted by the dean after 15 working days from the departure of the student.

FEDERAL TITLE IV FINANCIAL AID REFUNDS

The Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Federal Direct Student Loan programs are subject to this repayment provision. Students who completely withdraw before completing 60 percent of the term are subject to this policy and may owe a repayment of the unearned portion of their grant funds. Students have 45 days to return the funds to
Once a repayment is turned over to the Department of Education, eligibility for additional federal aid is suspended until satisfactory payment arrangements are made.

The Federal Pell Grant and Supplemental Educational Opportunity Grant (SEOG) programs are subject to this repayment provision. Students who have received student loan funds are responsible for completing an exit interview and for notifying their lender of the withdrawal or dropping below 6 credits. The federal work-study program is not subject to the refund policy.

The withdrawal date is the date:
- The student began the withdrawal process prescribed by the institution;
- The student otherwise provide the school with the official notification of the intent to withdraw; or
- The last date the student academically participated in the course.

The percentage of the payment period or period of enrollment completed for which assistance was awarded is calculated by dividing the total number of calendar days comprising the payment period or period of enrollment for which the assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew.

Additional policy and regulatory information is available from the Financial Aid Office.

VETERANS ADMINISTRATION COMPLIANCE POLICY

Administrative Policy

EFFECTIVE DATE: 08/01/19

Category: Students
Policy Number: 4019
Title: Veterans Administration Compliance

Cochise College is committed to complying with Veterans Benefits and Transition Act of 2018, and satisfying Title 38 US Code, Section 3679(e) School Compliance.

Procedure: 4019.1
Completion of 3679(e) School Compliance Form

The College president or designee shall complete the required forms, attesting compliance with the requirements of Title 38 United States Code, Section 3679(e). This policy will appear in the official College catalog.

Procedure: 4019.2
Covered Individuals

A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

Procedure: 4019.3
Compliance Protecting Covered Individuals

The College shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Veteran's Affairs (VA) under chapter 31 or 33.

Any covered individual who participates in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 and 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of VA website – eBenefits, or VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from 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

Areas of Study

AGRICULTURE

CROP SCIENCE - CERTIFICATE (MAJOR CODE - CRSC)

The Crop Science Certificate will examine key aspects of crop production in Southeast Arizona including the agronomic practices of crop production, soils, entomology and irrigation management.

Learning Outcomes
Students who successfully complete this program will be able to do the following:
- Demonstrate knowledge of plant growth principles and functions, including reproduction and environmental influences for improving plant growth.
- Describe methods for determining soil fertility, plant nutrient deficiencies, water availability and the application of irrigation techniques.
- Demonstrate knowledge of insect pests of crops and their control measures including the components of a successful integrated pest management system.

CORE CURRICULUM 17 CREDITS

AGR 135	Introduction to Crop Science	3
AGR 203	Integrated Pest Management	3
AGR 204	Principles of Irrigation	3
AGR 214	Soil Science	4
AGR 235	Introduction to Entomology	4

TOTAL CERTIFICATE REQUIREMENTS 17 CREDITS

HORTICULTURE SCIENCE - CERTIFICATE (MAJOR CODE - HCSC)

The Horticulture Science Certificate will examine key aspects of nursery, greenhouse and landscape horticulture in Southeast Arizona. Focusing on landscape plants in the arid southwest, the certificate includes courses in basic crop and soil sciences, insects and diseases of ornamental and vegetable plants.

Learning Outcomes
Students who successfully complete this program will be able to do the following:
- Demonstrate knowledge of plant growth principles, processes, and functions, including reproduction and environmental influences for improving plant growth.
- Summarize the sustainability principles, practices, and methods for producing greenhouse and nursery crops including comprehension of insect management, plant diseases and weeds related to plant health.
- Identify and recommend plants for various landscape uses.
- Apply proper propagation techniques for native and introduced plants commonly used in arid southwest landscapes.
- Describe methods for determining soil fertility, plant nutrient deficiencies, and soil fertility improvement processes.

CORE CURRICULUM 17 CREDITS

AGR 135	Introduction to Crop Science	3
AGR 205	Landscape Plants for the Southwest	3
AGR 214	Soil Science‡	4
AGR 218	Plant Propagation	3
AGR 235	Introduction to Entomology	4

TOTAL CERTIFICATE REQUIREMENTS 17 CREDITS

ANIMAL SCIENCE – CERTIFICATE (MAJOR CODE – ASC)

The Animal Science Certificate will examine key aspects of livestock production in Southeast Arizona. Courses will cover livestock production and management, range management, diseases and insect pests of livestock and their control.

Learning Outcomes

Students who successfully complete this program will be able to do the following:

- Identify and conceptualize aspects of animal science including economic, environmental, and global impact on animal production programs.
- Implement sound range management practices and describe the importance of animal nutrition, genetics, and reproductive physiology to ensure sustainable animal production.
- Demonstrate knowledge of insect pests of animals and their control measures including the components of a successful integrated pest management system.

CORE CURRICULUM 16 CREDITS

AGR 208	Animal Science	3
AGR 105	Range Management	3
AGR 235	Introduction to Entomology	4
AGR 230	Feeds and Feeding	3
AGR 243 or AGR 237	Livestock Production and Management or Equine Science and Management	3

TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

ALLIED HEALTH

HOME HEALTH AIDE - CERTIFICATE (MAJOR CODE - HHAC)

Home health aides assist clients who are unable to care for themselves or perform daily tasks such as cooking, cleaning, dressing, and bathing. They may also perform basic medical services such as checking vital signs. They may also provide long-term care or intermittent care. They may specialize in geriatric care or pediatric home health care.

Learning Outcomes

Students who successfully complete this program will be able to do the following:
- Demonstrate the basic knowledge of the home healthcare system and be able to identify the types of healthcare systems and roles of care team members.
- Demonstrate understanding of legal and ethical behaviors in the home healthcare system and what and when to report.
- Demonstrate knowledge of differences in personal care depending on the type of physical or developmental disability.
- Demonstrate procedure to ensure safety of self and client.
- Identify what situation is an emergency and what to do in each situation.
- Demonstrate the skills needed for food preparation including balancing nutrition and handling food safely.
- Explain the Direct Care Workers' role in maintaining a safe home environment.
- Identify possible home environmental hazards.
- Demonstrate the necessary skills to provide quality care in the home health environment.

CORE CURRICULUM 6 CREDITS

HLT 151	Home Health Aid I (Fundamentals)‡	3
HLT 152	Home Health Aide II (Aging, Physical and Developmental Disabilities)	3

TOTAL CERTIFICATE REQUIREMENTS 6 CREDITS

BOOKSTORE

The Follett bookstore is located on the Sierra Vista campus. Students can find textbooks, collegiate clothing, reference and trade books, classroom supplies and other items online at www.cochise.edu/bookstore. Book rental and digital options also are available. Student book buy-backs are held each semester during finals week. Graduation gowns may also be ordered in February for May graduates.

Courses

AGRICULTURE

AGR 203 - Integrated Pest Management (3)

Integrated Pest Management (IPM) will introduce the student to the fundamental theories, principles and practices of pest control for agriculture, ornamental horticulture and greenhouse pests. Diagnostic skills for insect, disease and weed identification will be presented. Topics will include learning how integrated pest control differs from conventional pest control and how to use IPM decision-making processes when delivering pest control services.
3 hours lecture.
Prerequisite(s): None.

AGR 204 - Principles of Irrigation (3)

Principles of irrigation introduces the student to the basic concepts, tools and skills to deliver water efficiently and effectively on field, garden and greenhouse scale. Topics will include the role of irrigation water in agriculture, the movement and cycling of water in agriculture systems, and the environmental factors that influence the type, frequency and duration of irrigation.
3 hours lecture.
Prerequisite(s): None.

AGR 205 - Landscape Plants for the Southwest (3)

Landscape Plants for the Southwest focuses on plants appropriate for use in landscaping design and revegetation in the southwestern United States. Topics include the identification of common and scientific names and cultural requirements of insect and disease pests and use of indigenous, introduced, and exotic landscape plants in commercial and residential design.
3 hours lecture.
Prerequisite(s): None.

AGR 218 - Plant Propagation (3)

Plant Propagation will provide students with an introduction to the principles, techniques and facilities needed for successful plant propagation in the greenhouse and nursery industries. The course will focus on basic biological concepts associated with plant structure, function and reproduction. This course will include hands-on laboratory exercises, which emphasize differences between sexual and asexual propagation of plants.
3 hours lecture.
Prerequisite(s): None.

NURSING

NUR 232 - Nursing III (10) ‡

In this third-semester course in the nursing program, the focus is on the problems and the physical and psychosocial health needs of acutely-ill adult clients. Topics include the framework for effective communication and the nursing process with emphasis on intervention and evaluation. A clinical setting helps students develop competence in discharge planning, community nursing, and leadership. Students utilize knowledge of new developments in health care to adapt to changes in the field and to be proactive in the nursing profession.
6 hours lecture, 12 hours laboratory.
Prerequisite(s): NUR 123, NUR 124 and NUR 130, all with a grade of B or better; and PSY 240.

indicates SUN course.   ‡ indicates lab fees.   ° indicates online.   ~ indicates intensive writing.

Degree Maps

AVIATION

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path using MyDegreePlan.

Program Name: Professional Pilot Technology (Flight Instructor)-Associate of Applied Science Degree

Locations Offered: Douglas Campus

First Semester

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	PFT 100 Introduction to Aviation	F2F	1
Core Curriculum	PFT 101 Private Pilot Ground School	F2F, OL	5
Core Curriculum	PFT 105 Crew Resource Management - Flight	F2F	2
Core Curriculum	PFT 111 Solo Flight Preparation	F2F	3.5
Core Curriculum	PFT 112 Cross-Country Navigation	F2F	1.5
Core Curriculum	PFT 113 Private Pilot Certification	F2F	1
Core Curriculum	PFT 122 Aviation Weather	F2F, OL	3
Gen Ed-Technology Literacy	CIS 116 Computer Essentials or CIS 120 Intro to Info Systems	F2F, OL	3

Second Semester

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	PFT 204 Instrument Rating Ground School	F2F, OL	5
Core Curriculum	PFT 206 Aircraft Systems	F2F, OL	3
Core Curriculum	PFT 214 Instrument Rating Flight I	F2F	3.5
Core Curriculum	PFT 215 Instrument Rating Flight II	F2F	1.5
Gen Ed-Composition	ENG 101 Composition	F2F, OL	3

Third Semester

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	PFT 121 Commercial Flight I	F2F	3
Core Curriculum	PFT 130 Commercial Pilot Ground School	F2F, OL	5
Core Curriculum	PFT 131 Commercial Flight II	F2F	3
Core Curriculum	PFT 218 Commercial Flight III	F2F	1
Core Curriculum-Composition	ENG 102 English Composition	F2F, OL	3
Gen Ed-Mathematics	MAT 132 Applied Mathematics or higher	F2F, OL	3-4

Fourth Semester

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	PFT 230 Flight Instructor-Fundamentals Ground School	F2F	3
Core Curriculum	PFT 231 Flight Instructor-Airplane Ground School	F2F	5
Core Curriculum	PFT 235 Flight Instructor-Airplane Stage I	F2F	1.5
Core Curriculum	PFT 236 Flight Instructor-Airplane Stage II	F2F	1.5
Gen Ed-Liberal Arts		F2F, OL	3
Gen Ed-Liberal Arts		F2F, OL	3

Total credits required: 71-72

Key: F2F = Face-to-Face. OL = Online
Notes: PFT courses are taught in 10.5- and 21- week session