



College Coordinating Council Meeting

September 25, 2019
 A124 – President’s Conference Room
 9:00 a.m. – 10:00 a.m.

Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

Committee Members:
 Van Rider, Academic Senate
 Jack Danielson, Associated Student Organization
 Ed Knudson, President
 Pamela Ford, Classified Union
 Michelle Hernandez, Confidential/Management/Supervisory/Administrators
 LaDonna Trimble, Deans
 Dr. Scott Lee, Faculty Union
 Dr. Les Uhazy, Interim Vice President of Academic Affairs
 John Hutak, Interim Vice President of Human Resources
 Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of August 28, 2019.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3050 – Institutional Code of Ethics	Ed	2 minutes	
IV. BP & AP 3100 – Organizational Structure	Ed	2 minutes	
V. BP & AP 3200 – Accreditation	Ed	2 minutes	
VI. BP & AP 3225 – Institutional Effectiveness	Ed	2 minutes	
VII. BP & AP 3250 – Institutional Planning	Ed	2 minutes	
VIII. BP & AP 3280 – Grants	Ed	2 minutes	
IX. BP & AP 5010 – Admissions	Erin	2 minutes	
X. AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students	Erin	2 minutes	

XI.	AP 5012 – International Students	Erin	2 minutes	
XII.	AP 5013 – Students in the Military	Erin	2 minutes	
XIII.	BP & AP 5015 – Residence Determination	Erin	2 minutes	
XIV.	New AP 5017 – Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information	Erin	2 minutes	
XV.	BP & AP 5020 – Nonresident Tuition	Erin	2 minutes	
XVI.	BP & AP 5030 – Fees	Erin	2 minutes	
XVII.	AP 5031 – Instructional Materials Fees	Erin	2 minutes	
XVIII.	BP & AP 5035 – Withholding of Student Records	Erin	2 minutes	
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: October 9, 2019				



College Coordinating Council Minutes

August, 28, 2019
A124 – President’s Conference Room
9:00 a.m. – 10:00 a.m.

Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

Committee Members:
Van Rider, Academic Senate
Jack Danielson, Associated Student Organization
Ed Knudson, President
Pamela Ford & Wade Saari, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Scott Lee, Faculty Union
Dr. Les Uhazy, Interim Vice President of Academic Affairs
John Hutak, Interim Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of April 24, 2019. (attached)	All		The minutes were approved as presented.
II. Constituent Reports	All		<p>Dr. Scott Lee stated that the faculty union had an election and the new treasurer is Kent Moser, David Adams is the VP and Cindy Hendrix is the 2nd VP.</p> <p>Van Rider stated that the Academic Senate also had an election and Karen Heinzman is the VP, Jason Bowen is the 1st Executive Officer, Dr. Jessica Harper is the 2nd Executive Officer.</p> <p>Pamela Ford stated that Wade Saari is the newly elected 2nd Vice President and would be joining in on the CCC meetings.</p> <p>Ed Knudson handed out the Review/Updating of BPs/APs timeline and stated that as the college prepares for the next Accreditation site visit, it was important that the BPs/APs are current. He reminded the committee that it was agreed upon a couple of years ago, that if there was no substantive change, that it did not need to go out to the constituent groups for review.</p>

INFORMATION/DISCUSSION/ACTION ITEMS:

III.	BP 1100 – The AV Community College (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
IV.	BP 1200 – District Mission (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
V.	BP 2010 – Board Membership (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
VI.	BP & AP 2015 – Student Trustee (attached)	Ed	1.5 minutes	There was a small revision suggested and agreed to go to the September 9, 2019 Board Meeting.
VII.	BP & NEW AP 2100 – Board Elections (attached)	Ed	1.5 minutes	It was agreed to go out to the constituent groups and return back to the October 9, 2019 CCC Meeting.
VIII.	BP & AP 2105 – Election of Student Trustee (attached)	Ed	1.5 minutes	It was suggested to have Dr. Zimmerman review for her input and to go out to the constituent groups and return back to the October 9, 2019 CCC Meeting.
IX.	BP & AP 2110 Vacancies on the Board (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
X.	BP 2200 – Board Duties and Responsibilities (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XI.	BP 2210 – Officers (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XII.	NEW BP 2220 – Committees of the Board (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XIII.	BP 2305 – Annual Organizational Meeting (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XIV.	BP 2310 – Regular Meetings of the Board (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XV.	BP 2315 – Closed Sessions (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XVI.	BP & AP 2320 – Special and Emergency Meetings (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XVII.	BP 2330 – Quorum and Voting (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XVIII.	BP & AP 2340 – Agendas (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XIX.	BP & AP 2345 – Public Participation at Board Meetings (attached)	Ed	1.5 minutes	It was agreed to go out to the constituent groups and return back to the October 9, 2019 CCC Meeting.
XX.	BP 2350 – Speakers (attached)	Ed	1.5 minutes	There was some discussion about putting the link to the comment card

			into the board policy and to go to the September 9, 2019 Board Meeting.	
XXI.	BP 2355 – Decorum (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXII.	BP & NEW AP 2360 – Minutes (attached)	Ed	1.5 minutes	It was agreed to go out to the constituent groups and return back to the October 9, 2019 CCC Meeting.
XXIII.	BP & AP 2365 – Recording (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXIV.	BP & AP 2410 – Board Policies & Administrative Procedures (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXV.	BP & AP 2430 – Delegation of Authority (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXVI.	BP & AP 2431 – Supt/Pres Selection (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXVII.	BP 2432 – Superintendent/President Succession (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXVIII.	BP & AP 2435 Evaluation of the Supt/President (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXIX.	BP & AP 2610 – Presentation of Initial Collective Bargaining Proposals (attached)	Ed	1.5 minutes	There was some discussion on the language and agreed to go out to the constituent groups and return back to the October 9, 2019 CCC Meeting.
XXX.	BP & AP 2710 – Conflict of Interest (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXXI.	AP 2714 – Distribution of Tickets or Passes (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXXII.	BP 2715 – Code of Ethics/Standards of Practice (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXXIII.	BP 2716 – Board Political Activity (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXXIV.	BP 2717 – Personal Use of Public Resources – Board (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXXV.	BP 2720 – Communications Among Board Members (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXXVI.	BP 2725 – Board Member Compensation (attached)	Ed	1.5 minutes	It was agreed to go out to the constituent groups and return back to the October 9, 2019 CCC Meeting.

XXXVII. BP 2730 – Board Member Health Benefits (attached)	Ed	1.5 minutes	It appeared that there was some editing errors and agreed to go out to the constituent groups and return back to the October 9, 2019 CCC Meeting.
XXXVIII. BP & New AP 2735 – Board Member Travel (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XXXIX. BP & AP 2740 - Board Education (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XL. BP 2745 – Board Self Evaluation (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
XLI. BP 2750 – Board Member Absence from the State (attached)	Ed	1.5 minutes	It was agreed to go to the September 9, 2019 Board Meeting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: September 11, 2019			



AP 3050 Institutional Code of Ethics

Reference:

Accreditation Standard ~~III.A.1.d~~ III.A.13

The employees of Antelope Valley Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. To support this commitment, college employees adhere to the following standards of ethical and professional behavior related to their duties.

Antelope Valley Community College District employees:

- Are honest and accountable in all actions and activities.
- Demonstrate personal and professional integrity in supporting the mission of the college.
- Are fair and respectful in all interactions with colleagues, students, and the public.
- Avoid conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.
- Address issues and work with people without prejudice.
- Act within applicable laws, codes, regulations, and District policies and procedures.
- Respect the personal values, beliefs, and behaviors of others.
- Maintain confidentiality regarding information about students or staff obtained in the course of their duties.
- Protect District assets.
- Maintain a working and learning environment free from harassment as defined by District policies.
- Maintain and enhance job effectiveness and competency through professional development.
- Respect the integrity and professionalism of administrators, faculty, staff, and students.
- Make every reasonable effort to create an equal-access learning environment that will help students succeed.

Also see BP 2715 Board Code of Ethics/Standards of Practice.

Approved: 7/10/06
Reviewed: 11/14/16
Revised: 10/14/19



BP 3100 Organizational Structure

Reference:

Education Code **Section** 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

~~See Administrative Procedure #3100~~ Also see [AP 3100 Organizational Structure](#).

Adopted: 11/7/05
Reviewed: 11/14/16
Revised: 10/14/19



AP 3100 Organizational Structure

References:

Education Code Section 72400;
Title 5, Section 53200

The District's organizational structure shall be:

3100.1 ORGANIZATIONAL DIVISIONS, DEPARTMENTS AND OFFICES

(See Appendix I – Organizational Charts)

3100.2 President's Executive Council-Level Administration

President's Executive Council level administration consists of those officials and functions that control the organization and operation of the college system, or employees whose responsibilities extend over a major administrative division of the college.

In the Antelope Valley Community College District, President's Executive Council-level administration shall consist of the President; Vice President Academic Affairs; Vice President Student Services, Vice President of Human Resources and Employee Relations; Executive Director of Business Services; Executive Director of Information Technology Services, Executive Director of Facilities; Dean of Institutional Effectiveness, Research and Planning; Executive Director of Marketing and Public Information and Executive Director of the Foundation.

3100.3 Line of Responsibility (~~EG~~ Education Code Section 70902)

Each District employee shall be responsible to the Board of Trustees through the Superintendent/President. Supervision of District employees shall be exercised by personnel to whom such responsibility has been specifically delegated.

District personnel shall refer matters requiring administration action to the administrative officer having immediate responsibility of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority if circumstances warrant.



All District employees have the right to appeal any decision made by an administrative officer to the next higher authority and, through appropriate successive steps, to the Board of Trustees.

3100.4 President's Executive Council

Purpose

It is the desire of the Board of Trustees that democratic working relationships be maintained among the personnel of the administrative staff, and to maintain a free flow of communications involving College Administration and District employees.

Meetings

Regular meetings shall be held at periodic intervals as determined by the Superintendent/President. The Superintendent/President may also call special meetings as conditions may warrant.

Responsibilities

The President's Executive Council shall function in an advisory capacity to the Superintendent/President on matters related to District policies, administrative problems, collective bargaining issues or any issue related to the District's education program or school operation.

The President's Executive Council shall also serve as a channel of communication in the administrative organization of the District.

3100.6 Administrative Council

In an endeavor to promote communications with middle management and supervisory officials, the Superintendent/President may establish an Administrative Council whose membership shall consist of management personnel.

The responsibilities of the Administrative Council shall be communication and operation.

Meetings shall be held at the discretion of the Superintendent/President.

PROCEDURE FOR CHANGING THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE

This procedure describes the organizational units at Antelope Valley College, which persons or groups can initiate a review of the current organizational structure, the steps for reaching recommendations for proposed changes, and who has the authority to



implement proposed changes. The goal of such reviews shall be to improve efficiency and/or cost effectiveness of services, programs, learning outcomes or operational outcomes:

A. Organizational Units: Antelope Valley College is organized into four (4) structural levels.

1. **College**
2. **Offices:** Superintendent/President; Academic Affairs; Human Resources and Employee Relations; Business Services; Information Technology Services; Marketing & Public Information; Facilities; Institutional Effectiveness, Research and Planning; AVC Foundation.
3. **Areas/Divisions:** (these synonymous terms for subdivisions of offices are used for instructional divisions and non-instructional areas, e.g. Health Sciences Division.
4. **Departments** (subdivisions of areas/divisions)

B. Initiation of a review

1. The Superintendent/President may initiate a review of any of the organizational units.
2. The College Coordinating Council (CCC) and Strategic Planning Committee may request a review of any organizational unit by sending a request for a review to the Superintendent/President.
3. The administrative head of any office, area/division, or department may request a review for his/her own organizational unit by sending a request for a review to the Superintendent/President through the administrative structure.
4. All requests for a review must be in writing and state the rationale and provide data that support the goals of such reviews.
5. The Superintendent/President will inform the President's Executive Council and CCC of any requests for a review.
6. The Superintendent/President has the final authority to initiate a review of an organizational unit.
7. The Superintendent/President will initiate a review by sending a memo to notify all constituencies that a review is being implemented. This memo will appoint an administrator to oversee the review, set forth the rationale and data that justify the review, and establish a timeline for the formulation of proposed changes.



C. Process for proposing organizational changes

Intra-divisional changes

Intra-divisional Academic department re-organization will be completed within the division, with approval of the majority of the faculty in the division, the division dean, and the Vice President overseeing the division. Information of the change and the rationalization will be provided to the Academic Senate for information only.

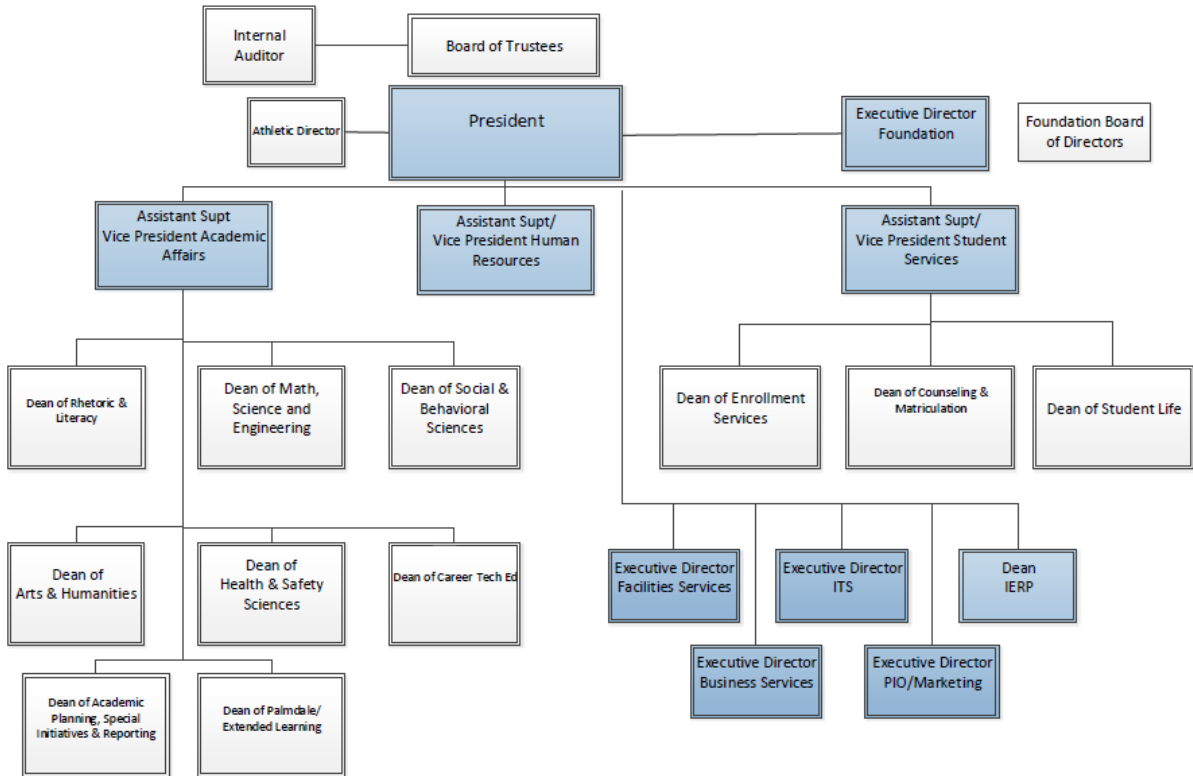
Other organizational changes

1. The administrator in charge of the review will solicit input from all employees in the organizational unit(s) affected by the review, including any not identified in the initial review that might be impacted as a result of proposed changes.
2. Based on this input, the administrator will formulate proposed changes through dialogue/discussion with the affected organizational units.
3. A written summary of the proposed changes will go out to the entire campus allowing two (2) weeks for discussion. During that period, administrators and employees should evaluate any adverse impact that might arise from the proposed change.
4. The campus community will give input/feedback to the administrator overseeing the review.
5. The administrator overseeing the review will present the proposed changes and a summary of campus feedback to CCC for discussion.
6. The Superintendent/President will make the final decision on proposed changes based on feedback from the campus community and the discussion at CCC.
7. This final version of the proposed changes will go out to the entire campus for discussion/feedback for at least one (1) week.
8. The Superintendent/President will take the final changes to the Board of Trustees for information.
9. The Superintendent/President will communicate the final changes to the appropriate vice presidents, deans, directors, and employees and follow up with implementation.

Approved: 11/7/05
Revised: 10/9/06
Revised: 4/9/07
Revised: 6/11/07
Revised: 6/14/10
Revised: 11/14/16
Revised: 5/8/17
Revised: 10/14/19



Antelope Valley College General Organizational Chart



Revised September 2019

Shaded Indicates Executive Council



BP 3200 Accreditation

Reference:

Accreditation Eligibility Requirement 21, and Accreditation Standards IV.B.1.i I.C.12 and 13; Title 5 Section 51016

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board of Trustees with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

~~See Administrative Procedure #3200~~ Also see AP 3200 Accreditation.

Adopted: 11/7/05
Revised: 8/13/12
Reviewed: 11/14/16
Revised: 10/14/19



AP 3200 Accreditation

References:

Title 5 Section 51016;
Accreditation Eligibility Requirement 21, ~~Standard IV.A.2.~~
Accreditation Standards I.C.12 and 13

Organizational Process for the **Institutional Self-Evaluation (Self Study)**

AVC Statement of Philosophy for the **Institutional Self-Evaluation (Self Study) Process:**

The Accreditation Committee consists of constituents from across the campus and collaborates to produce the **Institutional Self-Evaluation Self Study** Report and subsequent reports required by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC), as needed. The committee brings together a wide array of talent, skills, and knowledge from across the college to write the reports and collect the evidence, which demonstrate that the college continually reflects on its practices and follows the accreditation standards on a sustainable level.

Accreditation Committee Structure:

The superintendent/president shall appoint an Accreditation Liaison Officer (ALO) and the Academic Senate shall recruit a Faculty Accreditation Coordinator (FAC). The two shall serve as co-chairs of the Accreditation Committee. The committee consists of four sub-committees; one for each of the four standards.

Each standard committee will have a Team Leader. Each team has Experts, recruited based upon their expertise and knowledge of a particular sub-standard area. The Expert is the person with the most knowledge possible on campus to write to the particular standard. Each team also has a group of Collaborators who represent a broad spectrum of knowledge and skills across the campus. They will read, give feedback, and otherwise support and assist the experts and team leader.

The Accreditation Committee shall include members of the faculty, administration, classified staff, students, the ~~B~~oard of ~~T~~rustees, the Academic Senate president, the Student Body president, community members, and the ~~D~~e~~e~~an of Institutional Research and Effectiveness (IERP). Committee team leaders, experts, and collaborators shall be recruited by campus-wide calls as well as personal contacts. The ALO and FAC work together to ensure that the committees are well balanced with a variety of representatives from across the campus, as well as members who have specific expertise in the standard areas.



The FAC will serve a term of three (3) years beginning after the **Institutional Self-Evaluation self-study** and the college will provide adequate administrative support and release time. For one (1) year, the new FAC will “shadow” the current FAC to oversee the follow up report, at which time the new FAC’s term begins. Applicants must submit a letter of interest to the Executive Council of the Academic Senate, who interviews the candidate and makes the appointment.

Documenting Practices in the Institutional Self-Evaluation Self-Study

Writing the **Institutional Self-Evaluation self-study** is a process of discovery for the college. It documents and makes visible the college’s success stories as well as its continual improvements, and at times its struggles. It is important that honesty prevails and claims are supported by concrete evidence. The **Institutional Self-Evaluation self-study** is data driven, both quantitatively and qualitatively. When gaps or problems are revealed, the teams communicate with the appropriate parties and constituencies, and all work together to resolve issues to meet the standards. In this sense, accreditation is a vehicle for recognizing AVC’s many accomplishments and the processes in place to make improvements.

Campus Communication

The FAC, ALO, and DIERP will give workshops, conduct forums, and send out communications to keep the campus informed about the process and the progress of the accreditation reports as they develop and are finalized. Issues of concern will be addressed openly for the campus to give input and feedback. The FAC will report regularly to the Board of Trustees, the Academic Senate, the College Coordinating Council, and the Mutual Agreement Council to keep them informed. The ALO and the DIERP will assist the FAC with the information needed for communications to the campus. Team leaders, experts, and collaborators will also assist as needed in communicating matters of importance to the campus.

Visiting Team Findings

The findings of the visiting team, including recommendations, are viewed as an opportunity for growth and improvement. They will be posted on the AVC website publicly, and reviewed by all appropriate committees and constituents, including the Board of Trustees, the Academic Senate, the Administrative Council, and others. The FAC will work with the ALO, DIERP, and the Team Leaders to assure that the improvement plans and findings of the team are monitored and implemented in a timely manner.

Also see BP 3200 Accreditation.

Approved: 11/7/05



Revised: 7/9/12
Revised: 3/9/15
Reviewed: 11/14/16
Revised: 10/14/19



BP 3225 Institutional Effectiveness

References:

Education Code Sections 78210 et seq., and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

The Board of **Trustees** is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board of **Trustees** regularly assesses the District's institutional effectiveness, **and alignment with the Vision for Success Goals of the California Community College Board of Governors.**

Also see **AP 3225 Institutional Effectiveness.**

Adopted: 5/9/16
Reviewed: 11/14/16
Revised:



AP 3225 Institutional Effectiveness

References:

Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standards I.B.5 - 9

The Superintendent/President or designee shall develop, adopt, and ~~publically~~ publicly post goals that address~~es~~ all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines, and alignment with the goals of the California Community College Board of Governors.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

Also see **BP 3225 Institutional Effectiveness**.

Approved: 7/10/17

Revised: 10/14/19



BP 3250 Institutional Planning

References:

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, **55400 et seq.**, 55510, and 56270 et seq.

Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, and IV.B.3

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- **Long Range Educational or Academic Master Plan**, which shall be updated periodically as deemed necessary by the **governing Board of Trustees** - Refer to Institutional Planning Process in AP 3250 Institutional Planning.
- **Facilities Plan** - Refer to Facilities Master Plan in AP 6600 Capital Construction
- **Equal Employment Opportunity (EEO) Plan** (Faculty and staff diversity plan) - Refer to EEO Plan in AP 3420, Equal Employment Opportunity
- **Student Equity and Achievement Plan** - Refer to Student Equity Plan in BP/AP 5300 Student Equity
- ~~Matriculation Plan in~~ **Student Success and Support Program Plan** - Refer to ~~Matriculation Plan in~~ BP/AP 5050 ~~Matriculation Student Success and Support Program~~
- **Transfer Center** - Refer to Transfer Center Plan in BP/AP 5120 Transfer Center
- **Cooperative Work Experience** - Refer to Work Experience Plan in AP 4103 Work Experience
- **EOPS** - Refer to EOPS Plan in BP 5150 Extended Opportunity Programs & Services

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board **of Trustees**.

The Superintendent/President shall inform the Board **of Trustees** about the status of planning and the various plans.

The Superintendent/President shall ensure the Board **of Trustees** has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.



See Administrative Procedure #3250 Also see AP 3250 Institutional Planning.

Adopted: 11/7/05
Revised: 12/10/07
Revised: 10/14/19



AP 3250 Institutional Planning

References:

Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5;
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270
et seq.

The Strategic Planning & Budget Council (SPBC) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the District. SPBC utilizes the Educational Master Plan, which is the District's strategic plan, to review the mission, vision, values, and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes (ILOs). The Council reviews the annual budget requests brought forward by the Budget Subcommittee and makes a recommendation to the Superintendent/President to fund those requests that utilize institutional resources most efficiently in accomplishing the District's strategic goals and improving the institutional learning outcomes (ILOs). SPBC works collegially with the Superintendent/President to recommend budget priorities in a timely fashion. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the SPBC in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

SPBC obtains feedback from both the community and campus in identifying educational program needs, ensuring that what is considered aligns with the mission of the college. The mission of the college is reflected in the ILOs that encompass diverse perspectives, application of lifelong learning skills, breadth of knowledge using oral and written communication, good citizenship, and career opportunities for economic well-being. The college mission and ILOs direct the development and revisions to the Educational Master Plan. The Educational Master Plan drives the instructional programs, services to students, and the college operations.

The Finance Plan, Facilities Plan, Human Resources Plan, Computer and Information Technology Plan, and Enrollment Management Plan all ensure that the Educational Master Plan is supported and accomplished. Subcommittees or subgroups of the SPBC are responsible for the development of each plan and a Communication Subcommittee is responsible for disseminating information to the entire campus and general community on the process and outcomes for budget decisions that meet the mission of the college.

Program Review, Student Equity and Achievement Plan, Accreditation Self Study, Matriculation Plan, transfer rates, and input from the vocational program advisory groups provide data, both qualitative and quantitative, for the assessment and development of



each plan and provide continual input into the overall planning, assessment, and evaluation of the Educational Master Plan.

The Educational Master Plan, along with each supporting plan, contains Student Learning Outcomes and/or Operational Outcomes. These outcomes are then measured against a set of effectiveness criteria that assesses their effectiveness. The evaluations of these outcomes are then used to determine the most appropriate goals to improve student learning outcomes. The data is then used to prioritize budget requests. Resources are then allocated and outcomes are assessed annually to determine and verify that the Institutional Learning Outcomes (ILOs) have been met.

The Educational Master Plan and the College Mission are annually reviewed for revision and modification based on the final assessments of the ILOs. Major revisions to the Educational Master Plan will occur on a three-year cycle.

The District submits required planning documents to the California Community Colleges Chancellor's Office in accordance with the Title 5 regulations.

Also see BP 3250 Institutional Planning.

Approved: 5/8/06
Revised: 12/10/07
Revised: 7/14/08
Revised: 10/14/19
(Register 2006, No. 17).



BP 3280 Grants

Reference:

Education Code Section 70902

The Board **of Trustees** will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and ensure that the grants that are applied for directly support the purposes of the District. Those procedures shall include, but not be limited to, coordination with the Executive Council.

~~See Administrative Procedure #3280~~

Also see AP 3280 Grants.

Adopted: 11/7/05
Revised: 11/14/16
Revised: 10/14/19



AP 3280 Grants

Reference:

Education Code Section 70902

Prior to applying for any grant, the grant submission initiator must prepare a Grant Application Form describing the problem or need that the grant would address; a description of the project; the mission and goals of the project; how the grant supports the District mission; the funding source and whether it is federal, state, local, or private; the amount being requested; matching funds and resource requirements and source; performance period; name of Project Director; name of Project Administrator; and any other relevant characteristics or requirements that may impact the decision to submit the grant application. The Grant Application Form must be submitted to the President's Executive Council.

Following approval by the President's Executive Council, within one (1) month, the grant application is to be forwarded to the appropriate Vice-President. Once completed, the grant application shall be submitted to the funding agency.

When notification of a grant award is received, the appropriate Vice-President shall prepare a board agenda item requesting acceptance of funding. The agenda item must include background information in support of the grant, a detailed activity budget, project management and evaluation budget, and a Board resolution establishing the grant budgets from District funding sources, as applicable.

Adopted: 11/11/19

BP 5010 Admissions and Concurrent Enrollment

References:

Education Code Sections 76000, 76001, 76002, and 76038;
Labor Code Section 3077;
34 Codes of Federal Regulations ~~Section Part~~ 668.16 subdivision (p) (U.S. Department of Education regulations on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
Accreditation Standard II.C.6

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of **eighteen (18)** and possessing a high school diploma or its equivalent.
- Other persons who are over the age of **eighteen (18)** years and who, in the judgment of the ~~Dean of Student Services (Enrollment Services) or designee~~ **Superintendent/President or his/her designee** are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- All **sixteen (16)** or **seventeen (17)**-year-old students who have not completed high school may be admitted by examination. Students successfully completing such examination will be awarded a "Certificate of Proficiency" by the State Board of Education that authorizes the student to enroll at Antelope Valley College with regular student status.
- Persons who are apprentices as defined in **Labor Code** Section 3077. ~~of the Labor Code~~
- Any student who is identified as highly gifted, whose age or class level is equal to grades middle or high school, is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student who is identified as highly gifted, whose age or class level is equal to grades middle or high school, is eligible to attend as a special full-time student for advanced scholastic or vocational courses.

- Any student who is identified as highly gifted, who is enrolled in middle or high school, may attend summer session for advanced scholastic or vocational courses.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five (5) years or is undergoing expulsion procedures in another California community college district, or other academic institution and/or that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

Evaluating the validity of a student's high school:

- Students shall be required to show proof of high school completion when such validity is deemed necessary by an employee of the District.

Admission – Any student whose age or class level is equal to grades middle or high school is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades middle or high school is eligible to attend as a special full-time student.

Any student enrolled in middle or high school may attend summer session.

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

- If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board of Trustees will record its findings and the reason for denying the request in writing within sixty (60) days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least thirty (30) days after the pupil submits the request to the District.

The Superintendent/President ~~Dean of Student Services (Enrollment Services)~~ shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the ~~D~~istrict based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The ~~Superintendent/President Dean of Student Services (Enrollment Services)~~ shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

~~(See Administrative Procedures 5010, 5011, 5012 and 5013)~~ Also see AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5020 Nonresident Tuition, BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, and BP/AP 4226 Multiple and Overlapping Enrollments.

Adopted: 2/6/06
Revised: 9/14
Revised: 12/8/14
Revised: 11/12/19

AP 5010 Admissions

References:

Education Code **Section** 76000;
34 Code of Federal Regulations **Section Part** 668.16 **subdivision** (p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACGJG Accreditation Standard II.C.6

Designated authority and responsibility for the following admissions processes resides with the Dean of Enrollment Services.

- Admission procedures for students over **eighteen (18)** with a high school diploma and admission of any California resident under **eighteen (18)** years of age possessing a high school diploma or the equivalent thereof.
- Admission criteria and procedures for students over **eighteen (18)** without a high school diploma and admission of any California resident **eighteen (18)** years of age or older without a high school diploma.
- Admission procedures for non-resident students including a determination of residency status (AP 5015 **Residence Determination**).
- Publication of admissions policies and procedures in the college catalog, schedule of classes, and the college Website.

The Vice President of Academic Affairs shall be responsible for evaluating the validity of a student's high school completion if 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.

Also see **BP 5010 Admission and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5020 Nonresident Tuition, BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, and BP/AP 4226 Multiple and Overlapping Enrollments.**

Approved: 2/6/06
Revised: 4/8/19
Revised: 11/12/19

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

References:

Education Code Sections 48800, 48800.5, 76001, 76002, and 76004

Admission Criteria and Procedures for Younger Students Special Admission Packets
Special full-time and part-time students as defined in **Board Policy BP 5010 Admission and Concurrent Enrollment** are required to complete a special admit enrollment packet consisting of an admission application, special admit authorization form, and information pertaining to the guidelines and requirements for special admit students.

Summer-school students as defined in **Board Policy BP 5010 Admission and Concurrent Enrollment** are required to complete a special admit enrollment packet consisting of an admission application, special admit authorization form, and information pertaining to the guidelines and requirements for special admit students.

Special Part-time Student Admission

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

All part-time special admission students taking courses at Antelope Valley College shall have their enrollment fees waived. All special admission students admitted as fulltime students will be assessed enrollment fees. Full-time special admit students may be considered for a Promise Grant Fee Waiver. Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed approval of his/er her principal (**Note:** a parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.);
- documentation to demonstrate that the student is capable of profiting from instruction. The Dean of Counseling and Matriculation has the authority to make the final decision whether a student can benefit from instruction.

Special Full-time Student Admission

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed acknowledgment of his/ ~~er~~ her principal. (**Note:** a pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);
- documentation to demonstrate that the student is capable of profiting from instruction;
- written approval of the governing board of the school district of attendance. The Dean of Counseling and Matriculation has the authority to make the final decision whether a student can benefit from instruction.

Special Summer Session Student Admission

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their school of attendance.

The student must submit:

- written and signed parental or guardian consent;
- written and signed approval of his/ ~~er~~ her principal that the student has availed himself/ ~~er~~ herself of all opportunities to enroll in an equivalent course at his/ ~~er~~ her school of attendance; and
- documentation to demonstrate that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the Dean of Enrollment Services).

High School Student Admission

For students attending high school, the Admissions & Records Office will review the materials and determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Dean of Counseling and Matriculation shall be final. This determination may be made by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/ ~~er~~ her parent or guardian;
- consultation with College Counselors;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Special admit students who are **fifteen (15)** years of age and/or have completed the **eighth (8th)** grade may be eligible to take PE courses.

Middle and Lower School Student Admission

For students attending middle and lower schools, the admission determination shall be made by Dean of Counseling and Matriculation. The school must provide transcripts and a letter signed by the principal indicating how in his/ or her opinion the student can benefit from instruction. The Dean of Counseling and Matriculation will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Dean of Counseling and Matriculation shall be final. Once a decision has been made, the student, his/ or her parent or guardian and the school principal shall be informed of the decision. This determination may be made by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/ or her parent or guardian;
- consultation with Dean of Counseling and Matriculation;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Other Special Admission Regulations

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population (with the exception of Dual Enrollment courses), and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline. Enrollment priority status for special admission students is conducted in accordance with AP 5500 **Standards of Student Conduct**. Special admission students begin registration during the open registration period.

Records of enrollment of these students for apportionment purposes will be maintained in the Admissions & Records Office. All claims for state apportionment for K-12 students must meet all of the following criteria; the class is open to the general public and is advertised in one or more of the following:

- The college catalog
- The regular schedule of classes
- An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the district's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of **thirty (30)**

continuous days prior to the first meeting of the class.

With the exception of Dual Enrollment courses, if the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent (10%) of the enrollment of the class may consist of special part-time or full-time students.

ALL concurrent students will receive college credit for completed courses.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within sixty (60) days. A recommendation regarding the request for admission, and the denial, shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least thirty (30) days after the request for admission has been submitted.

College and Career Access Pathways (CCAP)

The governing board had adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.

- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a certification by the participating community college district of all of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The governing board of the District exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)

- Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent all of the following information:

- The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.

Also see BP 5010 Admission and Concurrent Enrollment, AP 5010 Admissions, AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5020 Nonresident Tuition, BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, and BP/AP 4226 Multiple and Overlapping Enrollments.

Approved: 2/6/06
Revised: 5/6/06
Revised: 10/8/18
Revised: 11/12/19

AP 5012 International Students

References:

Education Code Sections 76141 and 76142;
Title 5, Section 54045;
Title 8, U.S. Code Sections 1101 et seq.

International Student Admission Requirements and Procedures

The International Student application process includes submission of appropriate visa information from the country of residence, including INS forms, application for admission, student information form, high school diploma, official high school transcripts with notarized English translation, original letter of reference on letterhead, birth certificate or valid passport with recent photograph, notarized affidavit of financial support, notarized affidavit of sponsor, notarized affidavit of sponsor for free room and board, copy of deed lease agreement or rental agreement of property, and a medical insurance policy in English.

Students who will be attending pursuant to an F-1 visa, must submit all of the same paperwork required for the International Student application process stated above in order to substantiate issuance by the District of form I-20.

International Students must have a TOEFL (Test of English as a Foreign Language) score (minimum 133 on computer-based test or 450 if paper test), if applicable. Other assessments may satisfy this requirement such as:

- IELTS (The International English Language Testing System) with a score of 5.0 or satisfactory SAT/ ACT
- Other assessments results must be equal to or greater than the TOEFL or iLELTS requirement.

Residence determination includes review of whether student holds a visa that requires the student to have a residence outside of the U.S., or entered the U.S. under a visa that permits entry solely for a temporary purpose.

International Students are eligible for exemptions from nonresident tuition as authorized by Education Code Section 76140 subdivision (a)(2) for financial need.

Nonresident tuition fees applicable to non-citizens who have not or cannot establish residence are determined by calculating an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed fifty (50) percent of the nonresident tuition charged other nonresidents.

Also see BP 5010 Admission and Concurrent Enrollment, AP 5010 Admissions, AP 5011

Admission and Concurrent Enrollment of High School and Other Young Students, AP 5013
Students in the Military, BP/AP 5015 Residence Determination, and BP/AP 5020 Nonresident
Tuition.

Approved: 2/6/06
Revised: 4/8/19
Revised: 11/12/19

AP 5013 Students in the Military

References:

Education Code Sections 68074, 68075, 68075.5, and 68075.7;
Title 5, Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Military and Veterans Code Section 824;
38 U.S. Code Section ~~3670~~ 3679

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California ~~on active duty~~, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty **and is in attendance at, or has been admitted to, the District** shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least **ninety (90)** days of active service less than three **(3)** years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California ~~and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more~~ is entitled to resident classification.

~~An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.~~

A parent who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least **one hundred (100)** employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public

higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5, Sections 54041; and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Approved: 2/6/06
Revised: 1/8/07
Revised: 12/10/07
Revised: 5/14/12
Revised: 1/8/18
Revised: 11/12/19

BP 5015 Residence Determination

References:

Education Code Sections 68040; 68086, and 76140;
Title 5, Sections 54000, et seq.

Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, sStudents shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one (1) year on the residence determination date. The residence determination date shall be the day immediately preceding the first (1st) day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time their application for admission is accepted or registration occurs and whenever a student has not been in attendance for more than one (1) semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

~~See Administrative Procedure #5015~~ Also see BP 5010 Admissions and Concurrent Enrollment, AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, AP 5013 Students in the Military, AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5052 Open Enrollment.

Adopted: 2/6/06

Revised: 11/12/19

AP 5015 Residence Determination

References:

Education Code Sections 68000 et seq., 68130.5, 68074-68075.7, and 68086;
Title 5, Sections 54000 et seq;
38 U.S. Code Section 3679

Residence Classification.

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one (1) semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions & Records Office.

Students must be notified of residence determination within fourteen (14) calendar days of submission of application.

A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one (1) year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one (1) year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen (18) years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one (1) residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his/ or her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one (1) year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one (1) year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/ or she has resided in the state the minimum time necessary to become a resident.

- A student who has not been an adult for one (1) year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one (1) year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school District in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/ or she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/ or she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/ or she is enrolled in courses necessary to fulfill the requirements for a fifth (5th) year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one (1) year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty and is attendance at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active

member of the armed forces of the United States, the student dependent shall not lose his/ or her resident classification so long as he/ or she remains continuously enrolled in the District.

- A student who is a member of the armed forces of the United States stationed in this state ~~on active duty~~, except a member of the Armed Forces assigned for educational purposes to a state- supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. **If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.**
- A veteran who was discharged or released from at least **ninety (90)** days of active service less than three **(3)** years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California. ~~and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.~~
- **An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.**
- A student who is a minor and resides with his/ or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one **(1)** year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/ or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least **one hundred (100)** employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

- A student who resides in California and is **nineteen (19)** years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/ or she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two **(2)** preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his/her state or federal personal income tax return if he/ or she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three **(3)** or more years, and upon enrollment, will be in his/ or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/ or she intends to establish residency in California as soon as possible.
- A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-181 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who, upon entering the United States, settled in California, shall be exempt from paying the nonresident tuition fee required by Education Code Section 76140 for the length of time he/she lives in this state up to the minimum time necessary to become a resident.

Resident Student Exceptions (From current board policy)

~~A student who has been entirely self-supporting and actually present in California for one year and one day immediately preceding the residence determination date, with the intention to remain in California, shall be entitled to resident classification.~~

~~A student shall be entitled to resident classification if, immediately prior to enrolling at the College, the student has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, providing that such adults have been domiciled in California during the year immediately prior to the residence determination date.~~

~~A student who is a member of the armed forces of the United States stationed in California on active duty, shall be entitled to resident classification.~~

~~A student who is a natural or adopted child, stepchild, or spouse and who is a dependent of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification.~~

~~A student who is an adult alien shall be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence, provided the parent has had residence in California for more than one (1) year after such admission prior to the residence determination date.~~

~~A student who is a minor alien shall be entitled to resident classification if both he/she and his/her parents have been lawfully admitted to the United States for permanent residence, provided that the parents have had residence in California for more than one year after such admission prior to the residence determination date.~~

~~A student who is a full-time employee of the College or a student who is a child or spouse of a full-time employee of the College is entitled to resident classification.~~

~~A student holding a valid credential authorizing service in the public schools of this State who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls shall be entitled to resident classification if the student meets requirements specified in California Administrative Code, Title V, Sec. Title 5 Section 5404. (*This Title 5 Section citation appears to be missing a digit*).~~

~~A student who is at least 16 years of age and who has entered into a written agreement called an "apprentice agreement" with an employer or his/her agent, an association of employers, or an organization of employees, or a joint committee representing both and which meets provisions of Labor Code Sec. Section 3078.~~

~~A student who has not been an adult resident of California for more than one year and is a dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date, shall be entitled to resident classification. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at the college.~~

~~Students who are holders of valid A, E, O, I, K, L, or H-1 visas and refugees may be eligible for residence classification for fee payment purposes.~~

Right To Appeal.

Students who have been classified as non-residents have the right to a review of their classification (Title 5, Section 54010 **subdivision** (a)). Any student, following a final decision of residence classification by the Admissions & Records Office, may make written appeal to the Dean of Enrollment Services within **thirty (30)** calendar days of notification of final decision by the college regarding classification.

Appeal Procedure.

The appeal is to be submitted to Admissions & Records Office which must forward it to the Dean of Enrollment Services within five **(5)** working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Dean of Enrollment Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within **thirty (30)** calendar days of receipt, the Dean of Enrollment Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification.

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions and Records Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college **d**District. (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence

reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/ or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six (6) weeks in the home of his/ or her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5, Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one (1) year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Dean of Enrollment Services will make a determination, based on the evidence and notify the student not later than fourteen (14) days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens-

The District will admit any non-citizen who is eighteen (18) years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one (1) year and one (1) day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/ or her to live permanently in the United States and ~~she or~~ he/she meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying

nonresident tuition if they ~~meets~~ meet one (1) the following requirements:

- Total attendance of, or attainment of credits earned while in California equivalent to three (3) or more years of full-time attendance or attainment of credits at any of the following: (a) California high schools; (b) California high schools established by the State Board of Education; (c) California adult schools established by either a county office of education, unified or high school district, or The Department of Corrections and Rehabilitation; (d) campuses of the California community colleges; or (e) a combination thereof; or
- Three (3) or more years of full-time high school coursework in California, and a total of three (3) or more years of attendance in California elementary schools, or a combination of California elementary and secondary schools.

Additionally, the following requirements must be met:

- ~~high school attendance in California for three or more years;~~
- ~~graduation from a California high school or attainment of the equivalent thereof;~~
- Graduation from a California high school or attainment of the equivalent thereof; or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College, or fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges;
- registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the Chancellor of the California Community Colleges and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status the filing of an affidavit that the student has filed an application to legalize his/ or her immigration status, or will file an application as soon as he/ or she is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Dean of Enrollment Services. Students may appeal the decision.

~~The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Dean of Enrollment Services. Students may appeal the decision.~~

Also see BP 5010 Admissions and Concurrent Enrollment, AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, BP 5013 Students in the Military, BP/AP 5020 Nonresident Tuition, and BP/AP 5052 Open Enrollment.

Approved: 2/6/06
Revised: 7/11/11
Revised: 12/11/17
Revised: 11/12/19

AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information

References:

Education Code Sections 66093, 66093.3, and 68076;
Title 5 Section 41905

Unless required by federal or state law, the District shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

The District is not permitted to use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create policies and procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law. The District shall avoid the disclosure of information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Dean of Enrollment Services of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;

- Obtaining a California driver's license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;
- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank.

Where a District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this administrative procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this administrative procedure.

Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the college or university shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.)

Also see BP/AP 3410 Nondiscrimination, AP 3415 Immigration Enforcement Activities, BP/AP 5015 Residence Determination, and BP/AP 5040 Student Records, Directory Information, and Privacy.

Approved: 11/12/19

BP 5020 Nonresident Tuition

References:

Education Code Sections 68050, 68051, 68130, 68130.5, 76140, and 76141;
Title 5 Section 54045.5

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than ~~February 1~~ **March 1** of each year, the Superintendent/President ~~or designee~~ shall bring to the Board **of Trustees** for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Superintendent/President is authorized to implement a fee of \$13 to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California

as soon as possible.

~~See Administrative Procedure #5020~~ Also see BP 5010 Admissions and Concurrent Enrollment, AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

Adopted: 2/6/06
Revised: 9/10/07
Revised: 11/12/19

AP 5020 ~~Non-Resident~~ Nonresident Tuition

References:

Education Code Sections 68075.65, 68130.5 and 76140 et seq.;
Title 5 Section 54045.5

NOTE: *This procedure is **legally required**. Local practice may be inserted, which must include or address:*

- *Exemptions, including:*
 - *Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:*
 - *either high school attendance in California for three (3) or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;*
 - *graduation from a California high school or attainment of the equivalent thereof;*
 - *registration or enrollment in a course offered for any term commencing on or after January 1, 2002;*
 - *completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and*
 - *in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status or will file an application as soon as he/she is eligible to do so.*
 - *Any students who meet the following requirements:*
 - *demonstrates financial need;*
 - *has a parent who has been deported or was permitted to depart voluntarily;*
 - *moved abroad as a result of that deportation or voluntary departure;*
 - *lived in California immediately before moving abroad;*
 - *attended a public or private secondary school in the state for three or more years; and*
 - *Upon enrollment, will be in his/her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intends to establish residency in California as soon as possible.*

- *Any nonimmigrant aliens granted “T” or “U” visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U)(i) or (ii), respectively, who meet the following requirements:*
 - *high school attendance in California for three or more years;*
 - *graduation from a California high school or attainment of the equivalent thereof;*
 - *registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and*
 - *completion of a questionnaire form prescribed by the State Chancellor’s Office verifying eligibility for this nonresident tuition exemption.*
- *A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.*
- *A requirement that the nonresident tuition fee be set not later than March 1 of each year.*
- *A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual.*
- *Exemptions, if any, due to reciprocity with bordering states.*
- *Processing fees, if any, for international students.*
- *A requirement that the calculation include the expense of education in the preceding fiscal year.*
- *A requirement that the calculation reflect fees in contiguous Districts.*
- *A requirement that the calculation provide for students enrolled in more or less than fifteen (15) units per term.*
- *A requirement that a notice listing persons exempt from paying nonresident tuition be posted on the District’s website.*

The nonresident tuition fee may not be set later than February 1 of each year by the ~~Vice President of Business Services~~ Chief Business Officer.

The calculation reflects the current expense of education calculated according to the Budget and Accounting Manual.

The calculation includes the expense of education in the preceding fiscal year. The calculation reflects fees in contiguous Districts.

The calculation provides for students enrolled in more or less than **fifteen (15)** units per term. A nonresident student shall be liable for the nonresident tuition for all units enrolled.

There shall be no exemption from payment of the nonresident tuition for students who are

classified as nonresidents. Non-resident tuition students may see the ~~Vice President, Chief Student Services Officer~~ and make arrangements for a tuition payment plan.

Nonresident students subject to payment of community college nonresident fee, who have been admitted to a class or classes in error without payment of the fee, shall be excluded from such class or classes upon notification pending payment of the fee. For the purpose of this rule only, notification consists of oral or written contact from the Office of Admission and Records prior to the end of the fourth week of the semester, session, or period of enrollment.

Nonresident students, who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification. For the purpose of this rule only, notification consists of oral or written contact from the ~~Vice President, Chief Student Services Officer~~ of the college of enrollment to the student and such notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester, academic quarter, or session from which they were excluded, nor shall they be admitted to any following semester, academic quarter or session until all previously incurred tuition obligations are paid.

~~It is the policy of the Antelope Valley Community College The District and Board of Trustees shall~~ vigorously to pursue collection of nonresident fees, payment of which was avoided by falsification. Following authorization by the Board of Trustees, ~~the Vice President Business Services Chief Business Officer,~~ shall initiate action or request the County Counsel to initiate appropriate legal action in courts of law in order to collect fees.

~~Also see BP 5010 Admissions and Concurrent Enrollment, AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, BP 5020 Nonresident Tuition, and BP/AP 5030 Fees.~~

Approved: 2/6/06
Revised: 11/12/19

BP 5030 Fees

References:

Education Code Sections 76300, et seq.
Title 5 Section 58520;
Accreditation Standard I.C.6

The Board of Trustees authorizes the following fees. The Superintendent /President or designee shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law.

The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment fee:

Education Code Section 76300

Each student shall be charged a fee for enrolling in credit courses as required by law.

Baccalaureate Degree Pilot Program Fees:

Title 5 Section 58520

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

Course Auditing fees:

Education Code Section 76370

Persons auditing a course shall be charged a fee of not more than fifteen (\$15.00) per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged this fee to audit three (3) or fewer units per semester.

Health fee:

Education Code Section 76355

The Superintendent/President or designee shall present to the Board of Trustees for approval a fee to be charged to each full-time and part-time student for student health

services.

Parking fee:

Education Code **Section** 76360

The Superintendent/President ~~or designee~~ shall present ~~for~~ **to the Board of Trustees** for approval fees for parking for students and/or employees. A discount may be received if the parking fee is purchased with the **Associated Student Organization (ASO)** sticker each semester.

Instructional materials:

Education Code Section 76365;
Title 5, Sections 59400, et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical education facilities:

Education Code **Section** 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee:

Education Code **Section** 76060.5

Students will be charged a **one dollar (\$1)** fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing to the Student Development and College Activities Office.

Transcript Fees:

Education Code **Section** 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two (2) transcripts of students' records, or for two (2) verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/ or her application for admission. The Superintendent/President may establish this processing fee and regulations for determining economic hardship. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

~~See Administrative Procedures #5030 and 5031~~ Also see AP 5030 Fees, AP 5031 Instructional Materials, BP/AP 5200 Student Health Services, BP/AP 4070 Course Auditing and Auditing Fees, and BP/AP 6750 Parking.

Adopted: 2/6/06

Revised: 11/12/19

AP 5030 Fees

References:

Education Code Sections 70902 subdivision (b)(9), 76300, 76300.5, 66025.3, and 68120;
Title 5, Sections 51012, 58520, and 58629;
California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook;
Accreditation Standard I.C.6

Required fees include:

Antelope Valley College will collect an enrollment fee (~~E.C.~~ Education Code Section 76300; ~~5CCR~~ Title 5 Sections 58500-58509) from each student to help defray the cost of education and instructional materials each semester and session. The enrollment fee may change without notice, subject to mandates issued by the State of California.

Additionally, nonresident students will be charged the enrollment fee plus tuition each semester and session. The Board of Trustees will establish this fee and publish the amount in the College Catalog and/or Class Schedule. The tuition fee may be changed without notice.

Antelope Valley College is permitted by law to charge for any of the fees listed below if approved by the Board of Trustees. The cost for each of these fees will be listed in the College Catalog and/or Class Schedule and can be obtained from the appropriate on-campus office.

All fees are subject to change without notice.

Required fees include:

- Enrollment (Education Code Sections 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree pilot program fees (Title 5 Section 58520)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 subdivision (a)(15), who meet the following requirements:
 - high school attendance in California for three (3) or more years;

- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
- completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (~~E.C.~~ Education Code Section 76395)
- Noncredit courses (~~E.C.~~ Education Code Section 76385)
- Community service courses (~~E.C.~~ Education Code Section 78300)
- Auditing of courses (~~E.C.~~ Education Code Section 76370)
- Instructional materials (~~E.C.~~ Education Code Sections 73365, 81457, and 81458; ~~5 CCR 59400-59408~~ Title 5 Sections 59400 and 59408)
- Athletic insurance (~~E.C.~~ Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with ~~CSU or UC~~ the California State University (CSU) or University of California (UC) (~~E.C.~~ Education Code Section 66753)
- Health (~~E.C.~~ Education Code Section 76355)
- Parking (~~E.C.~~ Education Code Section 76360)
- Transportation (~~E.C.~~ Education Code Sections 76361; and 82305.6)
- Student representation (~~E.C.~~ Education Code Section 76060.5; ~~5 CCR~~ Title 5 Sections 54801 and 54805)
- Student Center (~~E.C.~~ Education Code Section 76375; ~~5 CCR~~ Title 5 Section 58510)
- Copies of student records (~~E.C.~~ Education Code Section 76223)
- Dormitory (~~E.C.~~ Education Code Section 81670)
- Child care (~~E.C.~~ Education Code Sections 79121 et seq., and 66060) (79121 et seq. 66060)
- Nonresident capital outlay (~~E.C.~~ Education Code Section 76141)
- Nonresident application processing (~~E.C.~~ Education Code Section 76142)
- Credit by Examination (~~E.C.~~ Education Code Section 76300; ~~5 CCR 55753~~ Title 5 Section 55050)
- Use of facilities financed by revenue bonds (~~E.C.~~ Education Code Section 81901 subdivision (b)(3))
- Refund processing (~~5 CCR~~ Title 5 Section 58508)
- Telephone registration (~~E.C.~~ Education Code Section 70902 subdivision (b)(9))

- Physical fitness test (~~E.G.~~ Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (~~E.G.~~ Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (~~E.G.~~ Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (~~E.G.~~ Education Code Section 70902 subdivision (b)(9))

Antelope Valley College is **not permitted** by law to charge for any of the fees listed below:

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (~~5 CCR 55450, 55451~~ Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (~~E.G. 66025.3~~ Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks. (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (~~E.G. 66025.3~~ Education Code Section 66025.3)
- ~~For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)~~
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (~~E.G.~~ Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (~~5 CCR 58502, 59410~~ Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (~~5 CCR~~ Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

Antelope Valley College will refund student fees for the following reasons:

- Fees to be collected when enacted by the Legislature following registration by the student
- Fees collected in error
- Fees refundable because of a reduction in the educational program of the District
- Fees refundable because of the student's reduction in units or withdrawal from an education program
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees
- Notice to students of availability of exemptions from certain mandatory and authorized fees

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

Antelope Valley College shall determine a refund policy for the following fees and publish the dates in the Schedule of Classes:

Enrollment Fee refunds for full-term length classes dropped during the first two weeks of instruction only. The first week of instruction is the first week of the semester. For short-term classes, summer and intersession the refund period is shorter and the time line is available from the Admission and Records Office.

Nonresident tuition fee refunds will be made only when the student totally withdraws from the College. The request must be in writing accompanied by the registration receipt. Refunds of the basic tuition fee will be made according to the following schedule:

Regular Semesters

End of 1st week of instruction **ninety percent (90%)** of the tuition fee and enrollment fee

End of 2nd week of instruction **seventy-five percent (75%)** of the tuition fee and enrollment fee

End of 3rd week of instruction **fifty percent (50%)** of the tuition fee

End of 4th week of instruction **twenty-five percent (25%)** of the tuition fee

Summer and Intersessions

End of 1st week of instruction **ninety percent (90%)** of the tuition fee and enrollment fee

End of 2nd week of instruction **seventy-five percent (75%)** of the tuition fee and enrollment fee

End of 3rd week of instruction **fifty percent (50%)** of the tuition fee

Instructional materials fee refunds are on a prorated basis. Requests for refunds must be in writing accompanied by a drop slip signed by the instructor with the amount of the material fees to be refunded. This is based on the date and the amount of the materials used.

Parking fees will be refunded in full to those students who totally withdraw from the semester within the first two **(2)** weeks of instruction, shorter for summer and intersession. Requests must be in writing and accompanied by the student's parking permit, the receipt and drop slip. The request must be received by the Cashiers Office no later than the end of the 2nd week of instruction.

Associated Student Representation Fee will be refunded in full for students who in full-term length classes dropped during the first two **(2)** weeks of instruction only. The first week of instruction is the first week of the semester. For short-term classes, summer and intersession the refund period is shorter and the time line is available from the Admission and Records Office.

Associated Student Organization Sticker will be refunded in full to students who totally withdraw from the college within the first two weeks of instruction and request a refund in writing. Requests must be accompanied by the Student's ASO sticker, the receipt and drop slip.

All refunds will be mailed to the student's address on file with the Admission and Records Office.

Students receiving Title IV Federal Financial Aid may be required to repay a portion of the funds received based upon the withdrawal date from all classes. Students who owe a repayment to the Title IV programs are not eligible for funding at AVC or any other college or university. Contact the Financial Aid Office for additional information.

Also see BP 5030 Fees and BP/AP 5031 Instructional Materials.

Approved: 2/6/06

Revised: 5/8/06
Revised: 1/8/07
Revised: 9/10/07
Revised: 11/12/19

AP 5031 Instructional Materials Fees

References:

Education Code Section 76365;
Title 5 Sections 59400 et seq.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two (2) years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

Definitions

~~"Required instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.~~

"Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

"Required instructional and other materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material that the instructor determines is necessary to achieve those required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual

cost; and 1) The instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

Establishing Required Materials and Related Fees

Determination of Fees:

Division deans and discipline faculty will determine costs through a comparative approach that seeks to obtain material at the lowest cost possible without compromising quality. Whether a materials fee meets the criteria and are appropriate for a course will be determined by the Academic Policies and Procedures Committee. New or revised materials fees must be approved by the Academic Policies and Procedures Committee and the Board of Trustees.

Materials will be provided by faculty during course or lab sections.

Announcement of Fees

Course material fees shall be printed in the semester schedule. Courses with fees will be properly flagged on records used in the Admissions Office. A fee policy and regulations will be included in the College Catalog.

Collection of Fees

Course material fees will be collected at the time of registration and after courses have been selected by students. Registration in courses will be provisional until the cashier has received full payment. Checks returned by a student's bank for any reason will result in a suspension of enrollment until valid payment has been received.

Refund of Fees

Material fees will be refunded on a prorated basis. Requests for refunds must be in writing accompanied by a drop slip signed by the instructor with the prorated amount of material fee to be refunded. Fees collected for classes cancelled by the District will be refunded.

Allocation and Disbursement of Material Fees

Each term, material fees collected and deposited will be allocated to the respective line item budgets. Disbursement of the material fees will be based on purchasing guidelines.

Business Services is responsible for gathering related data and responding to the State

California Community Colleges Chancellor's Office inquiries regarding these fees.

Also see BP/AP 5030 Fees.

Approved: 4/14/08
Revised: 4/8/19
Revised: 11/12/19

BP 5035 Withholding of Student Records

Reference:

Title 5, Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

~~See Administrative Procedures #5035~~ Also see AP 5035 Withholding of Student Records.

Adopted: 2/6/06

Revised: 11/12/19

AP 5035 Withholding of Student Records

Reference:

Title 5, Section 59410

The Dean of Student Services (Admissions & Records) may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Students are notified by mail that an outstanding balance is due by the Cashier's Office. Students are provided the opportunity to explain if the financial obligation is in error through the Petition for Extenuating Circumstances process which is submitted to the Dean of Student Services (Admissions & Records).

Approved: 2/6/06

Revised: 11/12/19