



College Coordinating Council Meeting

Wednesday, September 13, 2017

A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

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

Committee Members:

- Van Rider, Academic Senate
- Michelle Arvizu Garcia, Associated Student Organization
- Ed Knudson, President
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Dr. Bonnie Suderman, Vice President of Academic Affairs
- Mark Bryant, 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 June 28, 2017.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & AP 4010 – Calendar	Bonnie	2 minutes	
IV. BP & AP 4040 – Library and Learning Support Services	Bonnie	2 minutes	
V. BP & AP 4050 – Articulation	Bonnie	2 minutes	
VI. BP 4060 – Delineation of Functions Agreements	Bonnie	2 minutes	
VII. BP & AP 4070 – Auditing and Auditing Fees	Bonnie	2 minutes	
VIII. BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Bonnie	2 minutes	
IX. BP & AP 4220 – Standards of Scholarship – Delegation	Bonnie	2 minutes	
X. BP & AP 4226 – Multiple and Overlapping Enrollments	Bonnie	2 minutes	
XI. BP & AP 4230 – Grading and Academic Record Symbols	Bonnie	2 minutes	
XII. BP & AP 4231 – Grade Changes	Bonnie	2 minutes	

XIII.	BP & AP 6400 – Audits	Ed	5 minutes	
XIV.	BP 3430 – Prohibition of Harassment	Mark	2 minutes	
XV.	AP 7125 – Verification of Eligibility for Employment	Mark	2 minutes	
XVI.	BP & AP 7330 – Communicable Disease	Mark	2 minutes	Returned from 6/28/17 CCC Meeting.
XVII.	AP 7336 – Certification of Freedom from Tuberculosis	Mark	2 minutes	
XVIII.	BP 7340 – Leaves	Mark	2 minutes	
XIX.	AP 7343 – Industrial Accidents and Illness Leave	Mark	2 minutes	
XX.	AP 5013 – Students in the Military (attachment)	Erin	2 minutes	
XXI.	AP 5015 – Residence Determination (attachment)	Erin	2 minutes	
XXII.	AP 5020 – Non-Resident Tuition (attachment)	Erin	2 minutes	
XXIII.	BP & AP 5040 – Student Records, Directory Information, and Privacy (attachments)	Erin	2 minutes	
XXIV.	BP & AP 5110 – Counseling (attachments)	Erin	2 minutes	
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: September 27, 2017				

College Coordinating Council Minutes

Wednesday, June 28, 2017
A124 – President’s Conference
Room
9:30 a.m. – 10:30 a.m.

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

Committee Members:
Van Rider, Academic Senate
Michelle Arvizu Garcia & Refugio Rodriguez Ruiz - Associated Student Organization
Ed Knudson, President - **ABSENT**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory
LaDonna Trimble, Deans - **ABSENT**
Dr. Scott Lee, Faculty Union
Dr. Bonnie Suderman, Vice President of Academic Affairs
Mark Bryant, 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 May 24, 2017.	All		The minutes were approved as presented.
II. Constituent Reports	All		Michelle stated that Jared Simmons is now the CMSA representative and that 12 people participated at the Professional Development event and that they were having a meeting at 4:00 p.m. that day. Scott stated that limited negotiations were ratified and that he would not be attending the next meeting, but that David Adams would be in attendance.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3225 – Institutional Effectiveness	Ed	1 minute	It was agreed to go forward to the July 10, 2017 board meeting.
IV. AP 3280- Grants	Ed	2 minutes	It was agreed to go out to the constituent groups and return at the September 27, 2017 meeting.
V. BP & AP 6307 – Debt Issuance and Management	Ed	2 minutes	It was agreed to go forward to the July 10, 2017 board meeting. Pamela abstained.
VI. Debt Management Policy & Implementing Procedures	Ed	2 minutes	It was agreed to go forward to the July 10, 2017 board meeting. Pamela abstained.
VII. AP 6700 – Civic Center and Other Facilities Use	Ed/Bonnie	1 minute	It was agreed to go out to the constituent groups and return at the September 27, 2017 meeting.
VIII. AP 4021 – Program Discontinuance	Bonnie	2 minutes	It was agreed to go forward to the July 10, 2017 board meeting.
IX. BP & AP 7330 – Communicable Disease	Mark	2 minutes	Revisions were discussed and agreed to go forward to the July 10, 2017 board meeting.

X.	AP 3570 – Tobacco Use on Campus	Erin	2 minutes	It was agreed to go out to the constituent groups and return at the September 27, 2017 meeting.
XI.	BP 6800 – Safety	Erin	2 minutes	It was agreed to go out to the constituent groups and return at the September 27, 2017 meeting.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: July 26, 2017				

BP 4010 Calendar

Reference:

Education Code Section 70902(b)(12)

Before presentation to the Board for approval, any major calendar changes that may have financial impact to the district or may affect student access and/or student learning must be fully explored, discussed campuswide, and presented in writing to the Superintendent/President.

After said presentation to the Superintendent/President and after reaching agreement with the Antelope Valley College Federation of Teachers (AVCFT) and Antelope Valley College Federation of Classified Employees (~~AVCFCEFCFCE~~) and after consulting with other appropriate groups, the college Superintendent/President shall recommend a calendar to the Board of Trustees for its approval.

Adopted: 6/11/07

Revised: /2017

AP 4010 Calendar

Reference:

Education Code Section 79020; Title 5, Section 55700 et seq., Section 58142

The Calendar Committee will have co-chairs consisting of the Vice President of Student Services and either the AVCFT or AVCFCE representative in alternate years. All issues related to the calendar, including but not limited to:

- Starting and ending dates of the semester;
- Summer session and Intersession;
- Starting and ending class dates;
- Holidays;
- Flex Days;
- Orientation;
- Parts of Term;
- Days counted as instructional days

shall be referred to the Calendar Committee, a campus-wide standing committee. Information about major changes shall be widely disseminated to the entire campus before this will occur.

The number of days that define a calendar is 175 days of instruction, excluding the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln's Day (February 12 or see Note Below)
- Washington's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l)).

Note: Please refer to Education Code 79020 for laws regulating the scheduling of Lincoln's Day, Veteran's Day, and holidays that fall on weekends

The Board of Trustees may declare other days to be holidays and close the college and offices. These holidays have traditionally been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.

6/11/07

Reviewed: 8/14/2017

BP 4040 Library and Learning Support Services

Reference:

Education Code Section 78100;

Civil Code Section 1798.90;

ACCJC Accreditation Standard II

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

Adopted: 2/6/06

Revised: 8/13/12

Revised: 4/13/2015

Reviewed: 7/2017

AP 4040 Library and Learning Support Services

Reference:

Education Code Section 78100; Civil
Code Section 1798.90; ACCJC
Accreditation Standard II **B**

The Library provides library and learning support services to both faculty and students. Library materials and electronic services and access are provided in support of the institution's instructional program.

Adopted: 2/6/06

Revised: 3/9/2015

Revised: 7/2017

BP 4050 Articulation

Reference:

Title 5, Section 51022(b), California Code of Regulations, Sections 66700, 70901, 78016, 70902; Education Code section 66720-66744

The College Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions. The College Superintendent/President also shall assure appropriate articulation with colleges and universities that are not geographically proximate but are appropriate and advantageous for partnership with the District.

See Administrative Procedure 4050

Adopted: 2/6/06

Revised: 9/10/07

Reviewed: 7/2017

AP 4050 Articulation

Reference:

Title 5, Section 51022(b), 55051; Accreditation Standard II.A.6.a; Education Code Section 66720-66744

The College Articulation Officer is responsible for articulating programs and courses with the CSU and UC system, as well as private colleges and universities, on an annual basis.

Articulation agreements for the CSU and UC system are updated and maintained on ASSIST, the statewide database for articulation agreements. Articulation agreements with private colleges and universities are updated and maintained locally by the College Articulation Officer.

Articulation agreements can be obtained from the Career and Transfer Resource Center and the Counseling Center.

2/6/06

Revised: 9/10/07

Revised: 7/2017

BP 4060 Delineation of Functions Agreements

Reference:

Education Code Sections 8535; 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the President/Superintendent shall present an appropriate memorandum of understanding to the Board for approval.

Adopted: 2/6/06

Reviewed: 7/2017

BP 4070 Auditing and Auditing Fees

Reference:

Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be no more than \$15.00 per unit. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate.

Adopted: 2/6/06

Reviewed: 9/11/17

AP 4070 Auditing and Auditing Fees

Reference:

Education Code Section 76370

Individuals are allowed to audit courses, that is, to sit in without participating in class activities or being required to take exams upon approval of an instructor. The intent is to provide individuals with opportunities to explore areas of interest without being subject to the demands of class activities or evaluation and grading. Students and other individuals who audit will be invited to participate in class activities at the discretion of the instructor; however, the instructor is not required to evaluate in any way class activities and projects.

Auditors may not take quizzes and examinations and will not receive a grade.

Priority will be given to a student desiring to take the course for credit towards a degree or certificate. Students at Antelope Valley College and community members will be permitted to audit courses only if the admission of auditors will not result in credit students being denied access to a course.

Audit petition forms are available at the Office of Admissions and Records. The forms will not be accepted until after the first week of classes; instructor approval and payment of fees to the cashier is required prior to attending classes.

Payment of fees is not to exceed \$15.00 per unit, unless student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units.

A refund of audit fees must be requested through a Petition of Extenuating Circumstances submitted to the Dean of Student Services (Admissions & Records).

An individual auditing a course will not be permitted to change his or her audit status to a credit status.

An individual enrolled in a class for credit will not be permitted to change his or her credit status to an audit status.

Special Admit students may not audit courses.

Auditing may not be appropriate for all sections of a course or for all courses, even if class seats are available.

Individuals who are auditing a course and are not enrolled in any courses as credit students will not be entitled to any of the services or privileges provided to currently enrolled students.

2/6/06

Revised 5/8/17

Reviewed: 9/11/17

BP 4100 Graduation Requirements for Degrees and Certificates

References:

Education Code Section 70902(b)(3); Title 5, Sections 55060, et seq.

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed at least 18 semester units ~~or 27 quarter units~~ of study in a major or area of emphasis for graduation and who have maintained a cumulative 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester ~~units or 27 or more quarter~~ units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain capabilities that may be oriented to career or general education.

In addition, a district may award a certificate of achievement for any sequence of courses consisting of 12 or more semester ~~units or 18 or more quarter~~ units of degree-applicable credit coursework if approved by the CCC Chancellor despite requiring fewer than 18 semester units ~~or 27 quarter units~~ of degree-applicable credit coursework.

The College President/Superintendent shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students. As specified in BP 2510, the Board of Trustees agrees to "rely primarily" on the Academic Senate regarding the following Academic and Professional Matters which include Graduation Requirements for Degrees and Certificates:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

See Administrative Procedure #4100

Adopted: 2/6/06

Revised: 3/10/08

Revised: 5/12/08

Reviewed: 7/2017

AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Title 5, Sections 55060 et seq.

Associate Degree Requirements

(Title 5, Section 55806)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of 60 semester units, including requirements 1 through 6 listed below.

1. General Education Requirements

A minimum of 21 units, including a minimum of 3 semester units ~~, or 4 quarter units,~~ in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.

Area A* - Natural Sciences (Select at least 3 semester units)

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

Area B* - Social & Behavioral Sciences (Select at least 3 semester units)

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

Area C* - Humanities (Select at least 3 semester units)

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

Area D - Language & Rationality [Select 3 semester units from (1) and select 3 units from (2)]

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1. ~~Academic English~~ Composition

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Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

2. Communication and Analytical Thinking

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Area E -Additional Breadth (Select at least 3 semester units)

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

Area F -Diversity Studies (Select at least 3 semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. **READING** Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

B. **WRITING** Completion of ENGL 101 with a minimum grade of "C."

C. MATHEMATICS Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C;" or placement by AVC assessment into a math course higher than MATH 102.

~~G.~~

3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

A. Completing at least 18 semester units of study ~~_(or 27 quarter units)~~ in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of "C" or better in all required core course and the specific courses listed as program electives.

4. Electives

Sixty semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of ~~semester~~ units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

5. Grade Point Average Requirement

A cumulative grade point average of 2.0 ("C" average) is required.

~~6.~~6. Residence Requirement

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Of the required 60 units, “at least 12 semester units must be completed in residence at the college granting the degree” as stated in Title 5, Section 54000 et seq. 5806.

7. Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.

Certificate of Achievement Requirements:

- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units ~~or 27 or more quarter units~~ of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- A student may also be awarded a certificate of achievement for a sequence of courses consisting of 12 or more semester units ~~or 18 or more quarter units~~ if approved by the CCC Chancellor.
- Shorter credit programs that lead to a certificate may be established by the District, but cannot be listed on the student’s transcript.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.
- Certificates for which CCC Chancellor’s approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

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Application for Graduation

Antelope Valley College awards degrees twice annually—in December following the fall semester and in June following the spring semester. An application for graduation must be filed in the Admissions and Records Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will receive information on participating in the annual graduation ceremony. While participation in the graduation ceremony is encouraged, it is not mandatory to attend to receive a degree. Early filing of the graduation application is highly recommended.

Credit Courses Not Transferable/Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree can use these credits for

eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of the college catalog, these courses are designated

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as: Credit course not applicable to the associate degree and certificate programs. Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as (AVC).

The list of credit courses not applicable to the associate degree and certificate programs are listed in the college catalog under “~~Graduation/Associate Degree Requirements~~, Credit Courses Not Transferrable/Not Applicable to the Associate Degree and Certificate Programs”

Note: Courses which emphasize occupational competency do not meet General Education (GE) objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

College Work Applicable to the Associate Degree and Certificate Programs

College work acceptable toward the associate degree includes those courses that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section

Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

2/6/06

Revised: 3/10/08

Revised: 7/9/12

Revised: 7/2017

BP 4220 Standards of Scholarship

Reference:

Education Code Section 70902(b)(3); Title 5, Sections 55020 et seq., Title 5 Sections 55031 et seq. and 55040 et seq.

The College President/Superintendent shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections 55020 et seq., 55030 et seq., 55040 et seq. and Board policy. These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes. The Board of Trustees will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters: (1) Curriculum, including establishing prerequisites. (2) Degree and certificate requirements. (3) Grading policies. (4) Education program development. (5) Standards or policies regarding student preparation and success. (8) Policies for faculty professional development activities.

See Administrative Procedures #4220 and #4222

Adopted: 2/6/06

Revised: 5/12/08

Reviewed: 9/11/17

AP 4220 Standards of Scholarship – Delegation

Reference:

Education Code Section 70902(d)

Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the chief instructional or academic officer and the Academic Senate as described in the policies and procedures on participation in local decision-making.

The Board of Trustees will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

2/6/06

Reviewed: 9/11/2017

BP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5, Sections 55007

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, Section 55007.

See Administrative Procedure #4226

Adopted: 5/12/08

Reviewed: 9/11/17

AP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5, Section 55007

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The reason the student cannot enroll in non-overlapping course must be given.
- The overlap may not exceed 10 minutes
- Both faculty members must give their written agreement to the overlapping enrollment.
- Faculty members understand that they are under no obligation to agree but that, if they do agree, the student must make up the time missed under the supervision of the instructor during the same week the time was missed.
- The overlap must be reviewed by the Dean of Enrollment Services.
- Overlap enrollments will be processed in Admissions and Records if approved by the Dean of Enrollment Services.

4/14/08

Revised: 5/12/08

Reviewed 9/11/17

BP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

See Administrative Procedure #4230

Adopted: 2/6/06

Revised: 3/10/08

Reviewed: 8/2017

AP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Section 55023

Evaluative symbols:

A – Excellent (Grade Point = 4)

B – Good (Grade Point = 3)

C – Satisfactory (Grade Point = 2)

D – ~~Passing~~ (Less than satisfactory) (Grade Point = 1)

-F – Failing (Grade Point = 0)

P – Passing (At least satisfactory – Units awarded not counted in GPA)

NP – No Pass (Less than satisfactory) , or failing – units not counted in GPA)

SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

Non-Evaluative symbols:

I – Incomplete

IP – In progress

RD – Report delayed

W – Withdrawal

Final grades are issued at the end of each semester.

Grades are calculated on a 4.0 scale. (A=4 pts; B=3pts; C=2 pts; D= 1 pt; and F=0 pts)

Grades of P, NP, I, IP, RD, and W have no points attached and are not used in calculating grade point average.

Students' grades in each course will be recorded on their transcripts at the end of each semester.

I (Incomplete) – Used to indicate incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term.

An incomplete contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the “I” and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office.

A student has 1 year to complete the obligations of the incomplete contract. This record shall remain on file until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

If the terms and conditions of the contract are not fulfilled the “I” will convert to a grade of “F.” A student may petition for an extension of time due to unusual circumstances before the time limit has passed. The “I” symbol shall not be used in calculating units to determine grade point average.

IP (In Progress) – Used to denote that the class extends beyond the normal end of an academic term. It shall indicate that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point average. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for the course.

RD (Report Delayed) – Used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point average.

W (Withdrawal) - Used to denote withdrawal from a class or classes through the last day of the fourteenth week of instruction. The academic record of a student who remains in class beyond the fourteenth week will be graded for the course. For a “W” grade, no notation shall be made on the academic record of a student who withdraws during the first four weeks of a semester. The “W” shall not be used in calculating grade point average, but excessive “W’s” shall be used as a factor in academic probation and dismissal procedures (See BP and AP 4250).

A student planning to withdraw from one or more classes may do so online or in person through the Office of Admissions & Records by submitting a withdrawal form. Failure to do so will result in the student’s being awarded a final grade at the discretion of the instructor for each class in which the student is registered.

MW - Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

2/6/06

3/10/08

Revised: /2017

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BP 4231 Grade Changes

References:

Education Code Sections 76224 and 76232; Title 5 Section 55025

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

Adopted: 6/9/08

Reviewed 8/2017

AP 4231 Grade Changes

Reference:

***Education Code Section 76224, 76232; Title 5, Section 55025
Changing Grades***

In any course of instruction in a California Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of bad faith, fraud, incompetence, or mistake (Education Code 72224). The legal definitions are as follows:

BAD FAITH. The opposite of "good faith", generally implying or involving actual or constructive fraud, or a design to mislead or deceive another, or a neglect or refusal to fulfill some duty or some contractual obligation, not prompted by an honest mistake as to one's rights or duties, but by some interested or sinister motive.

FRAUD. An intentional perversion of truth for the purpose of inducing another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right; a false representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he shall act upon it to his legal injury; any kind of artifice employed by one person to deceive another. A generic term, embracing all multifarious means which human ingenuity can devise, and which are resorted to by one individual to get advantage over another by false suggestions or by suppression of truth, and includes all surprise, trick, cunning, dissembling, and any unfair way by which another is cheated. "Bad faith" and "fraud" are synonymous, and also synonyms of dishonesty, infidelity, faithlessness, perfidy, unfairness, etc.

INCOMPETENCY. Lack of ability, legal qualification, or fitness to discharge the required duty.

MISTAKE. Some unintentional act, omission, or error arising from ignorance, surprise, imposition, or misplaced confidence.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change. In all cases, the instructor who first awarded the grade will be given written notice of the change.

Appeal to Instructor

The student shall discuss the status of the grade with the instructor. When the student perceives a problem, it is essential that the student initiate discussion about the perceived problem with the instructor prior to the assignment of the final grade, if possible. At each time the instructor evaluates the student, the instructor must provide the opportunity for the student to know of the status of the grade. Both the student and

instructor are encouraged to establish a mutually acceptable agreement. Either the student or instructor may seek information from the Dean of Admissions and Records. If the instructor has already assigned a grade that the student believes is not valid, the student may initiate discussion about the assigned grade with the instructor in an effort to reach a mutually acceptable agreement.

Either the student or instructor may seek information from the Dean of Admissions and Records.

Students who wish to appeal a final grade must do so within one year from the date the final grade was issued.

Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination or harassment complaint, if the instructor is not available, or where the district determines that it is possible that there may have been gross misconduct by the original instructor.

Appeal to the Dean

If the discussion with the instructor ends without a satisfactory resolution, and the student believes the assigned grade is still not valid, the student may appeal the grade status to the divisional dean.

A Student Request for ~~Grade Change~~~~Change of Grade~~ shall be completed by the student and submitted to the dean.

The dean shall discuss the situation with the student, instructor, and witnesses either separately or together.

Whenever possible, after receipt of the written request, the dean will provide written recommendation(s) within five working days.

Appeal to the Vice President

If the dean's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the appropriate vice president

All written information shall be given by the dean to the appropriate vice president

The vice president may discuss the situation with the student, instructor, or witnesses either separately or together.

Consultation from staff and students may be requested by the vice president

Whenever possible after receipt of the written appeal, the vice president will provide written recommendations within five working days.

If the student is not satisfied with the recommendation from the appropriate vice president, the student may request a Grievance Hearing to dispute the final grade.

Refer to AP 5530 Student Rights and Grievances for the procedure to schedule Grievance Hearing.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Enrollment Services.

No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

The Dean of Enrollment Services will periodically run a report to confirm that only authorized full-time employees of the District have changed grades.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Enrollment Services immediately. The Dean of Enrollment Services shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper

authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP 3310 Records Retention and Destruction and BP/AP 5040 Student Records.

Revised:

2/6/06

1/8/07

6/11/07

3/10/08

5/12/08

7/14/08

8/10/15

8/2017

BP 6400 Audits

References:

***Education Code Section 84040(b); CCR Title 5 Sections 59100 through 59116
ACCJC Accreditation Standard III.D.7***

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

An Internal Audit Department shall be established and maintained to perform independent, objective audits, advisory services, internal control & compliance reviews, and other related assignments.

The Board recognizes the need to protect the independence and objectivity of the District's audit functions and to ensure auditors are free from influence, interference, and coercion.

Adopted: 5/8/06

Revised: update

AP 6400 Audits

References:

*Education Code Section 84040(b); CCR Title 5 Sections 59100 through 59116
ACCJC Accreditation Standard III D.7*

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy. The length of an auditing firm's contract shall be determined by the District but shall be for *no longer than 5 years*. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be submitted to the state Chancellor's Office by

December 31.

Internal Audit is an independent, objective assurance and consulting activity designed to add value to the institution's operations through a systematic approach to evaluate and improve the effectiveness of the District's governance, risk management and control processes. The Internal Audit Department should operate in a manner consistent with the Standards for Professional Practice Of Internal Auditors & Code of Ethics adopted by the Institute of Internal Auditors. The Internal Audit Department reports to the Board of Trustees with direction provided by the Disbursing Officer for the pre-audit of disbursements. The Internal Auditor does not have direct responsibility or authority over any of the operations reviewed. Nor does the Internal Auditor develop or implement policies or procedures, prepare records, or engage in activities which would normally be reviewed as part of the audit function. Internal audit recommendations related to a specific activity under audit may be communicated in a written report or as appropriate, verbally to operating management to review and implement at their discretion or direction of their direct report.

Both the external and internal auditors are authorized complete access to all District records, properties and personnel relevant to the performance of audits and investigations.

Adopted: 5/8/06

Revised: update

BP 3430 Prohibition of Harassment

Reference:

Education Code Sections 212.5; 44100; 66252; 66281.5;
Government Codes 12940 and 12950.1;
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, Vietnam Veteran, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

Notice of this policy and related written procedures including the procedure for making complaints, shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns and volunteers in all administrative offices, **and shall be posted on the District's website.**

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

Adopted: 11/7/05

Revised: 8/13/12, 4/15

Revised: 10/17

AP 7125 Verification of Eligibility for Employment

Reference:

8 U.S.C Section 1324a

NOTE: This procedure is legally required. Local practice may be inserted, but must assure that persons hired by the district are authorized to be employed in the United States. The elements required by federal law are reflected below.

The District will only hire or recruit United States citizens or people legally authorized to be employed in the United States. ~~not hire or recruit a person for employment if it knows that the person is not a citizen of the United States and is not authorized to be employed in the United States.~~

Reliable documentation of eligibility is required for employment from all persons hired.

“Reliable documentation” as set out in federal law includes one or more of the following:

- A United States passport or alien registration card, or similar identification document containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States

OR

- A U.S. driver’s license or ID card or similar ID document containing a photograph of the prospective employee.

AND

- A social security card or other documentation issued by the United States government showing authorization to work in the United States.

The District will complete for each new employee the verification form or forms required by the United States government. The District will retain such forms for at least three years for persons it does not hire. For persons it does hire, the District will retain such forms for at least three years or until one year after the persons leaves the District’s employment, whichever is later.

The District will protect the privacy of the information it collects pursuant to this procedure.

5/8/06

Reviewed: 4/17

BP 7330 Communicable Disease

Reference:

Education Code Sections 87408; 87408.6; 88021

All newly hired ~~academic~~ employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees (~~academic and classified~~) must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined ~~within the past 60 days~~ to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis. ~~by providing the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis. And shall be required to undergo an examination every four years thereafter, to determine if they are free from tuberculosis.~~

All employees shall be required to undergo a tuberculosis risk assessment ~~examination~~ within {four years of initial employment, and every four years thereafter,} to determine if they are free from ~~tuberculosis~~ tuberculosis.

If the Board determines by resolution that student health would not be jeopardized thereby, the requirements relative to the examination shall not apply to any employee who files an affidavit stating that he/she adheres to the faith or teachings of any well recognized religious sect and in accordance with its creed depends for healing upon prayer in the practice of religion and to the best of his/her knowledge is free from active tuberculosis.

If at any time there should be probable cause to believe that the affiant is afflicted with active tuberculosis, he or she may be excluded from service until the governing board of the employing district is satisfied that he or she is not so afflicted.

Cafeteria employees shall be required to submit to an annual tuberculosis examination.

At the discretion of the Board, such examinations shall not apply to classified personnel on a temporary basis (less than one year) whose functions do not require frequent or prolonged contact with students.

See Administrative Procedures #7330

Adopted: 5/8/06

Revised 10/15

AP 7330 Communicable Disease

Reference:

Education Code Section 87408; 87408.6; 88021

For successful applicants for academic positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, hepatitis, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his or her designee.
- Results of the examination showing the employee was examined and found free from active tuberculosis shall become a part of the personnel record of the employee and filed with the Office of Human Resources.
- Failure to comply with the compulsory requirement of the tuberculosis examination may result in the employee being placed on an unpaid leave status until results of the examination have been received.

5/8/06

Revised 10/15

AP 7336 Certification of Freedom from Tuberculosis

Reference:

Education Code Section 87408.6

NOTE: *This procedure is legally required. Local practice may be inserted. The following is excerpted from statute.*

Except as provided herein, no person shall be initially employed by the District in an academic or classified position unless the person has within the last 60 days submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination ~~within the past 60 days~~ to determine that he/she is free of active tuberculosis, by a physician and surgeon licensed under the California Business and Professions Code. This examination shall consist of an X-ray of the lungs, or an approved intra-dermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs. This examination is a condition of initial employment and the expense shall be borne by the applicant.

The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician and surgeon licensed under the Business and Professions Code.

The Vice President of Human Resources or designee may exempt, for a period not to exceed 60 days following termination of the pregnancy, a pregnant employee from the requirement that a positive intra-dermal tuberculin test be followed by an X-ray of the lungs.

Thereafter, employees who are skin test negative, or were not tested because of a lack of risk factors, are required to undergo the foregoing tuberculosis risk assessment and, if risk factors exist, examination at least once each four years as designated in Board Policy upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test that has been followed by an X-ray, the foregoing tuberculosis risk assessments and examinations shall no longer be required and referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow up care.

If risk factors were present at the tuberculosis risk assessment and an examination occurs, after ~~After the examination, each an~~ employee shall cause to be on file with the District a certificate from the examining physician and surgeon showing the employee was examined and found free from active tuberculosis.

This procedure shall not apply to any employee of the District who files an affidavit stating that he/she adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles

depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, he/she may be excluded from service until the Vice President of Human Resources or designee is satisfied that he/she is not so afflicted.

A person who transfers his/her employment from another school or community college District shall be deemed to meet the requirements of this procedure if the person can produce a certificate that shows that he/she ~~was examined within the past four years~~ had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the college previously employing him/her that it has a certificate on file that contains that showing.

A person who transfers his/her employment from a private or parochial elementary school, secondary school, or nursery school to the District shall be deemed to meet the requirements of this procedure if the person can produce a certificate as provided for in Health and Safety Code Section 121525 that shows that he/she ~~was examined within the past~~ last four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing him/her that it has the certificate on file.

Revised 4/17

BP 7340 Leaves

Reference:

**Education Code Sections 87763 et seq., 88190 et seq., 88198 et seq. and cites below
Labor Code Sections 245 et seq.**

The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees; (Education Code Sections 87781 and 88192);
- paid sick leave; (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors and managers, as well as, confidential employees and faculty on 12 month contracts;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; *EC 87768.5; 88210*
- leave of absence to serve as an elected member of the legislature; *EC 87701*
- pregnancy/child birth leave; *EC 87766; 88193; Gov Code 12945*
- leave to bond with a new child; (Education Code Sections **87780.1**, 87784.5, **88196.1** and 88207.5);
- use of illness leave for personal necessity; *EC 87784; 88207*
- industrial accident and illness leave; (Education Code Sections 87787 and 88192);
- bereavement leave; (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court; (*Education Code Sections 87036; 87037*);
- military service; (Education Code Section 87700);
- sabbatical leaves for permanent faculty, academic employees, administrators and managers;
- catastrophic leave; *EC 87045*

Vacation leave for members of the classified service and 12 month faculty shall be limited in accord with collective bargaining agreements.

Vacation leave for confidential/management/supervisory group and educational administrators shall not accumulate beyond the number of days of leave accumulated over a two-year period.

Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

The district will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the functions of his or her position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

The district may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the district may require the binding opinion of a third health care provider, approved jointly by the district and the employee and paid for by the district.

Refer to Article V of the faculty collective bargaining agreement and Article XI of the classified collective bargaining agreement for specific leave guidelines.

Adopted: 5/8/06

Revised: 4/15

Revised: 5/16

AP 7343 Industrial Accidents and Illness Leave

Reference:

Education Code Sections 87787, 88192.

Academic Employees

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his or her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due him or her for any month in which the absence occurs as, when added to his or her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his or her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Section 4453 of the Labor Code. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Section 4453 of the Labor Code shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him or her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781 and 87786, and, for the purposes of each of these sections, his or her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he or she may elect to take as much of his or her accumulated sick leave which, when added to his or her temporary disability indemnity, will result in a payment to the employee of not more than his or her full salary.

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his or her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

Refer to the Antelope Valley College Faculty collective bargaining agreement, Article V.

~~Any employee receiving benefits as a result of this section, during periods of injury or illness, shall remain within the State of California unless the Superintendent/President or designee authorizes travel outside the state.~~

Classified Employees

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off or other available leave provided by law or the action of the district, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

Refer to Antelope Valley College Classified collective bargaining agreement, Article XI.

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

5/8/06

Revised: 6/13/11

Revised: 4/16

AP 5013 _____ Students in the Military

Reference:

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

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 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 90 days of active service less than three 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.

~~A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.~~

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 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; 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.

2/6/06

Revised: 1/8/07

Revised: 12/10/07

~~Revised 10/15: 5/14/12~~

AP 5015 Residence Determination

Reference:

***Education Code Sections 68000 et seq., 68130.5, 68075.7;
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 admission~~ and whenever a student has not been in attendance for more than one 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 14 calendar days of submission of application ~~or 14 days after the start of the session the student applied for admission, whichever is later.~~

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 year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one 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 years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one 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.

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- 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 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 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 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 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~~ 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 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 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

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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 shall be entitled to resident classification. If the member of the armed forces of the United States later ~~transferred-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 ~~until he or she has resided in the state the minimum time necessary to become a resident~~ so long as he or she remains continuously enrolled in the District.

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- 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.
- ~~A veteran who was discharged or released from at least 90 days of active service less than three 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. A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in this state after being discharged up to the minimum time necessary to become a resident.~~
- 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.
- 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 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~~-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 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 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 preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his 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 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.

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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 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. 5404.

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. 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 (a)). Any student, following a final decision of residence classification by the Admissions & Records Office, may

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make written appeal to the Dean of Enrollment Services within 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 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 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 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 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.

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Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one 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 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 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 year and one 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 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),

A student who is without lawful immigration status may be classified as a resident exempt from paying nonresident tuition if he or she they meets 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 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 and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
- ~~registration for classes not earlier than the fall semester or quarter of 2001-2002;~~
- 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.

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.

2/6/06

Revised: 7/11/11

Revised 10/15

Antelope

AP 5020 Nonr ~~Non~~ Resident Tuition

Reference:

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

Exemptions, including:

1. 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 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.

2. 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.

~~2.3. The A requirement that the~~ nonresident tuition fee may not be set later than February 1st ~~of each year by the Vice President of Business Services. of each year.~~

~~4. The A requirement that the~~ calculation reflects the current expense of education calculated according to the Budget and Accounting Manual.

~~3.5. A requirement that the~~ ~~The~~ calculation includes the expense of education in the preceding fiscal year.

~~4.6.~~ A requirement that the calculation reflect fees in contiguous Districts.

~~7. A requirement that t~~ ~~The~~ calculation provides for students enrolled in more or less than 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, Student Services 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, Student Services 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 District and Board of Trustees vigorously to pursue collection of nonresident fees, payment of which was avoided by falsification. Following authorization by the Board, the Vice President Business Services, shall initiate action or request the County Counsel to initiate appropriate legal action in courts of law in order to collect fees.

2/6/06

4/17

BP 5040 Student Records, Directory Information, and Privacy

Reference:

Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq.

20 U.S. Code Section 1232g(j);

ACCJC Accreditation Standard II.C.8

The ~~Superintendent/President~~~~Dean of Enrollment Services~~ shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the district.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

See Administrative Procedures #5040 and 5045

Adopted: 2/6/06

Revised: 5/12/08

AP 5040 Student Records, Directory Information, and Privacy

Reference:

Education Code Section 71091 and 76200 et seq.; Title 5, 54600 et seq., 20 U.S. Code Section 1232 g(1) (US Patriot Act); Civil Code Section 1798.85; ACCJC Accreditation Standard II.C.8

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records: No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. "Directory information" may be released in accordance with the definitions in Board Policy 5040. Students may request their records from Admissions and Records Office.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas for student records are released only after a 14 day notification period has elapsed from the date of receipt.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. District officials and employees with legitimate educational interest may request student records through the Admission and Records Office.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. All requests should be directed to the Dean of Student Services ~~(Admissions & Records)~~. Enrollment Services.
- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. All requests should be directed to the Dean of Enrollment Services.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed

regarding financial aid, or to enforce the terms or conditions of financial aid. All requests should be directed to the director of Financial Aid.

- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. All requests should be directed to the Dean of Enrollment Services.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. All requests should be directed to the Dean of Enrollment Services.

Charge for Transcripts or Verifications of Student Records. A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$1.00 per copy. Students may request special processing of a transcript.

Use of Social Security Numbers

~~Effective January 1, 2007,~~ the district shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her social security number in a manner otherwise prohibited;

- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

2/6/06

Revised: 4/14/08

BP 5110 Counseling

Reference:

Education Code Section 72620; Title 5, Section 51018
ACCJC Accreditation Standard II.C.5

Counseling services are an essential part of the educational mission of the District. The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Pre-enrollment counseling (initial education plan) shall be required to satisfy matriculation components as outlined in AP 5050.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

See Administrative Procedure #5110

Adopted: 2/6/06

Revised: 4/12/10; Revised 4/15

AP 5110 Counseling

Reference:

Education Code Section 72620 and 72621;
Title 5, Section 51018
ACCJC Accreditation Standard II.C.5

The counseling services available in the District's counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals
- Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information:

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the CEO or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the CEO or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

All non-exempt students are required to seek assistance in Counseling to receive Student Education Plan. (Exempt criteria can be found at AP 5050.)

2/6/06

4/15