



College Coordinating Council Meeting

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

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

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

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of September 25, 2019.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & NEW AP 2100 – Board Elections	Ed	2 minutes	Returned from constituent review and August 28 th , CCC Meeting.
IV. BP & AP 2105 – Election of Student Trustee 1200 – District Mission	Ed	2 minutes	Returned from constituent review and August 28 th , CCC Meeting.
V. BP & AP 2345 – Public Participation at Board Meetings	Ed	2 minutes	Returned from constituent review and August 28 th , CCC Meeting.
VI. BP & NEW AP 2360 – Minutes	Ed	2 minutes	Returned from constituent review and August 28 th , CCC Meeting.
I. BP & AP 2610 – Presentation of Initial Collective Bargaining Proposals	Ed	2 minutes	Returned from constituent review and August 28 th , CCC Meeting.
II. BP 2725 – Board Member Compensation	Ed	2 minutes	Returned from constituent review and August 28 th , CCC Meeting.
III. BP 2730 – Board Member Health Benefits	Ed	2 minutes	Returned from constituent review and August 28 th , CCC Meeting.
IV. AP 2712 – Conflict of Interest Code	Ed	2 minutes	

VII.	BP & AP 5040 – Student Records, Directory Information, and Privacy	Erin	2 minutes	
VIII.	AP 5041 Official Communication to Students	Erin	2 minutes	
IX.	AP 5045 – Student Records – Challenging Content and Access Log	Erin	2 minutes	
X.	BP & AP 5050 – Student Success and Support Program	Erin	2 minutes	
XI.	BP & AP 5052 – Open Enrollment	Erin	2 minutes	
XII.	BP & AP 5055 – Enrollment Priorities	Erin	2 minutes	
XIII.	BP & AP 5060 – Enrollment Unit Load	Erin	2 minutes	
XIV.	AP 5070 – Attendance	Erin	2 minutes	
XV.	AP 5071 – Online Attendance	Erin	2 minutes	
XVI.	AP 5075 – Course Adds and Drops	Erin	2 minutes	
XVII.	BP & AP 5110 – Counseling	Erin	2 minutes	
XVIII.	BP & AP 5120 – Transfer Center	Erin	2 minutes	
XIX.	BP & AP 5130 – Financial Aid	Erin	2 minutes	
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE:				
October 23, 2019				



College Coordinating Council Minutes

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

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

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

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of August 28, 2019.	All		The minutes were approved as presented.
II. Constituent Reports	All		Michelle Hernandez stated that the CMSA would be holding a meeting on Thursday at 1:30 p.m.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3050 – Institutional Code of Ethics	Ed	2 minutes	It was agreed to go forward to the October 14 th board meeting.
IV. BP & AP 3100 – Organizational Structure	Ed	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.
V. BP & AP 3200 – Accreditation	Ed	2 minutes	It was agreed to go forward to the October 14 th board meeting.
VI. BP & AP 3225 – Institutional Effectiveness	Ed	2 minutes	It was agreed to go forward to the October 14 th board meeting.
VII. BP & AP 3250 – Institutional Planning	Ed	2 minutes	It was agreed to go forward to the October 14 th board meeting.
VIII. BP & NEW AP 3280 – Grants	Ed	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.

IX.	BP & AP 5010 – Admissions	Erin	2 minutes	It was agreed to go forward to the October 14 th board meeting.
X.	AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students	Erin	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.
XI.	AP 5012 – International Students	Erin	2 minutes	It was agreed to go forward to the October 14 th board meeting.
XII.	AP 5013 – Students in the Military	Erin	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.
XIII.	BP & AP 5015 – Residence Determination	Erin	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.
XIV.	New AP 5017 – Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information	Erin	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.
XV.	BP & AP 5020 – Nonresident Tuition	Erin	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.
XVI.	BP & AP 5030 – Fees	Erin	2 minutes	It was agreed to go out to the constituent groups for review and return back to the November 13 th CCC Meeting.
XVII.	AP 5031 – Instructional Materials Fees	Erin	2 minutes	It was agreed to go forward to the October 14 th board meeting.
XVIII.	BP & AP 5035 – Withholding of Student Records	Erin	2 minutes	It was agreed to “hold” and bring back, to another CCC meeting, due to pending legislation.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: October 9, 2019				

BP 2100 Board Elections

References:

Education Code Sections 5000 et seq. and 72036

The term of office of each trustee shall be four years, commencing on the day of the regular Board meeting in December following the election. **(NOTE: Pursuant to Education Code Section 5017, the date shall be the second Friday in December following the general election in November.)** Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one-half of the trustees shall be elected at each trustee election.

~~The Board may change from at large elections of trustees to elections by trustee areas, in accordance with Education Code section 72036 and the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the Elections Code), upon the adoption by the Board of Trustees of a resolution in support of the change and upon the approval of the Board of Governors of the California Community Colleges.~~

The Board of Trustees has provided for the election of trustees by trustee areas. Effective November 2018 election, the trustee areas are:

Area 1 – Generally encompassing west Los Angeles County, South of Palmdale, and some of the West Palmdale South of West Avenue N.

Area 2 – Generally Kern County, northern and central Lancaster.

Area 3 – Generally southwestern and eastern Lancaster south of E Avenue I.

Area 4 – Generally western and some of central Palmdale.

Area 5 – Generally some of central and eastern Palmdale, with northeastern Los Angeles County.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee areas.

The Superintendent/President shall submit recommendations to the Board of Trustees regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board of Trustees to act as required by law.

Also see BP 2010 Board Membership.

Adopted: 7/5/05
Revised: 8/13/12

Revised: 6/12/17
Revised: 10/14/19

AP 2100 Board Elections

References:

Education Code Sections 5000 et seq.

I. Eligibility

Any person who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications.

II. Number of Trustees and Term of Office

- A. The Board of Trustees consists of five members elected by District for terms of four years.
- B. Terms of two members expire on the second Friday in December in one even-numbered year and those of the other three members in the next succeeding even-numbered year (statewide general election).
- C. Terms of office commence on the second Friday in December following the election in November in even-numbered years.

III. Elections

Notice of elections shall be posted and the election held on the same day as the statewide general election in November.

IV. Vacancies

- A. If a vacancy occurs or a resignation is filed with the County Superintendent of Schools containing a deferred effective date, the Board of Trustees shall within 60 days of the vacancy or filing of deferred resignation call an election or make a provisional appointment to fill the vacancy. The Board member may not defer the effective date of his/her resignation for more than 60 days after he or she files the resignation. In the event the Board fails to make a provisional appointment or call an election within the 60 day period, the county superintendent of schools shall order an election to fill the vacancy. No special election or appointment to fill a vacancy shall take place if the vacancy occurs within four months of the end of the term of that position.
- B. If the vacancy occurs or a resignation is filed with the County Superintendent of Schools containing a deferred date within six months of, but not more than 130 days

before a regularly scheduled election and the position is not scheduled to be filled at such election, the vacancy must be filled at a special election consolidated with the regularly scheduled Board election.

Also see BP/AP 2015 Student Trustee, AP 2100 Board Elections, and BP/AP 2105 Election of Student Trustee.

Approved: 10/14/19

BP 2105 Election of Student Trustee

References:

Education Code Sections 72023.5, and 72103

The Student Trustee shall be chosen by the students enrolled in the District as follows:

The Student Trustee shall be elected by popular vote of the student body in a general election. Normally, an election will be held in the spring semester so that the office is filled by May 15. **The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with AP 2105 Election of Student Trustee.**

A special election shall be held if the office becomes vacant for any reason such as resignation, recall, or disqualification **of an elected Student Trustee**, after notice of the vacancy comes to the attention of the Superintendent/President. **Special elections shall be held within 30 days after notice of the vacancy comes to the attention of the Superintendent/President.** The special election will be held to fulfill the remainder of the term, unless the regular election is within thirty (30) days.

Candidates for the position may nominate themselves **or be nominated by others** by the filing **of** an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with **Administrative Procedures AP 2105 Election of Student Trustee.**

See Administrative Procedure #2105

Also see BP/AP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Adopted: 7/5/05
Revised: 1/8/07
Reviewed: 8/8/16
Revised: 10/19/19

AP 2105 Election of Student Trustee

Reference:

Education Code Section 72023.5

The following procedures govern the conduct of the election of the Student Trustee to the Board of Trustees.

1. Supervision

The election will be conducted under the supervision of the Dean of Student Life & Services who will prepare the Election Code.

2. Election Rules and Procedures

All candidates must conform to the requirements set forth in **Board Policies BP 2015 Student Trustee** and **BP 2105 Election of Student Trustee** and all city, county, state, and federal laws. The Dean of Student Life & Services whose decision on such matters shall be final will arbitrate all election procedures not covered by **the this** policy **and this procedure**.

- a. Each potential candidate must meet with the Dean of Student Services prior to filing a declaration of intent to run for office. At this meeting, the Dean of Student Life & Services will review the Election Code with the candidate and the candidate will sign a statement of acknowledgment.
- b. The Dean of Student Life & Services will determine the voting site(s).
- c. AVC identification will be requested of all students desiring to vote.
- d. There shall be a public count of the ballots within forty-eight **(48)** hours following closing of the polls by the Office of Student Development and College Activities.

Special Election

Upon notice to the Superintendent/President that a vacancy has occurred for any reason, including recall, the Dean of Student Life & Services shall, within **thirty (30)** days, call for a special election.

The special election shall provide for:

- **Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;**

- An application period for students to submit an application to become a candidate for the open position that will be open for at least 5 days on which classes are regularly held;
- Following such application period, a period of time no less than 5 days upon which classes are regularly held for campaigning, and;
- Voting for the special election to be concluded within 30 days following the date upon which the position became vacant.

No special election will be called if the vacancy occurs within thirty (30) days of a regularly scheduled election for the Student Trustee. The office shall become vacant if the student member becomes ineligible for the office, fails to fulfill responsibilities as listed in AP 2015 **Student Trustee**, resigns, is recalled or dies.

Any AVC student can recall the Student Trustee with a petition signed by 20% of the total number of enrolled students at the time of filing the petition and submitted to the Dean of Student Life & Services. The election will be conducted in the same manner as a special election.

If the Student Trustee fails to fulfill her/his responsibilities, he/she may appeal the decision within **ten** (10) days to the Superintendent/President. The appeal must be in writing explaining why the Student Trustee believes he/she should remain in office. The decision of the Superintendent/President is final.

Also see BP/AP 2015 Student Member, BP/AP 2100 Board Elections, and BP 2105 Election of Student Member.

Approved: 7/5/05
Revised: 10/14/19

BP 2345 Public Participation at Board Meetings

References:

Education Code **Section** 72121.5
Government Code Sections 54954.3, and 54957.5;

The Board **of Trustees** shall provide opportunities for members of the general public, including District employees, to participate in the business of the Board **of Trustees**.

Members of the public may bring matters directly related to the business of the District to the attention of the Board **of Trustees** in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board **of Trustees** that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Board **of Trustees** on such items.

2. Members of the public may place items on the prepared agenda in accordance with **Board Policy BP 2340 Agendas**.

A written summary of the item must be submitted to the Superintendent/President at least 10 days prior to the board meeting. The summary must be signed by the initiator, contain his/ ~~er~~ her residence or business address, and organizational affiliation, if any. Items will be placed on the agenda at the discretion of the Superintendent/President.

Members of the public also may submit written communications to the Board **of Trustees** on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the office of the **Superintendent/President** not later than the day following the posting of the agenda for the meeting at which the matter concerned is to be before the Board **of Trustees**. All such written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board **of Trustees** under this rule but shall be submitted to the District.

Also see BP/AP 2340 Agendas, AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, and BP 2355 Decorum.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2345 Public Participation at Board Meetings

References:

Education Code Section 72121.5;
Government Code Section 54954.2

Members of the public have the right to place matters directly related to community college district business on the agenda of board meetings.

The District encourages citizens to attend board meetings and welcomes their view on pertinent subjects. In order to afford this opportunity to the public, the following procedures to address the Board of Trustees have been adopted to insure the proper functioning of Board meetings:

- Any person or group desiring to address the Board of Trustees is requested to make a written request to the Superintendent/President's Office at least three weeks prior to the meeting, summarizing the remarks to be made, so that the Board of Trustees may have knowledge of the subject in advance of the meeting. The written request will include the name and address of the responsible person.
- Any person who has submitted a request to be heard will be called on at the appropriate time.
- No member of the public may speak without being recognized by the President of the Board of Trustees.
- Each speaker will be allowed a maximum of five (5) minutes and in the case of multiple speakers, a total of thirty (30) minutes per topic. At the discretion of a majority of the Board of Trustees, these limits may be extended.
- Members of the Board of Trustees and the Superintendent/President may interrogate a speaker in order to clarify the discussion.
- Undue interruption or other interference with the orderly conduct of the Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The President of the Board of Trustees may terminate the speakers' privilege of address if after being called to order he/she persists in improper conduct or remarks.

Also see BP/AP 2340 Agendas, BP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, and BP 2355 Decorum.

Approved: 10/14/19

BP 2360 Minutes

References:

Education Code Section 72121(a);
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The Superintendent/President, acting in his/her capacity as Secretary to the Board of Trustees, shall be responsible for keeping minutes of all meetings of the Board of Trustees.

The minutes shall also record motions or resolutions as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All matters transacted by the Board of Trustees shall be recorded in the official minutes in the form of a complete resolution, together with the accompanying vote. Minutes are to be concise, clear, and accurate.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Revised: 11/7/05
Reviewed: 8/8/16
Revised: 10/14/19

AP 2360 Minutes

Reference:

Education Code Section 72121(a)

The President's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Open Meetings Act. The minutes shall be written to include only actions proposed and/or approved by the Board of Trustees.

Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board, a "for-the-record" statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

Also see BP 2220 Committees of the Board, BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 10/14/19



BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration.

As a minimum, six months prior to the expiration of collective bargaining agreements, or at least the Board of Trustees meeting in Open Session, a minimum of 30 days prior to limited issue bargaining.

See Administrative Procedure #2610

Also see AP 2610 Presentation of Initial Collective Bargaining Proposals as well as BP 7140 Collective Bargaining.

Adopted: 7/5/05

Reviewed: 9/12/16

Revised: 10/14/19

AP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board of Trustees at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.
- After the public has an opportunity to respond to an initial proposal presented by the District, the Board of Trustees shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
 - The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.

- The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Also see BP 2610 Presentation of Initial Collective Bargaining Proposals as well as BP 7140 Collective Bargaining.

Approved: 7/5/05
Reviewed: 9/12/16
Revised: 10/14/19

BP 2725 Board Member Compensation

Reference:

Education Code Section 72024

Members of the Board of Trustees who attend all board meetings shall receive an amount per month based on Education Code requirements and the student member will receive one-half that amount. A member of the Board of Trustees who does not attend all meetings held by the Board of Trustees in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board of Trustees may be paid for a meeting when absent if the Board of Trustees, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board of Trustees.

The Board of Trustees may, on an annual basis, increase the compensation of the Board members in an amount not to exceed five (5%) percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

- Adopted: 7/5/05
- Revised: 1/8/07
- Revised: 1/10/11
- Revised: 11/14/16
- Revised: 10/14/19

BP 2730 **Board Member Health Benefits**

References:

Government Code Section 53201 and 53208.5

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. Participation shall be on such terms as the Board of Trustees itself shall from time to time determine. The benefits of members of the Board of Trustees through the District's health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

Former members of the Board of Trustees may continue to participate in the District's health benefits programs upon leaving the Board of Trustees if the following criteria are met: the member must have begun service on the Board of Trustees after January 1, 1981; the member must have been first elected to the Board of Trustees before January 1, 1995; and the member must have served at least twelve (12) years. Board members meeting this criteria shall be entitled to continue participation in the District's health benefits programs upon leaving the Board of Trustees on the same terms as applied to them at the time of leaving the Board of Trustees.

All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

~~Former Board members who were first elected to the Board on or after January 1, 1995, may, upon leaving the Board, continue to participate in the District's health benefits programs on a self-pay basis.~~

Adopted: 7/5/05
Revised: 9/10/07
Revised: 8/13/12
Reviewed: 10/10/16
Revised: 10/14/19

AP 2712 Conflict of Interest Code

References:

Government Code Sections 87103 **subdivision** (e), 87300-87302, 89501, 89502 and 89503 *Title 2 Section 18730*

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in ~~the Appendix referred to Section 13~~ below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code **Section** 87300 or the amendment of a conflict of interest code within the meaning of Government Code **Section** 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code **Section** s 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code **Section** 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in ~~the Appendix Section 13~~ are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code **Section** 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code **Sections** 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in ~~the Appendix Section 13~~ specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/ ~~er~~ her statement of economic interests those economic interests he/ ~~er~~ she has which are of the kind described in the disclosure categories to which he/ ~~er~~ she is assigned in ~~the Appendix Section 13~~. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/ ~~er~~ she foreseeably can affect materially through the conduct of his/ ~~er~~ her office.

Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic

Interests Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

² See Government Code Section 81010 and Title 2 Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/ or she did not make or participate in the making of, or use his/ or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/ or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/ or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests:

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) **Investments and Real Property Disclosure.** When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:
1. A statement of the nature of the investment or interest;
 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 3. The address or other precise location of the real property;
 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).
- (B) **Personal Income Disclosure.** When personal income is required to be reported,⁵ the statement shall contain:
1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his/ or her community property interest in the income of his/ or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) **Business Entity Income Disclosure.** When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) **Business Position Disclosure.** When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/ or she is a director, officer, partner, trustee, employee, or in which he/ or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) **Acquisition or Disposal During Reporting Period.** In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/ or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code ~~S~~section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code ~~S~~section 89506.

Section 8.1 Prohibition on Receipt of Gifts in Excess of ~~\$420~~ 470

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$420~~ \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/ ~~er~~ her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code ~~S~~section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials

- (A) No elected officer of a state or local government agency shall, from the date of his/ ~~er~~ her election to office through the date that he/ ~~er~~ she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/ ~~er~~ she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/ ~~er~~ election to office through the date that he/ ~~er~~ she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/ ~~er~~ she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on

terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/ ~~er~~ her election to office through the date he/ ~~er~~ she vacates office, receive a

personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/ ~~er~~ her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his/ ~~or~~ her official position to influence the making of any governmental decision which he/ ~~or~~ she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/ ~~or~~ her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$420~~ \$470 or more provided to; received by, or promised to the designated employee within ~~twelve~~ (12) months prior to the time when the decision is made.

Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/ ~~er~~ her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/ ~~er~~ her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/ ~~er~~ her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/ ~~er~~ her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/ ~~er~~ she should not make a governmental decision because he/ ~~er~~ she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/er her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code ~~S~~section 83114 or from the attorney for his/er her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code ~~S~~sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code ~~S~~section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code ~~S~~section 91003.

Section 13. Designated Positions and Disclosure Requirements

Disclosure Categories

Category 1

A designated employee assigned to this category shall disclose:

- a. Interests in real property within the boundaries of the District as well as real property within two miles of the property used or the potential site.
- b. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

Category 2

A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which manufacture or sell food items, supplies, books, machinery or equipment of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.

Category 3

A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Vice President Academic Affairs	All
Vice President Student Services	All
Vice President Human Resources and Employee Relations	All
Executive Director of Business Services	All
Executive Director of Facilities	All
Executive Director of the Foundation	All
Executive Director of Information Technology Services	2, 3
Executive Director of Marketing & Public Information	2
Deans	2, 3
Consultants/New Positions	*

*Consultants/new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The **Superintendent/President** may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The **Superintendent/President’s** determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Board of Trustees
- Executive Director of Business Services
- Superintendent/President

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Also see BP 2200 Board Duties and Responsibilities, BP/AP 2710 Conflict of Interest, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717_ Personal Use of Public Resources – Board.

Approved: 7/5/05
Revised: 5/8/06
Revised: 9/10/07
Revised: 6/13/11
Revised: 3/10/14
Revised: 9/12/16
Revised: 2/12/18
Revised: 11/12/19

BP 5040 Student Records, Directory Information, and Privacy

References:

Education Code Sections 76200, et seq.;
Title 5, Sections 54600, et seq.;
20 U.S. Code Section 1232g subdivision (j);
~~AGGJC~~ Accreditation Standard II.C.8

The Superintendent/President 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/ ~~er~~ 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~~ Also see BP/AP 3310 Records Retention and Destruction; AP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.

Adopted: 2/6/06
Revised: 5/12/08
Revised: 10/9/17
Revised: 11/12/19

AP 5040 Student Records, Directory Information, and Privacy

References:

Education Code Sections 66093.3 and 76200 et seq.;
Title 5, Sections 54600 et seq.;
Civil Code Section 1798.85;
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);
Accreditation Standard II.C.8

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

Collection and Retention of Student Information

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The Enrollment Services shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that he/she does not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship

status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.

District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

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 BP 5040 Student Records, Directory Information, and Privacy](#).
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas for student records are released only after a **fourteen (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 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.

Access to Student Records for Immigration Enforcement Purposes

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration

enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- All interactions with immigration authorities seeking to review student records shall be referred to the Superintendent/President's Office.

In addition to notifying the Superintendent/President, District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing his/her efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Security shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

Charge for Transcripts or Verifications of Student Records:

A student/former student shall be entitled to two (2) free copies of the transcript of his/her record or to two (2) 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 **one dollar (\$1.00)** per copy. Students may request transcript online at the College's website.

Use of Social Security Numbers

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/ ~~er~~ her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/ ~~er~~ her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; 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/ ~~er~~ she has the right to stop the use of his/ ~~er~~ 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 **D**istrict shall not deny services to an individual for making such a request.

Also see [BP/AP 3310 Records Retention and Destruction](#); [AP 5040 Student Records, Directory Information, and Privacy](#); and [AP 5045 Student Records – Challenging Content and Access Log](#).

Approved: 2/6/06
Revised: 4/14/08
Revised: 10/9/17
Revised: 11/12/19

AP 5041 Official Communication to Students

References:

Students are responsible for reading all official communications from Antelope Valley College (AVC). Methods of communication are students' AVC email, United States Postal Service and printed publications, including (but not limited to), the AVC Catalog, Schedule of Classes, and Student Handbook.

Approved: 11/10/08

Revised: 11/12/19

AP 5045 Student Records—Challenging Content and Access Log

References:

Education Code Sections 76222, and 76232;
Title 5 Section 54630

Challenging Content

Any student may file a written request with the Superintendent/President or designee to correct or remove information recorded in his/ ~~er~~ her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within **thirty (30)** days of receipt of the request, the Superintendent/President or designee shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the **community-college** District. The Superintendent/President or designee shall then sustain or deny the allegations.

If the Superintendent/President or designee sustains any or all of the allegations, he/ ~~er~~ she shall order the correction or removal and destruction of the information. If the Superintendent/President or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within **thirty (30)** days of the refusal, may appeal the decision in writing to the **governing Bboard** detailing reasons why the information in question should be corrected, removed or destroyed.

Within **thirty (30)** days of receipt of an appeal, the **governing Bboard of Trustees** shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the **governing Bboard of Trustees** sustains any or all of the allegations, it shall order the Superintendent/President or his/ ~~er~~ her designee, to immediately correct or remove and destroy the information. The decision of the **governing Bboard of Trustees** shall be final.

Records of the proceeding shall remain confidential and shall be destroyed one **(1)** year following the decision of the Board **of Trustees**, unless the student institutes legal action relative to the disputed information within the prescribed period of one **(1)** year.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/ ~~er~~ her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three (3) days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. Any written consent notice for access to records shall be kept permanently with the record file.

The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Superintendent/President or designee, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Access *may* also be permitted for the following:

Court Order

Information concerning a student shall be furnished in compliance with a court order. The student shall be notified of such compliance if lawfully possible within the requirements of the judicial order.

Subpoena

The service of a subpoena upon a District employee, for the purpose of producing a student record, may be complied with in lieu of a personal appearance by the employee by submitting a copy of the record to the court. The copy of the record may be a photostat, microfilm, microcard or other photographic copy. The student will be notified that a subpoena has been served.

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

BP 5050 Student Success and Support Program

References:

Education Code Sections 78210, et seq.;
Title 5, Sections 55500 et seq.;
Accreditation Standard II.C.2

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of the Student Success and Support Program services are to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

~~See Administrative Procedure #5050~~ Also see AP 5050 Student Success and Support Program.

Adopted: 2/6/06
Revised: 5/12/08
Revised: 7/12/10
Revised: 9/14
Revised: 11/12/19

AP 5050 Student Success and Support Program

References:

Education Code Sections 78210 et seq. ;
Title 5, Sections 55500 et seq.
Accreditation Standard II.C.2

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- ~~be assessed to determine appropriate courses~~ **self guided placement**;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes **fifteen (15)** semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- **Self guided placement Assessment** and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - ~~Self guided Administration of assessment~~ instruments to determine student competency in computational and language skills
 - Assistance to students in the identification of aptitudes, interests, and educational objectives, including but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
 - Evaluation of student study and learning skills
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services; Veterans services; programs that teach English as a second language; and disabled student

- services
- o Advisement concerning course selection
- o Follow-up services, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.
- o Instructional support services.

Students can be exempted from participating in orientation, assessment, or counseling/advising based on the following criteria, provided they qualify and complete an exemption form and file it with the Counseling Office.

Orientation Exemptions

1. Students who have completed an associate's degree or higher from an accredited college or university.
2. Students who enroll in fewer than **twelve (12)** units and have one of the following educational goals:
 - a. Advancement in current job/career (upgrade job skills).
 - b. Maintain a certificate or license (e.g., nursing, real estate).
 - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are attending AVC concurrently.

~~Assessment Exemptions-~~

- ~~1. Students who have completed an associate's degree or higher from an accredited college or university.~~
- ~~2. Students who enroll only in courses that have no prerequisites, or co-requisites, or advisories for recommended preparation.~~
- ~~3. Students who meet one of the alternative assessments for writing placement, reading placement, mathematics placement, and English as a second language placement listed in the current college catalog.~~

Counseling/Advisement Exemptions

1. Students who have completed an associate's degree or higher from an accredited college or university.
2. Students who enroll in less than **twelve (12)** units and have one of the following educational goals:
 - a. Advancement in current job/career (upgrade job skills).
 - b. Maintain a certificate or license (e.g., nursing, real estate).
 - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are attending AVC concurrently.

The District shall not use any assessment instrument except one specifically authorized by

the Board of Governors of the California Community Colleges.

Approved: 2/6/06
Revised: 4/14/08
Revised: 6/14/10
Revised: 1/12/15
Revised: 11/12/19

BP 5052 Open Enrollment

Reference:

Title 5 Section 51006

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Superintendent/President shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

~~See Administrative Procedure #5052~~ Also see AP 5052 Open Enrollment and BP/AP 5055 Enrollment Priorities.

Adopted: 2/6/06

Revised:

AP 5052 Open Enrollment

References:

Title 5, Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with ~~Board Policy BP 5052 Open Enrollment~~ and a priority system consistent with ~~Administrative Procedure AP 5055 Enrollment Priorities~~. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Dean of Student Services (Counseling).

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in ~~Administrative Procedure AP 5055 Enrollment Priorities~~ and allied health programs.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in ~~Administrative Procedure AP 5055 Enrollment Priorities~~ and allied health programs.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures;
- The basis for the limitation does not in fact exist.

A student may challenge an enrollment limitation through the Petition for Extenuating Circumstances to the Dean of Student Services (Counseling).

Also see ~~BP/AP 4260 Prerequisites, Co-requisites, and Advisories; AP 5052 Open Enrollment; BP/AP 5055 Enrollment Priorities; and AP 5530 Student Rights and Grievances.~~

Approved: 2/6/06

Revised: 11/12/19

BP 5055 Enrollment Priorities

References:

Title 5, Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

~~See Administrative Procedure #5055~~ Also see AP 5055 Enrollment Priorities and BP/AP 5052 Open Enrollment.

Adopted: 2/6/06

Revised:

AP 5055 Enrollment Priorities

References:

Education Code Sections 66025.8, ~~66025.9~~, and 66025.092;
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See ~~Board Policy and Administrative Procedure BP/AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment regarding pre-and-co-requisites.~~)

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The District will grant registration priority for each term the registration priority system is administered to students who are:

- are first time students within the meaning of ~~Title 5 S~~ection 55530 ~~subdivision~~ (c) and have completed orientation, assessment, and developed student education plans; or
- are not first time students within the meaning of ~~Title 5 S~~ection 55530 ~~subdivision~~ (c) and have not lost registration priority pursuant to subdivision (h).
- who are continuing students not on academic or progress probation for two consecutive terms as defined in ~~Title 5 S~~ection 55031 and first time students who have completed orientation, assessment, and developed student education plans.

The ~~D~~istrict shall provide highest and equal priority to students eligible for registration priority who are:

- a member of the armed forces or a veteran ~~pursuant to Education Code Section~~

66025.8

- a foster youth, ~~or~~ former foster youth, or homeless youth pursuant to Education Code Section 66025.9
- determined to be eligible for accommodation through the Office for Students with Disabilities
- receiving services through the Extended Opportunity Programs
- receiving aid from California Work Opportunity and Responsibility to Kids Program
- A student who is receiving services through CalWORKs.
- A student who is a Tribal TANF recipient

These registration priorities apply to courses offered during all terms.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in ~~this Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms: or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the ~~De~~istrict.

Foster youth, ~~or~~ former foster youth, or homeless youth who ~~that~~ are granted registration priority shall not lose registration priority if placed on academic or progress probation or any combination thereof for two (2) consecutive terms or if more than one hundred (100) degree applicable semester equivalent units are earned at the ~~De~~istrict.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D or P as defined in ~~Board Policy and Administrative Procedure BP/AP 4230 Grading and Academic Record Symbols~~. The one hundred (100)-unit limit does not include units for non-degree applicable English as a Second Language, basic skills courses, or credit earned through credit by exam, advanced placement, or other similar programs as defined by the Vice President of Academic Affairs.

The ~~De~~istrict has established orientation, assessment, and education plans or any combination thereof as a condition for registration priority for continuing students. Local priorities are based on the following approaches:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;

- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Additional registration priorities for students with priority lower than student groups covered already shall be provided to students that have completed orientation, assessment, and developed student education plan who are:

- STAR students and First Year Experience students
- Honors Students
- AVC Graduate Candidates
- Athletes, SOAR High School, ASO Officers, Student Trustee
- Paraprofessionals/AVC Employees
- High School Seniors that attend the Student Success Kick off (Summer/Fall semesters only)
- Continuing AVC Students
- New and Returning AVC Students

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in ~~these Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the district.

Students will have a higher enrollment priority when orientation, assessment, and developed student education plans are confirmed at the time registration appointments are assigned. Students that do not have confirmed completion will have a lower enrollment priority.

All priority groups will have priority enrollment based on total units completed in descending order then alphabetically (rotating each term).

Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the District.

Students will not be required to participate in any preregistration activity not uniformly required; nor shall the District allow anyone to place or enforce nonacademic requisites that are not expressly authorized or in state law as barriers to enrollment in or the successful

completion of a class.

With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned seventy-five percent (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal procedure for loss of priority enrollment

Submit Loss of Priority Enrollment form to the Dean of Student Services (Enrollment Services) within two (2) weeks of enrollment priority assignment. One circumstance shall be verifiable on the appeal form:

- Verified extenuating circumstances of cases of accident, illnesses, or other circumstances beyond the control of the student.
- Student with a disability applied for, but did not receive, reasonable accommodation in a timely manner.
- Academic or progress probation or dismissal status recalculated to less than two (2) semesters of consecutive semesters on probation.
- **One hundred (100)** unit limit for degree-applicable semester equivalent units at the District recalculated to less than **one hundred (100)** degree-applicable semester equivalent units at the district.
- Other verifiable circumstances as deemed appropriate by the Dean of Student Services (Enrollment Services).

Loss of priority enrollment denial procedure

Denied loss of priority enrollment requests by the Dean of Student Services (Enrollment Services) may be submitted for final review to the Vice President of Student Services when information not already presented in the appeal for priority enrollment exists.

Also see BP 5055 Enrollment Priorities and BP/AP 5052 Open Enrollment.

Approved: 2/6/06
Revised: 5/12/08
Revised: 1/12/15

Revised: 11/12/19

BP 5060 Enrollment Unit Load

References:

Title 5, Sections 51006, 58106, and 58108

The college District considers twelve (12) or more units full-time status and anything less than twelve (12) units part-time status.

~~Antelope Valley College~~ The District considers six (6) or more units to be full-time status and anything less than six (6) units part-time status during the intersession and summer terms.

A student must obtain written approval of the Dean of Counseling and Matriculation to enroll in more than nineteen (19) units per semester.

Financial Aid considers twelve (12) or more units full-time status and anything less than twelve (12) units part-time status for all enrollment periods regardless of length.

~~See Administrative Procedure #5060~~ Also see AP 5060 Enrollment Unit Load.

Adopted: 2/6/06
Revised: 4/12/10
Revised:

AP 5060 Enrollment Unit Load

References:

Title 5, Sections 51006, 58106, and 58108

A student seeking to enroll in more than **nineteen (19)** units in fall and spring semesters or **nine (9)** units in intersession and summer session must complete a Petition for Extenuating Circumstances and submit to the Dean of Student Services (Counseling).

Also see **BP 5060 Enrollment Unit Load**.

Approved: 2/6/06

Revised: 1/8/07

Revised: 11/12/19

AP 5070 Attendance

References:

Title 5, Sections 58000 et seq.

The responsibility of attendance accounting resides with the Office of Admissions & Records. The District follows the following requirements outlined in Title 5:

- Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- Selection of a single primary term length for credit courses.
- Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15).
- Compliance with census procedures prescribed by the state California Community Colleges Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- Preparation of census day procedure tabulations.
- Preparation of actual student contact hours of attendance procedure tabulations.
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- Preparation of support documentation regarding all course enrollment, attendance and dis-enrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

Also see AP 5075 Credit Course Adds and Drops.

Approved: 2/6/06

Revised: 11/12/19

AP 5071 Online Attendance

References:

Online students are subject to the same attendance policy as are on-ground students. Refer to the Attendance Policy in the current college catalog.

Student attendance in online courses is defined as “active participation” in the course, as described in the instructor’s course syllabus. Active participation is typically defined as submitting an assignment (such as an exam, exercise, or project element), participating in the discussion forums, or by engagement in other academic events that indicate an online presence within a specified time frame.

Online courses at a minimum will have weekly mechanisms that will determine a student’s active participation. Instructors will identify specific activities that must be completed during the first week of the course. A student’s failure to complete the specific activities by the posted due date will be dropped as a NO SHOW unless the student has made prior arrangements with the instructor.

Student participation will be monitored throughout the course by the instructor. Students who fail to maintain active participation in the online course, as defined in the course syllabus, may be dropped from the course.

Also see AP 4105 Distance Education, AP 5070 Attendance, and AP 5075 Course Adds and Drops.

Approved: 6/13/11

Revised: 11/12/19

AP 5075 Course Adds and Drops

References:

Title 5, Sections 55024 and 58004

NOTE: *This procedure is **legally required**. Local practice may be inserted. The following language in **red ink** meets minimum legal requirements.*

Adding Courses

Students may add classes through the registration period.

[Insert local procedures for adding.]

After the registration period concludes, classes may only be added by formal request from the student to **[insert designated college officer]**.

Priority Registration

During priority registration, students register on or after an assigned appointment time *without instructor approval*. Appointment times are assigned based on completion of Matriculation components. **(Also see BP/AP 5055 Enrollment Priorities)**

Open Registration

Students may enroll in open classes without instructor approval through the end of open registration.

Full-term courses: Open registration ends the day before the course begins.

Short-term courses: Open registration ends as of the day before the course begins.

Once open registration ends, a course is considered closed regardless of seat availability.

Late Registration

Students may enroll in classes using an instructor assigned AAC (Add Authorization Code) after a class begins and no later than the last day to add.

Full-term and short-term courses: During late registration, students may add a course(s) using an instructor assigned AAC after a class begins and no later than the last day to add.

Registration after census

Registration after census is considered:

1. When documented extenuating circumstances are provided.
2. When instructor support (usually a memo with the faculty and division dean signature) is provided.
3. When the first (1st) day of course attendance is on or before the last day to add.
4. When the student submits a completed Extenuating Circumstances petition to the Dean of Enrollment Services.

When 1-4 exists, the Dean of Enrollment Services will review the completed Extenuating Circumstances petition and determine if an exception to the last day to register will be permitted.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth (14th) week of instruction or 75% of the term, whichever is less. **[Insert local withdrawal procedures.]** Students who withdraw or drop classes during the first ~~two weeks or 10%~~ **four (4) weeks or 30% of the term full-term course**, whichever is less, will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. **[Insert local procedures for doing so.]**

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

A student will be permitted to withdraw from a class and receive a “W” no more than **[insert number of times a student is permitted to withdraw from class and receive a “W”, which may not be more than three (3) times]** times. In the case of multiple withdrawals, the District offers the following intervention program:

[Insert local procedures for intervention program]

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-

evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.

A **military withdrawal** (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. A military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall a military withdrawal result in a student being assign an “FW” grade.

An **excused withdrawal** (“EW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his/her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is subject to immigration action, or other extenuating circumstance making completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of the student’s behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District’s required documentation substantiating the condition, a withdrawal symbol of “EW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall an excused withdrawal result in a student being assigned an “FW” grade.

~~Students will not be permitted to withdraw and receive a “W” in a class more than three (3) times.~~

~~When students receive a “W” in the same course on two (2) occasions, the student will be sent an e-mail from Counseling and Matriculation by the Dean of Enrollment Services after review of an educational counseling plan regarding “Ws” and student success.~~

- ~~• Students may be permitted to enroll in a class after having received three (3) authorized “Ws” as long as the students will receive a grade or a non-evaluative symbol other than a “W” if permitted to enroll a fourth time:~~
- ~~• The District policy permits additional withdrawals for which it does not receive apportionment and the Dean of Enrollment Services approves such withdrawal after a review of an Extenuating Circumstances petition.~~

Also see AP 5070 Attendance.

Approved: 2/6/06
Revised: 1/12/09
Revised: 2/8/10
Revised: 7/9/12
Revised: 1/14/13
Revised: 11/12/19

BP 5110 Counseling

References:

Education Code Section 72620;
Title 5, Section 51018;
~~ACGJG~~ 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 **Student Success and Support Program**.

Counseling shall be required for all first-time students enrolled for more than six (6) units, students enrolled provisionally, and students on academic or progress probation.

~~See Administrative Procedure #5110~~ Also see AP 5110 Counseling.

Adopted: 2/6/06
Revised: 4/12/10
Revised: 12/11/17
Revised:

AP 5110 Counseling

References:

Education Code Sections 72620 and 72621;
Title 5, Section 51018;
ACGJC 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 **twelve (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 Superintendent/President** 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 Superintendent/President** 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 a Student Education Plan. (Exempt criteria can be found at AP 5050 **Student Success and Support Program**.)

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

BP 5120 Transfer Center

References:

Education Code Sections 66720-66744;
Title 5, Section 51027;

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

~~See Administrative Procedure #5120~~ Also see AP 5120 Transfer Center.

Adopted: 2/6/06
Revised: 9/10/07
Revised:

AP 5120 Transfer Center

References:

Education Code ~~S~~sections 66720-66744;
Title 5, Section 51027;

The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Transfer Center Coordinator maintains and annually updates the Transfer Center Plan.

Approved: 2/6/06

Revised: 9/10/07

Revised: 11/12/19

BP 5130 Financial Aid

References:

Education Code Sections 66021.6 and 76300;
20 U.S. Code Sections 1070, et seq.;
34 CFR Code of Federal Regulations Section Part 668; (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965 as amended);
Accreditation Standard III.D.15

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing board do not waive any defenses or governmental immunities by enacting this policy.

~~See Administrative Procedure #5130~~ Also see AP 5130 Financial Aid.

Adopted: 2/6/06
Revised: 11/12/12
Revised:

AP 5130 Financial Aid

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 76300, and 94912.5;
Title 5, Sections 55031 and 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 ~~CFR~~ ~~Section~~ Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
Accreditation Standard III.D.15

Financial Aid programs offered at Antelope Valley College include:

- California College Promise Grant (formerly known as the BOG Fee Waiver) ~~Board of Governor's Fee Waiver (BOGFW)~~
- CalWORKS
- Cal Grants
- Federal Pell Grant
- Federal Direct Student Loan Program
- Federal Supplemental Educational Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Family Education Loan Program (FFELP)

Please refer to the Financial Aid Handbook, Financial Aid Disbursement Policy and the Financial Aid Policies and Procedures Manual that explain procedures including the following:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory Progress

Misrepresentation

Misrepresentation is defined as any false, erroneous or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This ~~policy procedure~~ does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver)

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9 subdivision (c).

Approved: 2/6/06

Revised: 10/8/12
Revised: 11/12/19