



Minutes
Norco Academic Senate Meeting
May 1, 2023
1:30 - 3:30 PM | CSS-217, HUM 107 & via [Zoom](#)

Meeting called to order at 1:31 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Hayley Ashby, Melissa Bader, Michael Bobo, Kimberly Bell, Alexis Gray, Vivian Harris, J. Marie Hicks, Ryan Hitch, Dominique Hitchcock, Ashlee Johnson, Daren Koch, Amy Kramer, Virgil Lee, Ana-Marie Olaerts, Dan Reade, Jody Tyler, Steff Warsinski, Sigrid Williams, Patty Worsham,

Guests: Laura Adams, Maria Adams, Charise Allingham, Kevin Baccari, Quinton Bemiller, Sarah Burnett, Caitlin Busso, Zina Chacon, Peggy Campo, Ezichi Emeraeh, Ashley Etchison, Monica Green, Justin Grimes, Tenisha James, Kiandra Jimenez, Jethro Midgett, Susan Mills, John Moore, Jacob Nkwamba, Gustavo Ocegüera, Jason Parks, Brittnee Quintanar, Erin Spurbeck, Desiree Wagner,

II. Approval of Agenda

M/D. Reade, S/J. Tyler, one abstention; Approved as Amended

III. Approval of [April 17, 2023 minutes](#)

M/M. Bader, S/A. Johnson; Approved by Consensus

IV. Comments from the Public

None

V. CTA Report- A. Covarrubias, V. Lee

- The Faculty Association elections for Part-time and Full-time Representatives end today (5/1) at 5 PM. The election results will be announced during tomorrow's (5/2) Faculty Association meeting.
- The Trustees will consider whether to offer a Golden Handshake to eligible employees at the Board of Trustees meeting on Tuesday, 5/16.

VI. **Action Item:** The Senate and 2nd read and approved the [Guided Pathways School Reorganization Proposal](#) with [revisions](#) and [feedback](#) from the 1st read.

M/A. Gray, S/A. Johnson; Approved unanimously

VII. **Action Item:** The Senate had the first read of the [Document Control System](#) and will have the 2nd read with potential action on May 15, 2023.

M/D. Reade, S/A. Kramer; Approved unanimously

VIII. **Action Item:** The Senate had the first read and approved the [Board Policy Ch. 3 Revisions](#)

M/D. Reade; S/J. Tyler; Approved unanimously

IX. **Action Item:** The Senate had a first read of the [AP2101 & AP2110 Recommended Updates](#) and approved AP2101, option 2 approval of AP2110 that includes both Honorary and

Honorary Posthumous Degrees; the District Curriculum Chairs have worked on revisions to AP 2101 & AP2110, in Winter/Spring 2023, based on Title 5 Changes and Federal Changes; the Senate is now being asked for guidance and approval; Independent Study Option 1 would not require a student to be enrolled in a course in the discipline in addition to the Independent Study course; Independent Study Option 2 would require a student to be enrolled in a course in the discipline in addition to the Independent Study course; Faculty Association is involved in the discussion of how the faculty load would be determined.

M/A. Gray; S/D. Reade; Approved unanimously

- X. **Action Item:** The Senate ratified Librarian Transfer Position Rehire vote completed in APC on April 7, 2023; the position has already gone to executive cabinet for action.

M/A. Olaerts, S/A. Johnson; Approved unanimously

XI. College Reports:

A. Associated Students Senate Representative

- Barber event on Thursday was successful with lots of positive feedback
- Eid Mubarak Event was also held on campus last week and it was nice to have the representation of different groups
- NOMU Music and Arts Festival will be on May 26th, 5-10pm

B. President (Monica Green)

- Working to institutionalize RJTF work and focused on enrollment and persistence for Black and African American students; three main areas of focus: Black Student Care, Associate Faculty Professional Development, and Celebrating Black Culture
- Recently met with UCR for pipeline discussion; UCR is struggling to meet 2:3 ratio; hoping UCR will accept all NC ADT students; working to get student leaders from NC together with UCR student leaders
- Department Chair and Enrollment Management Retreat; the retreat included information on the recovery plan, scheduling practices, common principles for enrollment management, educational services and planning

C. Vice President of Academic Affairs (J. Parks)

- Enrollment started today for Summer and Fall Semesters; experienced some technical difficulties today
- Still working on the web site; company has templates and is working on them; completed in August/September; faculty will be asked to review the site in the Fall to find errors and issues
- This summer WebAdvisor is going away and the District is working on the changes; district communication on this will hopefully come out soon

D. Vice President of Planning and Development (T. James)

- Looking for faculty to assist and students to serve on two inquiry teams: Black/African American Student Equity Onboarding and Retention and Hispanic/Latinx Equity Momentum and Graduation; launch 2023-2024; stipend for faculty and research assistant position for students; email will go out
- Will bring the 2022-2026 GP Workplan to the next Senate meeting; 4-Year Plan due June 1, 2023; needs to be Board approved
- Also recruiting for a Faculty Equity Lead that will work with Tenisha James and Gustavo Ocegura to apply for the culturally competency equity funds available through the Chancellor's Office

XII. Senate Vice President, Dan Read announced 62nd RCCD Distinguished Faculty Lecturer-
Congratulations to **Melissa Bader**.

XIII. Standing Committees & Liaisons Reports

Library & LRC (V. Harris)

- Funding is available for book and eBook purchases; send [purchase recommendations](#) to Vivian Harris (vivian.harris@norcollege.edu)
- Poetry Performance is Tuesday May 2nd 12:50-1:50pm in the Wilfred J Airey Library or via [Zoom](#)
- Author Appearance (Alan Downs) is Thursday, May 18th 12:50-3pm in CSS-217 or via [Zoom](#)

Accreditation (H. Ashby)

- A skeleton of the Midterm Report has been created and content is being entered into that document
- Hayley Ashby reached out to the DEC to request time on the May meeting agenda to review the recommendation related to strengthening the processes around regular and substantive interaction in DE courses; the DEC will participate in identifying ways that we have improved these processes since the last ACCJC visit in 2020
- Hayley Ashby is also following up on the equity-focused professional development plan and the survey of student needs
- Jason Parks is coordinating with the district on the response to the district recommendation having to do with the cyclical review of board policies; he is also following up on items having to do with the SPGM and the Student Success Teams
- Hayley Ashby virtually attended the Spring Plenary discussion on accreditation during changing times; changes referenced the Standards, ACCJC's formative review process, the importance of innovation, and the shift from diversity to social justice policy; emphasized clearly defined roles for writing accreditation reports and an organizational structure that is continuously maintained

CSEA (D. Koch)

- The Shared Governance Committee is in the process of filling classified representative appointments to the SEM Program Team and the Student Equity Project Teams with a shortened timeline; the summer timeline for classified representatives to be appointed to all groups will begin June 1st; any group with a vacancy please submit the [request form](#) by May 25th; CPROS representative appointments, reappointments, criteria, and terms are outlined and followed in the CSEA Committee Appointment Process
- Classified School Employees Week is this month from May 22-26; there will be several events throughout the week including the Classified Professional of the Year Recognition Event on May 24th at 10am; faculty are invited to join CPROS in this celebration

LGBTQ+ (C. Young)

- The Unity Zone, in consultation with the LGBTQ+ Advocates, ASNC, and PRISM will be organizing a Lavender Celebration

- We completed our first ALLY training which had 23 combined new and reaffirmed ALLYs (it was the largest ALLY gathering I have been a part of); another ALLY training to be held on 5/23, 2-4pm, in IT 211 (in-person)
 - The LGBTQ+ Advocates have also begun to formulate a plan on diversifying the ALLY training into specific areas; the first of these areas will be offered in Fall Flex, titled ALLY+; the contents of this training are still being worked on
 - We have had discussions on how best to create an ALLY database that is accurate and current in terms of ALLIES listed and in the rapidly changing information reflective of the community; from these discussions, we proposed a system that will implement a rotation between the general overview ALLY training and specific areas of focus within the community (also in part due to the feedback from ALLY workshops we received); in keeping up with the changing information, we proposed an ALLY “currency” element, so we avoid the issue of having names listed on our ALLY database from 7-10 years ago, etc.
 - In conjunction with these discussions of diversifying ALLY into six specific focus areas, we discussed creating a certificate of completion to provide attendees if they meet certain requirements; these certificates are not meant to be in place of ALLY placards, but as recognition from our committee of the dedication from ALLIES; this is still an early discussion
- We completed the tri-fold brochure mentioned back in March and it was sent to print; this brochure will be handed out for various outreach to local high schools and for tours
- The Speaker Series begins in May; the dates, times, mediums, and topics are below; all of these events have been submitted for equity flex
 - Welcome to the Gayborhood: Monday, 5/8, CSS 217 (it will also be livestreamed and have a concurrent Zoom webinar), from 2-4pm
 - Polyamory and LGBTQ+ Relationships: Tuesday, 5/16, CSS 217 (it will also be livestreamed and have a concurrent Zoom webinar), from 10:30am-12:30pm
 - LGBTQ+ Experiences and Inclusivity Student Panel: Monday, 5/22, Zoom, from 3:30-5:30pm
 - Deconstructing Gender: Trans and Non Binary Identity(ies): Thursday, 5/25, Zoom, from 12-2pm
- We voted in a member of ASNC to the LGBTQ+ Advocates; this will help us to get ASNC’s perspective in the planning of future events and ideas
- We verified our membership for the LGBTQ+ Advocates
- We discussed some issues that have come up regarding the bathroom stalls on the second floor of humanities (as they became gender neutral restrooms); we have signs that reflect the bathrooms as gender neutral, but we need to get the word out regarding these bathrooms; we plan on doing a “marketing push” to inform students on the bathroom
- We discussed the issue of food insecurity at the Unity Zone that was brought up at a PRISM meeting; students were advised to be considerate of what type of snacks that were being taken and of how many; this was not the first time this had been brought up; the Advocates had stressed in the meeting, and had been confirmed via the Unity Zone, that this should not happen again

- This led into further discussion regarding space constraint concerns and what may happen with students using the Zone as the LGBTQ+ population increases

PGSL (V. Harris)

- Deadline to submit Professional Growth requests for the May 18, 2023 meeting is May 4, 2023
- Deadline to submit sabbatical requests for spring 2024 is May 15, 2023
- Please submit all requests to Susan Brucks (susan.brucks@rccd.edu)

XIV. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- No Report

B. Vice-President (Dan Reade)

- No Report

C. President (Kimberly Bell)

- Attended the 2023 Spring Plenary; sent out request for feedback on CCC focus; academic freedom resolutions sent to ASCCC executive team and not voted on
- Expect email asking for volunteers to participate on teams for next year

XV. Meeting adjourned at 3:28 PM.



Minutes
Norco Academic Senate Meeting
April 17, 2023
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I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Hayley Ashby, Melissa Bader, Michael Bobo, Kimberly Bell, Araceli Covarrubias, Alexis Gray, Vivian Harris, J. Marie Hicks, Ryan Hitch, Dominique Hitchcock, Daren Koch, Amy Kramer, Virgil Lee, Lisa Nelson, Dan Reade, Jody Tyler, Steff Warsinski, Sigrid Williams, Patty Worsham,

Guests: Quinton Bemiller, Sarah Burnett, Zina Chacon, Peggy Campo, Torria Davis, Monica Green, Jason Parks, Brittnee Quintanar, Erin Spurbeck

II. Approval of Agenda

M/A. Gray, S/M. Hicks; Approved by Consensus

III. Approval of [April 3, 2023 minutes](#)

M/M. Bader, S/A. Johnson; Approved by Consensus

IV. Comments from the Public

None

V. CTA Report- A. Covarrubias, V. Lee

- FA will not meet for the remaining month due to the Faculty Lecture, next meeting is May 2, 2023
- Elections for representatives is currently underway; faculty will receive a ballot via email and voting will end May 1, 2023, at 5pm
- There was a question about whether a memorandum of understanding was needed to change the structure in line with the Guided Pathways Proposal and it was determined that an MOU was not needed

VI. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- The Academic Senate budget has \$227.83 left in Conferences (5220) to purchase refreshments for the faculty lecture out of Other (4590); working on a budget transfer
- Received confirmation that gifts for tenured faculty and retirements at graduation will be handled by the Deans of Instruction

B. Vice-President (Dan Reade)

- No Report

C. President (Kimberly Bell)

- Attending the ASCCC Spring Plenary this week and the resolutions are on the agenda; email any feedback on the resolutions to President Bell

VII. College Reports

- A. Associated Students Representative (Jack Harris)
 - Event in back parking lot by Corral for Norco Music Festival on May 26th with food and activities
 - 400 robes purchased for students for graduation
- B. President (Monica Green)
 - Norco College received the Strategic Enrollment Management Grant – 1 year project with 10 people participating; will have a coach and monthly virtual convenings; June meeting in person and one meeting in Northern California; will assist with enrollment management plan and compliment what we are already doing
 - Black Students Success week; Black Hour Monday – Friday, 12-1pm (virtual); student themed days 5-6pm hosted in CSS 217; college activities at various times; Dr. Tarrant is the lead and will send email
 - 2023 Service Awards on May 1, 2023, 11:30-1pm, CSS 217; 39 employees being recognized including nine faculty members
- C. Vice President of Academic Affairs (Jason Parks)
 - No Report

VIII. **Action Item:** The Senate had the first read of the [Guided Pathways School Reorganization Proposal](#); culmination of a two-year project, the proposed outcomes of this project are two-fold: the four existing Guided Pathways (GP) Schools would be expanded to eight schools centered on Career and Academic Pathways (CAPs) with a supporting Counseling Department under three divisions; this new structure would replace departments in the operational and strategic structures at Norco College; the Guided Pathways & Equity Project Team puts forward this proposal to the Academic Senate for initial implementation of this new structure for the 2023-2024 academic year; estimated costs and suggested implementation timeline are provided; discussion of counseling and library as outliers; counseling will be embedded and library would be grown to embed, but in the meanwhile will stay with the School of Humanities and Arts; may need to re-envision how meetings take place; what will happen with Senate representation given that schools are not equal in size – implications for re-evaluating Senate membership per the constitution; second read and potential action is scheduled for May 1, 2023

IX. **Discussion Item:** Norco College Career & Academic Pathways (CAP) Hour

- Need time and space to prioritize academic pathways
- One college hour a month devoted to academic pathways
- Nearly all disciplines have a room they are using
- No college meetings going on during those hours, but clubs could talk to students during those times; the time could be used for many things
- Would like Academic Senate support and College Council support to start this the next academic year
- There was a request to follow up on discussion items related to this topic from the last College Council meeting

X. **Action Item:** The Senate had the second read and approved the [Senate Bylaw Revisions](#); former Senate President, Virgil Lee and current Senate Officers, Kimberly Bell, Dan Reade and Hayley Ashby worked to revise the [current Senate Bylaws](#); a [summary of changes](#) is provided for the Senators to review; under the Assessment Committee, the Assessment Committee Chair was added as a member of IEGC

M/M. Hicks; S/A. Gray; Approved as amended

XI. **Action Item:** The Senate had a second read and approved the AP 2105 [Recommended Updates](#); the District DEC Chairs, in conjunction with the DE Dean and General Counsel, Keith Dobyns, have worked on revisions to AP 2105 in Winter/Spring 2023 based on Title 5 Changes and Federal Changes to 34 CFR 602.17 g & h; this has already been vetted through Norco DEC; prison education issues previously discussed would not fall under this document; no language about enforcement would be incorporated into this document; camera policy would not be included in this AP, but example policies are being reviewed and information could be posted on the website
M/L. Nelson; S/M. Hicks; Approved

XII. **Action Item:** There were no Senate President Appointments

XIII. **Standing Committees & Liaisons Reports:**

APC (P. Worsham)

- Summary notes were sent out via email.

Distance Education (R. Hitch)

- Next meeting on May 11, 2023, at 12:50-1:50pm in CSS 217 (in-person and Zoom)

Library (V. Harris)

- [Read 2 Succeed Student Panel](#) is on April 18, 2023, at 12:50-1:50pm in CSS 217 (Zoom and in-person)

Accreditation (H. Ashby)

- Met with the Assessment Committee on April 5, 2023 and discussed the four questions for reflection in section 6.B.1 of the Midterm Report
- A draft was developed and sent back out to NAC members, who will ask their disciplines/departments for additional feedback, examples, and evidence
- Will be working on follow up for the additional sections this month including DE and 6.B.2 related to the reflection on the institution-set standards

CTE (S. Williams)

- Disciplines filed Perkins funding; Educational Equity Summit in Washington, DC

CSEA (D. Koch)

- The Classified Professional of the Year for 2023 has been selected. It is Alex Spencer, Educational Advisor in the Engagement Center. Join CPROS in congratulating Alex in this special recognition for his professionalism, involvement in the college and community, teamwork, outstanding commitment to our students and the college community, as well as an inspiration to other classified professionals. The recognition event will take place on May 24th at 10am. We invite the faculty to join CPROS in this celebration.
- The Shared Governance Committee has put forth the summer timeline for classified representatives to be appointed to college committees, councils, task forces, project teams, workgroups, etc. May 25th is the deadline to submit vacancies for classified professional representatives for the

upcoming academic year. The request form is available at:

<https://ncclassifiedsenate.com/shared-governance/>

PGSL (V. Harris)

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Prison Education (L. Nelson)

- Advisory Group is meeting 12-2pm every other week opposite Academic Senate and is working on bylaws
- New dean is on board now
- Meetings at UCR for BA pathway inside the prison
- Submitting the Leading From the Middle (LFM) application

XIV. Meeting adjourned at 3:23 PM.

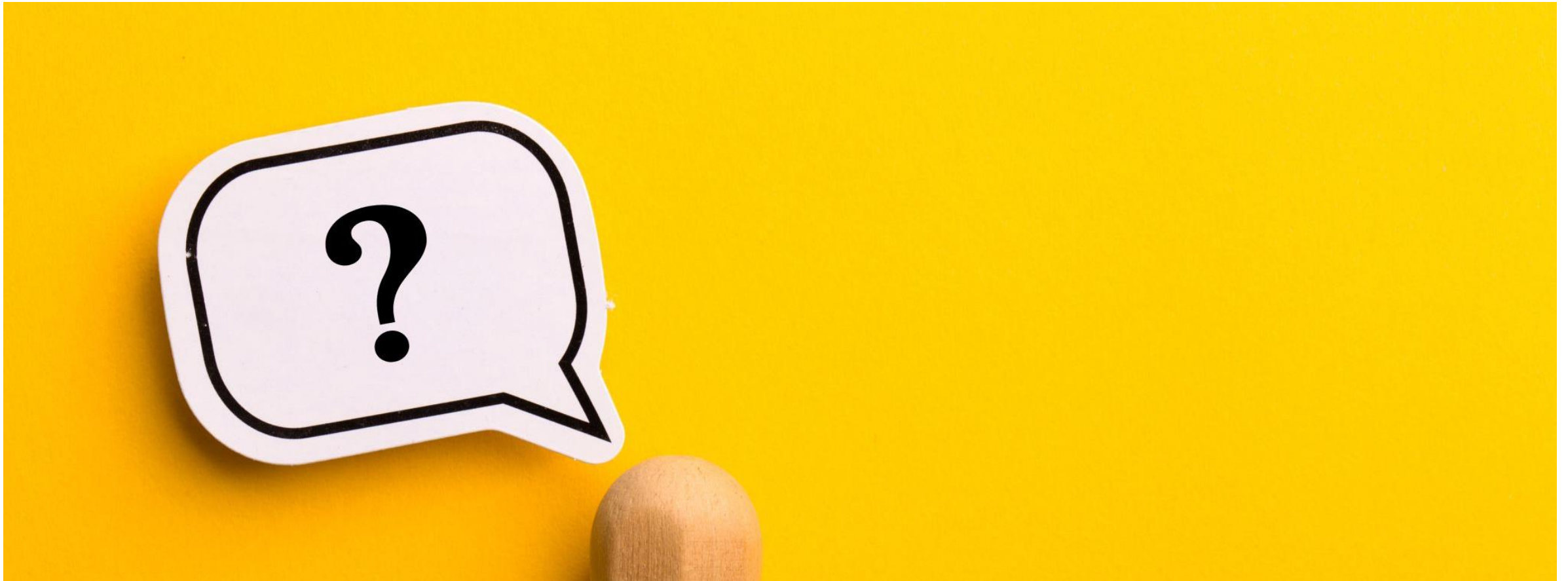
SCHOOL REORGANIZATION

GUIDED PATHWAYS PROJECT TEAM UPDATE

ACADEMIC SENATE- MAY 1, 2023



NORCO
COLLEGE



WHAT ARE WE VOTING ON?

RECOMMENDATIONS

- **RECOMMEND** – Cohesive operational & student-facing structure
- **RECOMMEND** – Three Divisions with Dean support
- **RECOMMEND** – Eight school structure (plus counseling)

PROPOSED DEPT CHAIR STRUCTURE	
Academic Chairs/6.6 reassign time	
1. Natural Sciences, Health & Kinesiology (1.0)	} 1
2. Math, Engineering, Computer Science & Game Development (0.8)	
3. Visual & Performing Arts (0.6)	} 2
4. Humanities & World Languages (1.0)	
5. Social & Behavioral Sciences (1.0)	} 3
6. Applied Technologies & Apprenticeships (0.5)	
7. Business & Management (0.6)	
8. Human & Public Services (0.3)	
9. Counseling (0.8) - Dean of Student Services	

SIDE BY SIDE COMPARISON

Current Departments

- 1) Communication
- 2) Math
- 3) Sciences/KIN
- 4) Business, Engineering, & Information Technology
- 5) Arts, Humanities & World Languages
- 6) Social & Behavioral Sciences
- 7) Counseling

7 Department chairs - Total 6.1 Reassign

Proposed Schools

- 1) Applied Technologies & Apprenticeships
- 2) Business & Management
- 3) Human & Public Services
- 4) Visual & Performing Arts
- 5) Humanities & Languages
- 6) Social & Behavioral Sciences
- 7) Natural Sciences, Health & Kinesiology
- 8) Math, Engineering, Computer Science & Game Development

8 Schools + Counseling – Total 6.6 Reassign

Natural Sciences, Health & Kinesiology

- Biology, chemistry, environmental science, California naturalist, geography, physical science, physics, kinesiology, health science, pre-nursing, and other healthcare careers.

Math, Engineering, Computer Science & Game Development

- 3D game modeling and animation, game concept art, game design, game development, game programming, computer programming, C++ programming, java programming, python programming, computer science, data science, pre-engineering, and math.

Social & Behavioral Sciences

- Anthropology, psychology, sociology, political science, history, economics, social justice studies, and guidance.

Humanities & Languages

- Chinese, French, Spanish, English, ESL, communication, humanities, journalism, philosophy, ethnic studies, ALR, LIB and ILA.

Visual & Performing Arts

- Art history, studio arts, fine and applied arts, graphic design, music, music industry studies, dance, photography, and theatre.

Applied Technologies & Apprenticeships

- Architectural graphics, construction management, construction technology, 3D mechanical drafting, drafting technology, engineering graphics, CAD, 3D Tour, Fusion 360, Revit, SolidWorks, electrician, digital electronics, sound and communication installer, manufacturing technician, CNC operator, CNC programmer, conventional machine operator, industrial automation, facility maintenance, green technician, and supply chain automation.

Business & Management

- Small business accounting, payroll accounting, tax preparer, administration and information systems, business administration (concentrations – accounting, general, management, real estate, and logistics management), entrepreneurship, marketing, retail management, work experience, and several non-credit business certs.

Human & Public Services

- Early childhood education, early childhood intervention, assistant teacher, 12-unit core, child and adolescent development and family child care provider. Administration of justice and crime scene investigation.



NORCO
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QUESTIONS & ANSWERS

NOTE: Department operational guidelines, Academic Senate representation, curriculum voting procedures, and all other areas of representation are part of current practices outlined in one of the Faculty Association Agreement, Norco College Faculty Senate Constitution and Bi-laws or the Curriculum Handbook.



Q & A

- **Q: Process:** When was the actual proposal finalized? Is the proposal finalized? Is what's in the report given to Senate meant to be seen as the final proposal Senate is being asked to vote on?
- **A:** Since Spring Flex (Feb 10) only minor adjustments (e.g., name changes) have been made, apart from combining ADJ & ECE together into the *School of Human & Public Services*.
- **Q: Composition of Senate:** It makes sense that schools would be built around creating pathways to help students, but when those schools also become the source of representation on Senate, that seems to conflate two constituencies. The current proposal has the School of Humanities and Languages, with 27 FT faculty and 81 total faculty, having one representative while the three schools under the proposed Dean of Career Education with 16 FT faculty and 57 total faculty (including apprenticeships) with three representatives.
- **A:** The current constitution and bylaws of academic senate provide for one vote per department.

Dean of STEM

Q & A

- **Q: Concern that the operational roles and decision-making processes are not clearly defined. Specifically, are the CAP's, Schools, or some other level group given responsibility and voting rights over: Program Reviews, Assessment, Curriculum, New Programs, Professional Development Opportunities, etc.**
- **A: The new Schools will have the same structures and decision-making powers that are currently in place with departments. Those decisions are part of the Faculty Association contract under Department Operations (p. 43). Each year those need to be reexamined according to section 4 (p. 41). The naming convention from Department to School does not change those. Item e. talks about developing rules for the responsibilities of each School.**
- **Q: Recommendation to move program codes (at least in part somehow, or list them in multiple places) to areas matching student Career paths in that program. Also clearly define which group is responsible for assessing them and including them in program review data.**
- **A: Are you asking to move some programs/caps or are you asking for a procedure to move a program/cap? Currently, if the program is in that School, then it would be for that school to have responsibility to do the accompanying work.**

Q & A

- **Q: The College Governance representation breakdown only includes Councils but what does this look like for committees?**
- **A:** This will need to be addressed by Academic Senate. The initial assumption is that each school would supply members to the committees as they are doing now. There are not appointed members to the committees, but each department sends a rep. So, new Schools would need to provide representation. Each year, people make that known on their institutional service plans.
- **Q: What is the process for electing "department" chairs in the new structure? Do chairs have to belong to the CAP that they represent? If a school has too many chairs at its initiation, how does the group decide which one must step down?**
- **A:** Department chair or now Academic Chairs are elected by the procedure set down by the Faculty Association Contract on p. 37-44. There are no changes to that procedure. P. 38 does not say a chair has to be from the areas they represent. It only states that they are a member in good standing and is from that Department (School).
- **Q: Will each school get a single vote in all Chairs meeting, or will each Co-chair get a vote?**
- **A:** It is my understanding that all chairs, co-chair or assistant chair, get voting rights in APC. That may have changed. Patty Worsham could confirm that. I would add that to the list of things that would need to be addressed separately if people wanted to have that changed.

Q & A

- **Q: Some faculty/staff are heavily involved in student activities that customarily occur during T/TH college hour. How will new school/dept meetings, CAP community events, and college councils change to address numerous conflicts?**
- **A: According to the faculty contract department meetings are a required monthly meeting and it follows that in many cases the only time available to Academic Chairs might be during college hour (when not teaching).**
- **Q: How will this impact faculty/staff work assignments for those working in equity programs?**
- **A: Area Deans have right of assignment, and we trust they will work with their faculty/staff collaboratively.**
- **Q: How will this impact counseling faculty voting membership on senate committees and college councils?**
- **A: No proposed changes to the counseling department in the proposal. Counseling department will remain its own separate entity, with possibility of being elected as School-based voting member.**
- **Q: How will this impact librarian faculty voting membership on senate committees and college councils?**
- **A: No proposed changes.**

Q & A

- **Q: How will smaller schools with fewer faculty be able to meet institutional service/committee requirements? We cannot assume future CE faculty will be willing to work overtime.**
- **A:** Small departments exist in our current structure. Current CE schools were developed in close consultation with CE faculty. We believe this will allow small schools appropriate opportunities for examination, research, and expansion. There is no way to make any assumptions about future faculty attitudes.
- **Q: How will this impact student onboarding? Will students first point of contact be with school-designated counselors?**
- **A:** This proposal doesn't address student onboarding. Current practice for onboarding includes a prioritized focus on career and academic pathways that coordinates the work of our educational advisors and our counseling faculty. Guided Pathways and Equity principles focuses on continuous improvements and integration of these student-centered practices.
- **Q: Will we still have "majors."**
- **A:** Yes. Traditional discipline majors will remain intact.



NORCO
COLLEGE

PROPOSAL MODIFICATIONS



CORRECTIONS/SUBSTANTIVE CHANGES SINCE 4/17/23

- Expanded Executive Summary (pg 2)
- Incorporated additional faculty feedback (pg 14)
- Added Librarian faculty feedback (pg 14)
- Added comparison of Norco/RCC/MVC student headcount and faculty reassign time by school (pg 15)
- Added intro statement to 3 recommendations (pg 16)
- Name change - *School of Natural Sciences, Health & Kinesiology*
- Admin count on page 21 corrected to 25
- Classified Senate > CSEA Classified Senate subcommittee
- Added total cost of Dean (pg 18)
- Removed reference to specific faculty names (aside from project team members)

RECOMMEND: 1) Cohesive operational & student-facing structure 2) Three Divisions with Dean support 3) Eight school structure (plus counseling)



PROPOSED DEPT CHAIR STRUCTURE Academic Chairs/6.6 reassign time
1. Natural Sciences, Health & Kinesiology (1.0)
2. Math, Engineering, Computer Science & Game Development (0.8)
3. Visual & Performing Arts (0.6)
4. Humanities & World Languages (1.0)
5. Social & Behavioral Sciences (1.0)
6. Applied Technologies & Apprenticeships (0.5)
7. Business & Management (0.6)
8. Human & Public Services (0.3)
9. Counseling (0.8)

ACADEMIC SENATE VOTE

NORCO COLLEGE DOCUMENT CONTROL SYSTEM

Presented by

Dr. Hayley Ashby, Professor Library, Accreditation Faculty Co-Chair
Dr. Tenisha James, Interim Vice President, Planning & Development



NORCO
COLLEGE

DOCUMENT CONTROL TEAM



Lead:

Dr. Tenisha James, Interim Vice President, Planning & Development

Faculty:

Dr. Hayley Ashby, Professor Library, Accreditation Co-Chair

Dr. Anthony Farmand, Associate Faculty

Classified Professionals:

Ms. Charise Allingham, Administrative Assistant III, Institutional Effectiveness

Ms. Desiree Wagner, Administrative Assistant IV, Planning and Development

WHAT IS THE PURPOSE OF DOCUMENT CONTROL SYSTEM?

To draft a document control system for Norco College which will improve accuracy and access to important documents. This system will be instrumental to maintain document integrity and traceability as we evolve and grow.



No more digging around in filing cabinets!

DOCUMENT CONTROL SYSTEM DEFINED



- A document control system is a group of interrelated processes, workflows, and software products used in the production and management of documentation within an organization. A document control system (synonymously referred to as a document control process, document management system, document control, or document control procedure) sets the framework for how documents are approved, stored, updated or amended, how changes are tracked, how and where documents are published (internally or externally), and how documents are replaced, archived, and made obsolete.
- A document control system supports our efforts to advance our Educational Master Plan through increased efficiency in the organization of strategic and organizational documents to support continuous institutional improvement and alignment as outlined in our Strategic Planning and Governance Manual.

STRATEGIC ALIGNMENT

1. EMP Objective 8:3 – Revise governance process – formalize all unwritten governance processes for more effective implementation of the Educational Master Plan
2. The SPGM p.82, “Establish and maintain a Document Control System that includes a repository, establishes responsibilities, and ensures accurate organizing, routing and tracking of documents.”
3. EMP Core Commitment: Integrity – Maintaining an open, honest, and ethical environment.
4. Improvement Plan 2: Governance & Decision-making Making Processes & Procedures



RESEARCH & PROCESS

- Discussed and documented existing document control practices and procedures
- Identified external laws, regulations, and requirements that impact document control practices (e.g., accreditation, FERPA, ADA, etc.)
- Determined the scope of the document control system (i.e., public v. confidential)
- Researched best practices from other educational institutions, organizations, associations, CA state resources, Library of Congress, National Archives, and ebooks
- Researched technology tools currently used within the District and investigated other possible solutions
- Developed a table of contents and drafted a Document Control Manual

DOCUMENT CONTROL SYSTEM

PART I

Introduction

- ❖ Purpose
- ❖ Definition
- ❖ Strategic Alignment

Document Inventory

- ❖ Scope of Inventory
- ❖ Types of Documents
- ❖ Document Locations
- ❖ Document Inventory Form

Retention Scheduling

- ❖ Guidelines and Requirements
- ❖ Document Lifecycle and Stages
- ❖ Retention Schedules
- ❖ Retention Periods

NORCO COLLEGE
Charter for [Group Name]
[DATE]

This Charter is established between the [Group Name] and the [Overseeing Senate or Council] to structure the process and planned outcomes included herein during the [duration dates of charter in years/terms] period of the [year-year] academic/calendar year(s). (Councils = 5-year Charter; Committees, Project Teams, Workgroups, etc. = 1-year Charter) (Replace all bracketed text with entity-specific language.)

[State the overall responsibility and context for the work of the proposed body. It is here that it should be made clear to what overseeing body the proposed body is making recommendations and from what body they are taking direction and/or by what body their work is being coordinated.]

Purpose

[Identify and describe the primary work to be accomplished within the context of the overall goals of the college including specific EMP goal/objective alignment or as part of a particular strategic initiative (e.g. access, equity, success). State the connections specifically to equity and/or Guided Pathways. This section establishes clear expectations and sets boundaries for topics within their overall purview and/or delineates the boundaries of their work so that they are not duplicating the efforts or services being provided or performed effectively by other governance groups and/or other areas/offices/organizations/people within the college community.]

Charge

[Identify the guiding principles and assumptions that should guide this group's efforts. State if there are other entities (within the district or external to RCCCD) that need to be consulted or considered. Include any accreditation standards, state laws, federal guidelines, reporting mandates, etc. Also state if there is any associated budget with their groups' charge.]

Guiding Principles and Assumptions

[Specify the parameters and requirements within which the body will work as well as expected deliverables, products, or outcomes form the work.]

Scope & Expected Deliverables

Membership

[Description of the number and composition of the members based on role/perspective/expertise and constituency group.]

Comprised of [number] members (or as specified by the overseeing representatives of all primary constituency groups and respective representative bodies OR defined membership based on area of responsibility, etc. Please clarify if all members are voting members (e.g. such as a second/alternative non-voting ASNC members (e.g. such as a second/alternative non-voting ASNC

rtise) [Chair] - [Constituency]
rtise) [Co-Chair] - [Constituency]
rtise) [Constituency]
rtise) [Constituency]

Meeting Time/Pattern

The general pattern or schedule. See examples below.

ly on [day] at [time] in [location]. The [proposed body] meets [day of month] at [time] in [location]. Contact the Chair/Co-Chair to place an item on a future agenda.

Roles of Chairs and Members

table to [the overseeing body] to ensure continuity of dialogue Chairs are responsible for preparing agenda and facilitating based on best practices and guidelines for effective

holders with important expertise and perspectives relevant to [proposed body] that can help to achieve the [proposed body/s] strategic charge). Members are expected to actively attend and participate in decision-making processes of the [proposed body] and decision-making processes of the [proposed body] in effective dialogue with [proposed body] peers with the [proposed body] in all issues that come before the [proposed body].

Operating Procedures and Expectations

The [proposed body] governance entity will adhere to meeting and governance advance of meeting times. Meeting agendas are organized to [proposed body] in the charter and prioritize actions pending, actions required.

DOCUMENT CONTROL SYSTEM

PART II



Document Management

- ❖ Storage and Organization
- ❖ Naming Conventions
- ❖ Revision Procedures
- ❖ Automation
- ❖ Backup and Restoration

Access Control

- ❖ Roles and Responsibilities
- ❖ Types of Access

Disposition of Documents

- ❖ Disposition Decision Workflow
- ❖ Archiving Documents
- ❖ Document Deletion

Appendix

- ❖ Acronym Abbreviation List & Glossary
- ❖ Templates
- ❖ Training
- ❖ System Maintenance



NORCO
COLLEGE

QUESTIONS?

THANK YOU FROM THE
DOCUMENT CONTROL PROJECT TEAM!

- ❖ DR. TENISHA JAMES
- ❖ DR. HAYLEY ASHBY
- ❖ DR. ANTHONY FARMAND
- ❖ CHARISE ALLINGHAM
- ❖ DESIREE WAGNER



BP 3020 NONRESIDENT TUITION

References:

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

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

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

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement an additional per unit fee to be charged only to persons who are both citizens and residents of foreign countries. This fee will not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

EXEMPTIONS

Citizens and Residents of Foreign Countries

Pursuant to the Education Code, students who are citizens and residents of foreign countries, who would otherwise be charged this fee, shall be exempt from paying non-resident tuition, if they meet the criteria stated in Administrative Procedure 3020. Additionally, students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

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

Title 5

Any student, other than a student who is a nonimmigrant alien under 8 U.S. Code Section 1101(a)(15), shall be exempt from paying non-resident tuition if such student meets the criteria stated in Administrative Procedure 3020.

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

NOTE: *The language in **red ink** is optional* if the District has enacted a capital outlay component to nonresident tuition as permitted by Education Code Section 76141, and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to *comply with law and accreditation*.

Date Adopted: November 18, 2008

Revised:

Formerly: 5020

Legal Citations for BP 3020

EDUCATION CODE SECTIONS 68050 & 68051

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 5. GENERAL PROVISIONS [66000 - 70110]

(Division 5 enacted by Stats. 1976, Ch. 1010.)

PART 41. UNIFORM STUDENT RESIDENCY REQUIREMENTS [68000 - 68134]

(Part 41 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. Student Residency Requirements [68000 - 68134]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 4. Nonresident Tuition [68050 - 68052.1]

(Article 4 enacted by Stats. 1976, Ch. 1010.)

68050.

A student classified as a nonresident shall be required, except as otherwise provided in this part, to pay, in addition to other fees required by the institution, nonresident tuition.

(Enacted by Stats. 1976, Ch. 1010.)

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 5. GENERAL PROVISIONS [66000 - 70110]

(Division 5 enacted by Stats. 1976, Ch. 1010.)

PART 41. UNIFORM STUDENT RESIDENCY REQUIREMENTS [68000 - 68134]

(Part 41 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. Student Residency Requirements [68000 - 68134]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 4. Nonresident Tuition [68050 - 68052.1]

(Article 4 enacted by Stats. 1976, Ch. 1010.)

68051

Unless otherwise provided by law, the governing board or district governing board shall adopt rules and regulations relating to the method of calculation of the amount of nonresident tuition, the method of payment, and the method and amount of refund.

(Amended by Stats. 1990, Ch. 1372, Sec. 238.)

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 5. GENERAL PROVISIONS [66000 - 70110]

(Division 5 enacted by Stats. 1976, Ch. 1010.)

PART 41. UNIFORM STUDENT RESIDENCY REQUIREMENTS [68000 - 68134]

(Part 41 enacted by Stats. 1976, Ch. 1010.)

*CHAPTER 1. Student Residency Requirements [68000 - 68134]
(Chapter 1 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 6. Exceptions to Residence Determination [68070 - 68085]
(Article 6 enacted by Stats. 1976, Ch. 1010.)

68079.

A student who is a full-time employee of an institution or of any state agency, or a student who is a child or spouse of a full-time employee of an institution or of any state agency, may be entitled to resident classification, as determined by the governing boards, until he or she has resided in the state the minimum time necessary to become a resident.

For purposes of this section, "employee of any state agency" means a person employed by the state on or after the effective date of this section, who is assigned to work outside of the state.
(Amended by Stats. 1984, Ch. 1172, Sec. 1.)

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 5. GENERAL PROVISIONS [66000 - 70110]

(Division 5 enacted by Stats. 1976, Ch. 1010.)

PART 41. UNIFORM STUDENT RESIDENCY REQUIREMENTS [68000 - 68134]

(Part 41 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. Student Residency Requirements [68000 - 68134]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 11. Miscellaneous Provisions [68130 - 68134]
(Article 11 enacted by Stats. 1976, Ch. 1010.)

68130.

The governing boards and district governing boards may waive nonresident tuition in whole or in part pursuant to Sections 68123, 76140, 89705, and 89707.

(Amended by Stats. 1977, Ch. 242.)

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 5. GENERAL PROVISIONS [66000 - 70110]

(Division 5 enacted by Stats. 1976, Ch. 1010.)

PART 41. UNIFORM STUDENT RESIDENCY REQUIREMENTS [68000 - 68134]

(Part 41 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. Student Residency Requirements [68000 - 68134]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 11. Miscellaneous Provisions [68130 - 68134]
(Article 11 enacted by Stats. 1976, Ch. 1010.)

68130.5.

Notwithstanding any other law:

(a) A student, other than a nonimmigrant foreign national within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the

following requirements shall be exempt from paying nonresident tuition at the California State University and the California Community Colleges:

(1) Satisfaction of either of the following:

(A) High school attendance in California for three or more years.

(B) Attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools.

(2) Graduation from a California high school or attainment of the equivalent thereof.

(3) Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001–02 academic year.

(4) In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

(b) A student exempt from nonresident tuition under this section may be reported by a community college district as a full-time equivalent student for apportionment purposes.

(c) The Board of Governors of the California Community Colleges and the Trustees of the California State University shall prescribe rules and regulations for the implementation of this section.

(d) Student information obtained in the implementation of this section is confidential.

(Amended by Stats. 2016, Ch. 69, Sec. 8. (AB 1850) Effective January 1, 2017. Operative only if the condition in Sec. 10 of Ch. 69 was satisfied on or before January 20, 2017.)

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88933]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. General Provisions [76000 - 76143]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 9. Nonresident Tuition [76140 - 76143]

(Article 9 enacted by Stats. 1976, Ch. 1010.)

76140.

(a) A community college district may admit, and shall charge a tuition fee to, nonresident students, except that a community college district may exempt from all or parts of the fee any person described in paragraph (1), (2), or (3), and shall exempt from all of the fee any person described in paragraph (4) or (5):

(1) All nonresidents who enroll for six or fewer units. Exemptions made pursuant to this paragraph shall not be made on an individual basis.

(2) Any nonresident who is both a citizen and resident of a foreign country, if the nonresident has demonstrated a financial need for the exemption. **Not more than 10 percent of the nonresident foreign students attending any community college district may be so exempted. Exemptions made pursuant to this paragraph may be made on an individual basis.**

(3) (A) A student who, as of August 29, 2005, was enrolled, or admitted with an intention to enroll, in the fall term of the 2005–06 academic year in a regionally accredited institution of

higher education in Alabama, Louisiana, or Mississippi, and who could not continue his or her attendance at that institution as a direct consequence of damage sustained by that institution as a result of Hurricane Katrina.

(B) The chancellor shall develop guidelines for the implementation of this paragraph. These guidelines shall include standards for appropriate documentation of student eligibility to the extent feasible.

(C) This paragraph shall apply only to the 2005–06 academic year.

(4) A special part-time student, other than a nonimmigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, admitted pursuant to Section 76001, 76003, or 76004.

(5) A nonresident student who is a United States citizen who resides in a foreign country, if that nonresident meets all of the following requirements:

(A) Demonstrates a financial need for the exemption.

(B) Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with Section 1229c of Title 8 of the United States Code. The student shall provide documents from the United States Citizenship and Immigration Services evidencing the deportation or voluntary departure of his or her parent or guardian.

(C) Moved abroad as a result of the deportation or voluntary departure specified in subparagraph (B).

(D) Lived in California immediately before moving abroad. The student shall provide information and evidence that demonstrates the student previously lived in California.

(E) Attended a public or private secondary school, as described in Sections 52 and 53, in the state for three or more years. The student shall provide documents that demonstrate his or her secondary school attendance.

(F) Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, as that term is defined in subdivision (a) of Section 66010, will be living in California, and will file an affidavit with the institution stating that he or she intends to establish residency in California as soon as possible.

(b) A district may contract with a state, a county contiguous to California, the federal government, or a foreign country, or an agency thereof, for payment of all or a part of a nonresident student's tuition fee.

(c) Nonresident students shall not be reported as full-time equivalent students (FTES) for state apportionment purposes, except as provided by subdivision (j) or another statute, in which case a nonresident tuition fee may not be charged.

(d) The nonresident tuition fee shall be set by the governing board of each community college district not later than February 1 of each year for the succeeding fiscal year. The governing board of each community college district shall provide nonresident students with notice of nonresident tuition fee changes during the spring term before the fall term in which the change will take effect. Nonresident tuition fee increases shall be gradual, moderate, and predictable. The fee may be paid in installments, as determined by the governing board of the district.

(e) (1) The fee established by the governing board pursuant to subdivision (d) shall represent for nonresident students enrolled in 30 semester units or 45 quarter units of credit per fiscal year one or more of the following:

(A) The amount that was expended by the district for the expense of education as defined by the California Community Colleges Budget and Accounting Manual in the preceding fiscal year increased by the projected percent increase in the United States Consumer Price Index as determined by the Department of Finance for the current fiscal year and succeeding fiscal year and divided by the FTES (including nonresident students) attending in the district in the preceding fiscal year. However, if for the district's preceding fiscal year FTES of all students attending in the district in noncredit courses is equal to, or greater than, 10 percent of the

district's total FTES attending in the district, the district may substitute the data for expense of education in grades 13 and 14 and FTES in grades 13 and 14 attending in the district.

(B) The expense of education in the preceding fiscal year of all districts increased by the projected percent increase in the United States Consumer Price Index as determined by the Department of Finance for the fiscal year and succeeding fiscal year and divided by the FTES (including nonresident students) attending all districts during the preceding fiscal year. However, if the amount calculated under this paragraph for the succeeding fiscal year is less than the amount established for the current fiscal year or for any of the past four fiscal years, the district may set the nonresident tuition fee at the greater of the current or any of the past four-year amounts.

(C) An amount not to exceed the fee established by the governing board of any contiguous district.

(D) An amount not to exceed the amount that was expended by the district for the expense of education, but in no case less than the statewide average as set forth in subparagraph (B).

(E) An amount no greater than the average of the nonresident tuition fees of public community colleges of no less than 12 states that are comparable to California in cost of living. The determination of comparable states shall be based on a composite cost-of-living index as determined by the United States Department of Labor or a cooperating government agency.

(2) The additional revenue generated by the increased nonresident tuition permitted under the amendments made to this subdivision during the 2009–10 Regular Session shall be used to expand and enhance services to resident students. In no event shall the admission of nonresident students come at the expense of resident enrollment.

(f) The governing board of each community college district also shall adopt a tuition fee per unit of credit for nonresident students enrolled in more or less than 15 units of credit per term by dividing the fee determined in subdivision (e) by 30 for colleges operating on the semester system and 45 for colleges operating on the quarter system and rounding to the nearest whole dollar. The same rate shall be uniformly charged nonresident students attending any terms or sessions maintained by the community college. The rate charged shall be the rate established for the fiscal year in which the term or session ends.

(g) Any loss in district revenue generated by the nonresident tuition fee shall not be offset by additional state funding.

(h) Any district that has fewer than 1,500 FTES and whose boundary is within 10 miles of another state that has a reciprocity agreement with California governing student attendance and fees may exempt students from that state from the mandatory fee requirement described in subdivision (a) for nonresident students.

(i) Any district that has more than 1,500, but less than 3,001, FTES and whose boundary is within 10 miles of another state that has a reciprocity agreement with California governing student attendance and fees may, in any one fiscal year, exempt up to 100 FTES from that state from the mandatory fee requirement described in subdivision (a) for nonresident students.

(j) The attendance of nonresident students who are exempted pursuant to subdivision (h) or (i), or pursuant to paragraph (3), (4), or (5) of subdivision (a), from the mandatory fee requirement described in subdivision (a) for nonresident students may be reported as resident FTES for state apportionment purposes. Any nonresident student reported as resident FTES for state apportionment purposes pursuant to subdivision (h) or (i) shall pay a per unit fee that is three times the amount of the fee established for residents pursuant to Section 76300. That fee is to be included in the FTES adjustments described in Section 76300 for purposes of computing apportionments.

(k) This section shall become operative on July 1, 2022.

(Amended (as added by Stats. 2015, Ch. 657, Sec. 2) by Stats. 2016, Ch. 299, Sec. 4. (AB 2364) Effective January 1, 2017. Section operative July 1, 2022, by its own provisions.)

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88933]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. General Provisions [76000 - 76143]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 9. Nonresident Tuition [76140 - 76143]

(Article 9 enacted by Stats. 1976, Ch. 1010.)

76141.

(a) In addition to the nonresident tuition fee established pursuant to Section 76140, a community college district may charge to nonresident students an amount not to exceed the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding fiscal year.

(b) Any fee charged pursuant to this section shall not exceed 50 percent of the nonresident tuition fee established pursuant to Section 76140.

(c) (1) Any student who can demonstrate economic hardship, or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident, is exempt from this fee.

(2) For purposes of this section, the governing board of each community college district that chooses to impose the fee authorized by this section shall adopt a definition of economic hardship that encompasses the financial circumstances of a person who is a recipient of benefits under the Temporary Assistance for Needy Families program described in Part A of Title IV of the Social Security Act (42 U.S.C. Secs. 601 et seq.), the Supplemental Income/State Supplementary Program, or a general assistance program.

(d) Revenue from any fee charged pursuant to this section shall be expended only for purposes of capital outlay, maintenance, and equipment.

(Amended by Stats. 2009, Ch. 377, Sec. 1. (AB 947) Effective January 1, 2010.)

Title 5. Education

Division 6. California Community Colleges

Chapter 5. Students

Subchapter 1. Student Residence Classification

5 CCR § 54045.5

§ 54045.5. Nonresident Tuition Exemption.

(a) In accordance with Education Code section 68130.5, any student, other than a student who is a nonimmigrant alien under title 8 United States Code section 1101 subdivision (a)(15), shall be exempt from paying nonresident tuition at any community college district if he or she:

(1) satisfies either of the following:

(A) attended high school in California for three or more years, or

(B) attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years

attendance in California elementary schools, California secondary schools, or a combination of those schools;

(2) graduated from a California high school or attained the equivalent of such graduation; and

(3) registers for, or is enrolled in, a course offered by any college in the district for any term commencing on, or after January 1, 2002.

(b) Any student seeking an exemption under subdivision (a) shall complete a questionnaire form prescribed by the Chancellor and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption, and may be required to provide documentation in addition to the information required by the questionnaire as necessary to verify eligibility for an exemption. All nonpublic student information so provided shall be confidential and shall not be disclosed unless required by law.

(c) Any student without lawful immigration status who is seeking an exemption under subdivision (a), shall, in the questionnaire described in (b), affirm that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.

(d) A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.

(e) Nothing herein modifies eligibility standards for any form of student financial aid, including but not limited to, those contained in Subchapter 7 of Chapter 9 of this Division.

(f) Nothing herein authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

(g) Notwithstanding the general nonimmigrant alien exclusion from the exemption noted in subdivision (a), nonimmigrant aliens granted "T" or "U" visa status under title 8 United States Code section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)(U)(i) or (ii), respectively, shall be exempt from paying nonresident tuition, provided all eligibility requirements in subdivisions (a)(1)-(a)(3) above are met.

Note: Authority cited: Sections 66700, 68130.5 and 70901, Education Code. Reference: Section 68130.5, Education Code.

HISTORY

1. New section filed 5-3-2002; operative 6-2-2002. Submitted to OAL for printing only (Register 2002, No. 25).

2. Amendment of subsections (a)-(a)(3) and new subsection (g) filed 10-10-2014; operative 11-9-2014. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 2014, No. 42).

3. Amendment of subsection (a)(1), new subsections (a)(1)(A)-(a)(1)(B) and amendment of subsection (a)(3) filed 4-22-2015; operative 5-22-2015. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2015, No. 17).

BP 3030 STUDENT FEES**References:**

Education Code Sections 76300 et seq. and other references cited below;
Title 5 Section 58520;
ACCJC Accreditation Standard I.C.6

The Board of Trustees authorizes the fees indicated below. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting of fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District's catalog, the schedule of classes and on the District's website (www.rccd.edu).

Enrollment Fee (Education Code Section 76300)

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

Nonresident tuition shall be paid in full at the time of registration subject to any exceptions or exemptions as identified and set forth in Board Policies.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a per unit per semester fee, not to exceed the maximum fee allowed by Education Code Section 76370. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee (Education Code Section 76355)

The District shall charge the maximum allowable fee as approved by the California Community Colleges Chancellor's Office in accordance with the Education Code, unless otherwise indicated by financial activity review or directed by the Board of Trustees. The Board of Trustees and the Associated Student Body government will be notified of changes in the maximum allowable fee prior to implementation.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession, pursuant to Education Code Section 76360.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

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

Physical Education Facilities (Education Code Section 76395)

The District will impose a fee on participating students for the additional expenses incurred when kinesiology courses necessitate use of non-District facilities. These additional fees will not be assessed unless such assessment would occur on all District campuses. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District. Where kinesiology courses include charges made to individual students by non-District facilities, students will pay those individualized costs independent of the District.

Student Representation Fee (Education Code Section 76060.5)

Students shall be charged a \$2 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Transcript Fees (Education Code Section 76223)

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

International Students Application Processing Fee (Education Code Section 76142)

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

Also See 3020 Nonresident Tuition

NOTE: The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law and accreditation.

Date Adopted: August 21, 2007

Revised: June 16, 2015

(Replaces Policy 6042)

Revised: December 13, 2016

Revised:

Formerly: 5030

Legal Citations for BP 3030

EDUCATION CODE SECTIONS 76300 et seq.

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Fees [76300 - 76396.4]

(Chapter 2 added by Stats. 1993, Ch. 8, Sec. 34.)

ARTICLE 1. Enrollment Fees and Financial Aid [76300 - 76301]

(Article 1 added by Stats. 1993, Ch. 8, Sec. 34.)

76300.

(a) The governing board of each community college district shall charge each student a fee pursuant to this section.

(b) (1) The fee prescribed by this section shall be forty-six dollars (\$46) per unit per semester, effective with the summer term of the 2012 calendar year.

(2) The board of governors shall proportionately adjust the amount of the fee for term lengths based upon a quarter system, and also shall proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the board of governors may round the per unit fee and the per term or per session fee to the nearest dollar.

(c) For the purposes of computing apportionments to community college districts pursuant to Section 84750.5, the board of governors shall subtract, from the total revenue owed to each district, 98 percent of the revenues received by districts from charging a fee pursuant to this section.

(d) The board of governors shall reduce apportionments by up to 10 percent to any district that does not collect the fees prescribed by this section.

(e) The fee requirement does not apply to any of the following:

(1) Students enrolled in the noncredit courses designated by Section 84757.

(2) California State University or University of California students enrolled in remedial classes provided by a community college district on a campus of the University of California or a campus of the California State University, for whom the district claims an attendance apportionment pursuant to an agreement between the district and the California State University or the University of California.

(3) Students enrolled in credit contract education courses pursuant to Section 78021, if the entire cost of the course, including administrative costs, is paid by the public or private agency, corporation, or association with which the district is contracting and if these students are not included in the calculation of the full-time equivalent students (FTES) of that district.

(f) The governing board of a community college district may exempt special part-time students admitted pursuant to Section 76001 from the fee requirement.

(g) (1) The fee requirements of this section shall be waived for any student who meets all of the following requirements:

(A) Meets minimum academic and progress standards adopted by the board of governors, which fulfill the requirements outlined in this paragraph and paragraphs (2) to (5), inclusive. Any minimum academic and progress standards adopted pursuant to this section shall be uniform across all community college districts and campuses. These standards shall not include a maximum unit cap, and community college districts and colleges shall not impose requirements for fee waiver eligibility other than the minimum academic and progress standards adopted by the board of governors and the requirements of subparagraph (B).

(B) Meets one of the following criteria:

(i) At the time of enrollment, is a recipient of benefits under the Temporary Assistance for Needy Families program, the Supplemental Security Income/State Supplementary Payment Program, or a general assistance program.

(ii) Demonstrates eligibility according to income standards established by regulations of the board of governors.

(iii) Demonstrates financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

(iv) At the time of enrollment, is a homeless youth as defined in subdivision (b) of Section 66025.9.

(2) (A) The board of governors, in consultation with students, faculty, and other key stakeholders, shall consider all of the following in the development and adoption of minimum academic and progress standards pursuant to subparagraph (A) of paragraph (1):

(i) Minimum uniform academic and progress standards that do not unfairly disadvantage financially needy students in pursuing their education.

(ii) Criteria for reviewing extenuating circumstances and granting appeals that, at a minimum, take into account and do not penalize a student for circumstances outside his or her control, such as reductions in student support services or changes to the economic situation of the student.

(iii) A process for reestablishing fee waiver eligibility that provides a student with a reasonable opportunity to continue or resume his or her enrollment at a community college.

(B) To ensure that students are not unfairly impacted by the requirements of subparagraph (A) of paragraph (1), the board of governors shall establish a reasonable implementation period that commences no sooner than one year from adoption of the minimum academic and progress standards, or any subsequent changes to these standards, pursuant to subparagraph (A) of paragraph (1) and that is phased in to provide students adequate notification of this requirement and information about available support resources.

(3) It is the intent of the Legislature that minimum academic and progress standards adopted pursuant to subparagraph (A) of paragraph (1) be implemented only as campuses develop and implement the student support services and interventions necessary to ensure no disproportionate impact to students based on ethnicity, gender, disability, or socioeconomic status. The board of governors shall consider the ability of community college districts to meet the requirements of this paragraph before adopting minimum academic and progress standards, or any subsequent changes to these standards, pursuant to subparagraph (A) of paragraph (1).

(4) It is the intent of the Legislature to ensure that a student shall not lose fee waiver eligibility without a community college campus first demonstrating a reasonable effort to provide a student with adequate notification and assistance in maintaining his or her fee waiver eligibility. The board of governors shall adopt regulations to implement this paragraph that ensure all of the following:

(A) Students are provided information about the available student support services to assist them in maintaining fee waiver eligibility.

(B) Community college district policies and course catalogs reflect the minimum academic and progress standards adopted pursuant to subparagraph (A) of paragraph (1) and that appropriate notice is provided to students before the policies are put into effect.

(C) A student does not lose fee waiver eligibility unless he or she has not met minimum academic and progress standards adopted pursuant to subparagraph (A) of paragraph (1) for a period of no less than two consecutive academic terms.

(5) The board of governors shall provide notification of a proposed action to adopt regulations pursuant to this subdivision to the appropriate policy and fiscal committees of the Legislature in accordance with the requirements of paragraph (1) of subdivision (a) of Section 70901.5. This notification shall include, but not be limited to, all of the following:

(A) The proposed minimum academic and progress standards and information detailing how the requirements of paragraphs (1) to (4), inclusive, have been or will be satisfied.

(B) How many students may lose fee waiver eligibility by ethnicity, gender, disability, and, to the extent relevant data is available, by socioeconomic status.

(C) The criteria for reviewing extenuating circumstances, granting appeals, and reestablishing fee waiver eligibility pursuant to paragraph (2).

(h) The fee requirements of this section shall be waived for any student who, at the time of enrollment, is a dependent or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision, refers to a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

(i) The fee requirements of this section shall be waived for any student who is the surviving spouse or the child, natural or adopted, of a deceased person who met all of the requirements of Section 68120.

(j) The fee requirements of this section shall be waived for any student in an undergraduate program, including a student who has previously graduated from another undergraduate or graduate program, who is the dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center and the Pentagon or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if that dependent meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either of the following applies:

(1) The dependent was a resident of California on September 11, 2001.

(2) The individual killed in the attacks was a resident of California on September 11, 2001.

(k) A determination of whether a person is a resident of California on September 11, 2001, for purposes of subdivision (j) shall be based on the criteria set forth in Chapter 1 (commencing with Section 68000) of Part 41 of Division 5 for determining nonresident and resident tuition.

(l) (1) "Dependent," for purposes of subdivision (j), is a person who, because of his or her relationship to an individual killed as a result of injuries sustained during the terrorist attacks of September 11, 2001, qualifies for compensation under the federal September 11th Victim Compensation Fund of 2001 (Title IV (commencing with Section 401) of Public Law 107-42).

(2) A dependent who is the surviving spouse of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers provided in this section until January 1, 2013.

(3) A dependent who is the surviving child, natural or adopted, of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers under subdivision (j) until that person attains 30 years of age.

(4) A dependent of an individual killed in the terrorist attacks of September 11, 2001, who is determined to be eligible by the California Victim Compensation and Government Claims Board, is also entitled to the waivers provided in this section until January 1, 2013.

(m) (1) It is the intent of the Legislature that sufficient funds be provided to support the provision of a fee waiver for every student who demonstrates eligibility pursuant to subdivisions (g) to (j), inclusive.

(2) From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to 2 percent of the fees waived pursuant to subdivisions (g) to (j), inclusive. From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to ninety-one cents (\$0.91) per credit unit waived pursuant to subdivisions (g) to (j), inclusive. It is the intent of the Legislature that funds provided pursuant to this subdivision be used to support the determination of financial need and delivery of student financial aid services, on the basis of the number of students for whom fees are waived. It also is the intent of the Legislature that the funds provided pursuant to this subdivision directly offset mandated costs claimed by community college districts pursuant to Commission on State Mandates consolidated Test Claims 99-TC-13 (Enrollment Fee Collection) and 00-TC-15 (Enrollment Fee Waivers). Funds allocated to a community college district for determination of financial need and delivery of student financial aid services shall supplement, and shall not supplant, the level of funds allocated for the administration of student financial aid programs during the 1992–93 fiscal year.

(n) The board of governors shall adopt regulations implementing this section.

(o) This section shall become operative on May 1, 2012, only if subdivision (b) of Section 3.94 of the Budget Act of 2011 is operative.

(Amended by Stats. 2016, Ch. 432, Sec. 6. (AB 801) Effective January 1, 2017.)

76300.5.

(a) A district shall waive the fees of a student who is exempt from paying nonresident tuition under Section 68130.5, and who otherwise qualifies for a waiver under Section 76300, under regulations and procedures adopted by the board of governors. The Legislature finds and declares that this section is a state law within the meaning of Section 1621(d) of Title 8 of the United States Code.

(b) This section shall become operative on January 1, 2013.

(Added by Stats. 2011, Ch. 604, Sec. 4. (AB 131) Effective January 1, 2012. Section operative January 1, 2013, by its own provisions.)

76301.

Notwithstanding any other law, a community college district shall waive the fees of a student who is a victim of trafficking, domestic violence, and other serious crimes who has been granted a status under Section 1101(a)(15)(T)(i) or (ii), or Section 1101(a)(15)(U)(i) or (ii), of Title 8 of the United States Code to the same extent as individuals who are admitted to the United States as refugees under Section 1157 of Title 8 of the United States Code.

(Added by Stats. 2012, Ch. 509, Sec. 3. (AB 1899) Effective January 1, 2013.)

EDUCATION CODE SECTION 76370

Auditing Fees:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Fees [76300 - 76396.4]

(Chapter 2 added by Stats. 1993, Ch. 8, Sec. 34.)

ARTICLE 2. Authorized Fees [76350 - 76395]

(Article 2 added by Stats. 1993, Ch. 8, Sec. 34.)

76370.

The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit per semester.

The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

(Amended by Stats. 1995, Ch. 758, Sec. 100. Effective January 1, 1996.)

EDUCATION CODE SECTION 76355

Health Fee:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Fees [76300 - 76396.4]

(Chapter 2 added by Stats. 1993, Ch. 8, Sec. 34.)

ARTICLE 2. Authorized Fees [76350 - 76395]

(Article 2 added by Stats. 1993, Ch. 8, Sec. 34.)

76355.

(a) (1) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each intersession of at least four weeks, or seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

(2) The governing board of each community college district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar (\$1) above the existing fee, the fee may be increased by one dollar (\$1).

(b) If, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

(c) The governing board of a district maintaining a community college shall adopt rules and regulations that exempt the following students from any fee required pursuant to subdivision (a):

(1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

(2) Students who are attending a community college under an approved apprenticeship training program.

(d) (1) All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors.

(2) Authorized expenditures shall not include, among other things, athletic trainers' salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

(e) Any community college district that provided health services in the 1986–87 fiscal year shall maintain health services, at the level provided during the 1986–87 fiscal year, and each fiscal year thereafter. If the cost to maintain that level of service exceeds the limits specified in subdivision (a), the excess cost shall be borne by the district.

(f) A district that begins charging a health fee may use funds for startup costs from other district funds, and may recover all or part of those funds from health fees collected within the first five years following the commencement of charging the fee.

(g) The board of governors shall adopt regulations that generally describe the types of health services included in the health service program.

(Amended by Stats. 2005, Ch. 320, Sec. 2. Effective January 1, 2006.)

EDUCATION CODE SECTION 76360 & 76365

Parking Fee:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Fees [76300 - 76396.4]

(Chapter 2 added by Stats. 1993, Ch. 8, Sec. 34.)

ARTICLE 2. Authorized Fees [76350 - 76395]

(Article 2 added by Stats. 1993, Ch. 8, Sec. 34.)

76360.

(a) (1) The governing board of a community college district may require students in attendance and employees of the district to pay a fee, in an amount, not to exceed fifty dollars (\$50) per semester and twenty-five dollars (\$25) per intersession, to be established by the board, for parking services. The fee shall only be required of students and employees using parking services and shall not exceed the actual cost of providing parking services.

(2) To encourage ridesharing and carpooling, the fee shall not exceed thirty-five dollars (\$35) per semester and fifteen dollars (\$15) per intersession for a student who certifies, in accordance with procedures established by the board, that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.

(3) The governing board of each community college district may increase the fee limits imposed by this subdivision by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States Department of Commerce. The fees may be increased annually up to the next whole dollar increment above the existing fee limit that calculation produces.

(b) (1) The governing board may require payment of a parking fee at a campus in excess of the limits set forth in subdivision (a) for the purpose of funding the construction of on-campus parking facilities if both of the following conditions exist at the campus:

(A) The full-time equivalent student (FTES) per parking space on the campus exceeds the statewide average FTES per parking space on community college campuses.

(B) The market price per square foot of land adjacent to the campus exceeds the statewide average market price per square foot of land adjacent to community college campuses.

(2) If the governing board requires payment of a parking fee in excess of the limits set forth in subdivision (a), the fee may not exceed the actual cost of constructing a parking structure.

(c) Students who receive financial assistance pursuant to any programs described in subdivision (g) of Section 76300 shall be exempt from parking fees imposed pursuant to this section that exceed thirty dollars (\$30) per semester.

(d) The governing board of a community college district may also require the payment of a fee, to be established by the governing board, for the use of parking services by persons other than students and employees.

(e) All parking fees collected shall be deposited in the designated fund of the district in accordance with the California Community Colleges Budget and Accounting Manual, and shall be expended only for parking services or for purposes of reducing the costs to students and employees of the college of using public transportation to and from the college.

(f) Fees collected for use of parking services provided for by investment of student body funds under the authority of Section 76064 shall be deposited in a designated fund in accordance with the California Community Colleges Budget and Accounting Manual for repayment to the student organization.

(g) "Parking services," as used in this section, means the purchase, construction, and operation and maintenance of parking facilities for vehicles and motor vehicles as defined by Sections 415 and 670 of the Vehicle Code.

(Amended by Stats. 2011, Ch. 245, Sec. 1. (SB 774) Effective January 1, 2012.)

Instructional materials:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Fees [76300 - 76396.4]

(Chapter 2 added by Stats. 1993, Ch. 8, Sec. 34.)

ARTICLE 2. Authorized Fees [76350 - 76395]

(Article 2 added by Stats. 1993, Ch. 8, Sec. 34.)

76365.

The board of governors shall adopt regulations regarding the authority of community college districts to require students to provide various types of instructional materials. These regulations shall reflect the intent of the Legislature that community college districts are not required to provide all materials, textbooks, equipment, and clothing necessary for each course and program. These regulations shall specify the conditions under which districts may require students to provide those materials that are of continuing value to the student outside of the classroom setting, including, but not limited to, textbooks, tools, equipment, clothing, and those materials that are necessary for the student's vocational training

and employment. The regulations shall establish a process for monitoring district compliance with these regulations.

(Added by Stats. 1993, Ch. 8, Sec. 34. Effective April 15, 1993.)

Title 5. Education
Division 6. California Community Colleges
Chapter 9. Fiscal Support
Subchapter 6. Student Fees
Article 3. Baccalaureate Degree Program Fees

5 CCR § 58520

§ 58520. Baccalaureate Degree Pilot Program Fees.

(a) Baccalaureate degree programs established pursuant to Article 3 (commencing with Section 78040) of Chapter 1 of Part 48 of Division 7 of Title 3 of the Education Code, shall in addition to the fees charged pursuant to Article 1 (commencing with Section 76300) of Chapter 2 of Part 47 of Division 7 of Title 3 of the Education Code, charge a fee to students for upper division coursework in a baccalaureate degree pilot program of eighty-four dollars (\$84) per regular semester credit unit or fifty-six dollars (\$56) per regular quarter credit unit. The fee for upper division coursework charged for courses with fractional unit value shall be computed by multiplying the fraction times the applicable semester or quarter unit rate and rounding off to the nearest dollar.

(b) Revenue generated from the fee for upper division coursework in a baccalaureate degree pilot program in subdivision (a) shall be local revenues and not to be included in the apportionment adjustments described in Education Code Section 76300.

Note: Authority cited: Sections 66700, 70901 and 78042, Education Code. Reference: Sections 70901, 70901.5, 76300 and 78040-78043, Education Code.

HISTORY

1. Amendment of article heading and new section filed 4-22-2015; operative 5-22-2015. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2015, No. 17). For prior history of article 3, see Register 2013, No. 38.

Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 7. Instructional Materials

5 CCR § 59400

§ 59400. Required Instructional Materials.

(a) The governing board of a district may, consistent with the provisions of this subchapter, require students to provide instructional materials required for a credit or noncredit course,

provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the district.

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

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

(d) Except as specifically authorized or required in the Education Code, the governing board of a community college district shall not require a student to pay a fee for any instructional materials required for a credit or noncredit course.

(e) The Chancellor's Office shall adopt guidelines for districts implementing this subchapter.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

HISTORY

1. New chapter 7 (sections 59400-59408, not consecutive) filed 5-16-85; effective thirtieth day thereafter (Register 85, No. 20).
2. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
3. Amendment of subsection (a) and Note filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
4. Editorial correction of History 2 (Register 95, No. 29).
5. Amendment of subchapter heading and section filed 8-8-2012; operative 9-7-2012. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2012, No. 32).

Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 7. Instructional Materials

5 CCR § 59402 § 59402. Definitions.

For the purposes of this subchapter the following definitions apply:

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

(b) "Solely or exclusively available from the district" means that the instructional material is not available except through the district, or that the district requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or

exclusively available from the district if it is provided to the student at the district's actual cost and:

(1) the instructional material is otherwise generally available, but is provided solely or exclusively by the district for health and safety reasons; or

(2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

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

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

HISTORY

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

2. Amendment of opening statement, subsections (a) and (c)-(c)(2) and Note filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Editorial correction of History 1 (Register 95, No. 29).

4. Amendment of first paragraph and new subsection (e) filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

5. Amendment filed 8-8-2012; operative 9-7-2012. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2012, No. 32).

Title 5. Education

Division 6. California Community Colleges

Chapter 10. Community College Administration

Subchapter 7. Instructional Materials

5 CCR § 59404

§ 59404. District Policies and Regulations for Instructional Materials.

(a) The governing board of a community college district which requires that students provide instructional materials for a course shall adopt policies or regulations, consistent with the provisions of this subchapter, which specify the conditions under which such materials will be required. These policies and regulations shall direct instructors to take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

(b) The policies or regulations specified in subdivision (a) shall be published in each college catalog developed after the date of adoption.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

HISTORY

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Amendment of section and Note filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
3. Editorial correction of History 1 (Register 95, No. 29).
4. Amendment filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).
5. Amendment of section heading and subsection (a) filed 8-8-2012; operative 9-7-2012. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2012, No. 32).

Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 7. Instructional Materials

5 CCR § 59406

§ 59406. Report to Chancellor.

The governing board of a community college district which prescribes required instructional materials for its courses shall respond to periodic surveys or inquiries of the Chancellor on the subject.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

HISTORY

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Amendment of Note filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
3. Editorial correction of History 1 (Register 95, No. 29).
4. Amendment filed 8-8-2012; operative 9-7-2012. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2012, No. 32). Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2012, No. 32).

Physical Education Facilities:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Fees [76300 - 76396.4]

(Chapter 2 added by Stats. 1993, Ch. 8, Sec. 34.)

ARTICLE 2. Authorized Fees [76350 - 76395]

(Article 2 added by Stats. 1993, Ch. 8, Sec. 34.)

76395.

The governing board of a community college district may impose a fee on a participating student for the additional expenses incurred when physical education courses are required to use nondistrict facilities.

(Added by Stats. 1993, Ch. 8, Sec. 34. Effective April 15, 1993.)

Student Representation Fee:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88933]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. General Provisions [76000 - 76143]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 4. Student Organizations [76060 - 76067]

(Article 4 enacted by Stats. 1976, Ch. 1010.)

76060.5.

(a) If a student body association has been established at a community college as authorized by Section 76060, a student representation fee of two dollars (\$2) shall be collected by the officials of the community college, together with all other fees, at the time of registration or before registration and shall be deposited in a separate fiduciary fund established per the California Community Colleges Budget and Accounting Manual for student representation fees. The money collected pursuant to this section shall be expended to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government.

(b) (1) One dollar (\$1) of every two-dollar (\$2) fee collected shall be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities.

(2) The underlying goals of a statewide community college student organization shall include, but are not limited to, all of the following:

- (A) Establishing a sustainable foundation for statewide community college student representation and advocacy.
 - (B) Promoting institutional and organizational memory.
 - (C) Ensuring and maintaining responsible community college student organizational oversight and decisionmaking.
 - (D) Strengthening regional approaches for community college student representation and coordination.
 - (E) Promoting and enhancing student opportunities for engagement in community college student issues and affairs.
 - (F) Providing for open and public transparency and accountability.
 - (G) Supporting student participation and engagement in statewide higher education policy and advocacy activities.
- (c) Fees collected pursuant to subdivision (b) shall be annually distributed to the Board of Governors before February 1. The Board of Governors shall have custody of the moneys and shall, each year by April 15, distribute the moneys to the recognized statewide community college student organization if the recognized statewide community college student organization satisfies all of the following:
- (1) Is established as a legal entity registered with the Secretary of State.
 - (2) Demonstrates compliance with all applicable state and federal laws and reporting requirements.
 - (3) Exercises prudent fiscal management by establishing generally accepted accounting controls and procedures.
 - (4) (A) Commencing after the first year it receives funding pursuant to this subdivision, completes an annual independent financial audit, the results of which shall be annually provided to the Board of Governors for review.
(B) (i) Except as provided in clause (ii) and after the first year funding is received, it shall be a condition for funding pursuant to this subdivision that the results of the annual audit identify no significant audit findings.
(ii) In no event shall funds be withheld from the statewide community college student organization unless the statewide community college student organization fails to address and correct any identified exceptions, concerns, errors, or deficiencies contained in the annual audit after being given a reasonable opportunity to do so.
- (5) Meets the obligations and addresses the goals described in subdivision (b).
- (d) Meetings of the recognized statewide community college student organization shall be open to the public and shall comply with the requirements of the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code) and the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).
- (e) (1) The chief fiscal officer of the community college shall have custody of the money collected pursuant to this section, except as provided in subdivision (c), and the money shall be disbursed for the purposes described in subdivision (a) upon the order of the governing body of the student body association.
- (2) The community college district shall annually prepare a summary of all revenue collected from the student representation fee and the expenditures of the proceeds of the

student representation fee. The summary shall include the amount distributed to the Board of Governors of the California Community Colleges each year. The summary shall be presented at the community college district board meeting each year and posted to the community college district internet website.

(3) The community college district may retain a portion of the fees collected and deposited pursuant to this section that is equal to the actual cost of administering these fees up to, but not more than, 7 percent.

(f) A student may refuse to pay the student representation fee established under this section. The community college shall provide the student a means to refuse to pay the student representation fee on the same form that is used for collection of fees, which, as determined by the community college, shall be as nearly as practical in the same form as a model form prescribed by regulations of the Board of Governors of the California Community Colleges.

(g) Any costs incurred by the Office of the Chancellor of the California Community Colleges to implement subdivisions (b) and (c) shall be reimbursed by the statewide community college student organization.

(h) If no statewide community college student organization that qualifies for funding in accordance with this section is recognized by the Board of Governors, the funds collected pursuant to this section shall be held by the Office of the Chancellor of the California Community Colleges until a qualifying statewide community college student organization is recognized, or shall be returned to the source of funds.

(Amended by Stats. 2019, Ch. 523, Sec. 1. (AB 1504) Effective January 1, 2020.)

Student Transportation Costs:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Fees [76300 - 76396.4]

(Chapter 2 added by Stats. 1993, Ch. 8, Sec. 34.)

ARTICLE 2. Authorized Fees [76350 - 76395]

(Article 2 added by Stats. 1993, Ch. 8, Sec. 34.)

76361.

(a) The governing board of a community college district may require students in attendance and employees at a campus of the district to pay a fee for purposes of partially or fully recovering transportation costs incurred by the district or of reducing fares for services provided by common carriers or municipally owned transit systems to these students and employees.

(b) Fees authorized by subdivision (a) for transportation services may be required to be paid only by students and employees using the services, or, in the alternative, by any of the following groups of people:

(1) Upon the favorable vote of a majority of the students and a majority of the employees of a campus of the district, who voted at an election on the question of whether or not the governing board should require all students and employees at the campus to pay a fee for transportation services for a period of time to be determined by the governing board of the district, the fees may be required to be paid by all students, other than those students who are exempt from the fees pursuant to subdivision (c), and all employees of the campus of the community college district.

(2) Upon the favorable vote of a majority of the students at a campus of the district, who voted at an election on the question of whether or not the governing board should require all students to pay a fee for transportation services for a period of time to be determined by the governing board of the district, the fees may be required to be paid by all students, other than those students who are exempt from the fees pursuant to subdivision (c), at the campus of the community college district. However, the employees shall not be entitled to use the services.

(3) Upon the favorable vote of a majority of the students at a campus of the district taking a specified number of course credits for a specified duration, to be determined by the governing board, who voted at an election on the question of whether or not the governing board should require all students taking that prescribed number of course credits to pay a fee for transportation services for a period of time to be determined by the governing board of the district, the fees may be required to be paid by those students taking the prescribed number of course credits, except those students who are exempt from the fees pursuant to subdivision (c), at the campus of the community college district. However, the employees shall not be entitled to use the services.

(c) If a fee is required of students for transportation services pursuant to paragraph (1) or (2) of subdivision (b), the fee required of a part-time student shall be a pro rata lesser amount than the fee charged to full-time students, depending on the number of units for which the part-time student is enrolled. Notwithstanding any other law, the governing board of a community college district that provides for transportation services may adopt rules and regulations to exempt low-income students from this fee, or to require low-income students to pay all or part of this fee.

(d) Notwithstanding any other law:

(1) The governing board of a community college district to which this section applies shall not enter into, or extend, a contract for transportation services provided by a common carrier or a municipally owned transit system, funded by the proceeds of a fee authorized under this section, unless and until a majority of the students of that district, or campus of that district, as appropriate, who vote in an election, held no more than 10 years prior to the date of the expiration of the contract proposed to be entered into or no more than 10 years prior to the date to which it is proposed that an existing contract be extended, have approved the payment of the fee for this purpose.

(2) An election held pursuant to this section shall be held in accordance with regulations adopted by the board of governors to ensure that the election is publicly noticed and that all students of that district or campus of that district, as appropriate, including full-time, part-time, evening, and weekend students, have an opportunity to vote in the election.

(3) If the governing board of a community college district decides to seek to terminate or alter the arrangements under which the district receives transportation services from a common carrier or municipally owned transit system, the governing board shall provide at least 12 months' notice of that intention to the provider of transportation services.

(e) (1) The total fees to be established periodically by the governing board pursuant to this section shall not exceed the amount necessary to reimburse the district for transportation costs incurred by the district in providing the transportation service. The sum of the fee authorized pursuant to this section for transportation services and the fee authorized pursuant to Section 76360 for parking services shall not exceed seventy dollars (\$70) per semester or thirty-five dollars (\$35) per intersession, or the proportionate equivalent for part-time enrollment.

(2) The governing board of each community college district may increase the fee limits imposed by this subdivision by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States Department of Commerce. The fees may be increased annually up to the next whole dollar increment above the existing fee limit that calculation produces.

(f) The governing board of a community college district also may require the payment of a fee, to be fixed by the governing board, for the use of transportation services by persons other than students and employees.

(g) This section does not apply to, and a fee shall not be charged for, on-campus shuttles or other transportation services operated on a campus or between the campus and parking facilities owned by the district.

(Amended by Stats. 2014, Ch. 63, Sec. 1. (AB 2445) Effective January 1, 2015.)

Transcript Fees:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1.5. Student Records [76200 - 76246]

(Chapter 1.5 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 3. General Provisions [76220 - 76225]

(Article 3 enacted by Stats. 1976, Ch. 1010.)

76223.

Any community college may make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student record; provided, however, that no charge shall be made for furnishing (1) up to two transcripts of students' records or (2) up to two verifications of various records of students. No charge may be made to search for or to retrieve any student record.

(Amended by Stats. 1977, Ch. 36.)

International Students Application Processing Fee:

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 47. STUDENTS [76000 - 76407]

(Part 47 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. General Provisions [76000 - 76143]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 9. Nonresident Tuition [76140 - 76143]

(Article 9 enacted by Stats. 1976, Ch. 1010.)

76142.

(a) A community college district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of: (1) the actual cost of processing an application and other documentation required by the federal government, or (2) one hundred dollars (\$100), which may be deducted from the tuition fee at the time of enrollment.

(b) No processing fee shall be charged to an applicant who would be eligible for an exemption from nonresident tuition pursuant to Section 76140 or who can demonstrate economic hardship. For purposes of this section, the governing board of each community college district that chooses to impose the fee authorized by this section shall adopt a definition of economic hardship that includes the financial circumstances of a person who is a victim of persecution or discrimination in the foreign country in which the applicant is a citizen and resident, or who is a recipient of benefits under the Temporary Assistance for Needy Families program described in Parts A and F of Title IV of the Social Security Act (42 U.S.C. Secs. 601 et seq.), the Supplemental Income/State Supplementary Program, or a general assistance program.

(Amended by Stats. 2005, Ch. 654, Sec. 11. Effective October 7, 2005.)

California Civil Code Section 1719

CIVIL CODE - CIV

DIVISION 3. OBLIGATIONS [1427 - 3272.9]

(Heading of Division 3 amended by Stats. 1988, Ch. 160, Sec. 14.)

PART 3. OBLIGATIONS IMPOSED BY LAW [1708 - 1725]

(Part 3 enacted 1872.)

1719.

(a) (1) Notwithstanding any penal sanctions that may apply, any person who passes a check on insufficient funds shall be liable to the payee for the amount of the check and a service charge payable to the payee for an amount not to exceed twenty-five dollars (\$25) for the first check passed on insufficient funds and an amount not to exceed thirty-five dollars (\$35) for each subsequent check to that payee passed on insufficient funds.

(2) Notwithstanding any penal sanctions that may apply, any person who passes a check on insufficient funds shall be liable to the payee for damages equal to treble the amount

of the check if a written demand for payment is mailed by certified mail to the person who had passed a check on insufficient funds and the written demand informs this person of (A) the provisions of this section, (B) the amount of the check, and (C) the amount of the service charge payable to the payee. The person who had passed a check on insufficient funds shall have 30 days from the date the written demand was mailed to pay the amount of the check, the amount of the service charge payable to the payee, and the costs to mail the written demand for payment. If this person fails to pay in full the amount of the check, the service charge payable to the payee, and the costs to mail the written demand within this period, this person shall then be liable instead for the amount of the check, minus any partial payments made toward the amount of the check or the service charge within 30 days of the written demand, and damages equal to treble that amount, which shall not be less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). When a person becomes liable for treble damages for a check that is the subject of a written demand, that person shall no longer be liable for any service charge for that check and any costs to mail the written demand.

(3) Notwithstanding paragraphs (1) and (2), a person shall not be liable for the service charge, costs to mail the written demand, or treble damages if he or she stops payment in order to resolve a good faith dispute with the payee. The payee is entitled to the service charge, costs to mail the written demand, or treble damages only upon proving by clear and convincing evidence that there was no good faith dispute, as defined in subdivision (b).

(4) Notwithstanding paragraph (1), a person shall not be liable under that paragraph for the service charge if, at any time, he or she presents the payee with written confirmation by his or her financial institution that the check was returned to the payee by the financial institution due to an error on the part of the financial institution.

(5) Notwithstanding paragraph (1), a person shall not be liable under that paragraph for the service charge if the person presents the payee with written confirmation that his or her account had insufficient funds as a result of a delay in the regularly scheduled transfer of, or the posting of, a direct deposit of a social security or government benefit assistance payment.

(6) As used in this subdivision, to "pass a check on insufficient funds" means to make, utter, draw, or deliver any check, draft, or order for the payment of money upon any bank, depository, person, firm, or corporation that refuses to honor the check, draft, or order for any of the following reasons:

(A) Lack of funds or credit in the account to pay the check.

(B) The person who wrote the check does not have an account with the drawee.

(C) The person who wrote the check instructed the drawee to stop payment on the check.

(b) For purposes of this section, in the case of a stop payment, the existence of a "good faith dispute" shall be determined by the trier of fact. A "good faith dispute" is one in which the court finds that the drawer had a reasonable belief of his or her legal entitlement to withhold payment. Grounds for the entitlement include, but are not limited to, the following: services were not rendered, goods were not delivered, goods or services purchased are faulty, not as promised, or otherwise unsatisfactory, or there was an overcharge.

(c) In the case of a stop payment, the notice to the drawer required by this section shall be in substantially the following form:

NOTICE

To: (name of drawer)

(name of payee) is the payee of a check you wrote
for \$ (amount).The check was not paid because

you stopped payment, and the payee demands payment. You may have a good faith dispute as to whether you owe the full amount. If you do not have a good faith dispute with the payee and fail to pay the payee the full amount of the check in cash, a service charge of an amount not to exceed twenty-five dollars (\$25) for the first check passed on insufficient funds and an amount not to exceed thirty-five dollars (\$35) for each subsequent check passed on insufficient funds, and the costs to mail this notice within 30 days after this notice was mailed, you could be sued and held responsible to pay at least both of the following:

(1) The amount of the check.

(2) Damages of at least one hundred dollars (\$100) or, if higher, three times the amount of the check up to one thousand five hundred dollars (\$1,500).

If the court determines that you do have a good faith dispute with the payee, you will not have to pay the service charge, treble damages, or mailing cost. If you stopped payment because you have a good faith dispute with the payee, you should try to work out your dispute with the payee. You can contact the payee at:

_____ (name of payee) _____

_____ (street address) _____

_____ (telephone number) _____

You may wish to contact a lawyer to discuss your legal rights and responsibilities.

(name of sender of notice)

(d) In the case of a stop payment, a court may not award damages or costs under this section unless the court receives into evidence a copy of the written demand that, in that case, shall have been sent to the drawer and a signed certified mail receipt showing delivery, or attempted delivery if refused, of the written demand to the drawer's last known address.

(e) A cause of action under this section may be brought in small claims court by the original payee, if it does not exceed the jurisdiction of that court, or in any other appropriate court. The payee shall, in order to recover damages because the drawer instructed the drawee to stop payment, show to the satisfaction of the trier of fact that there was a reasonable effort on the part of the payee to reconcile and resolve the dispute prior to pursuing the dispute through the courts.

(f) A cause of action under this section may be brought by a holder of the check or an assignee of the payee. A proceeding under this section is a limited civil case. However, if

the assignee is acting on behalf of the payee, for a flat fee or a percentage fee, the assignee may not charge the payee a greater flat fee or percentage fee for that portion of the amount collected that represents treble damages than is charged the payee for collecting the face amount of the check, draft, or order. This subdivision shall not apply to an action brought in small claims court.

(g) Notwithstanding subdivision (a), if the payee is the court, the written demand for payment described in subdivision (a) may be mailed to the drawer by the court clerk. Notwithstanding subdivision (d), in the case of a stop payment where the demand is mailed by the court clerk, a court may not award damages or costs pursuant to subdivision (d), unless the court receives into evidence a copy of the written demand, and a certificate of mailing by the court clerk in the form provided for in subdivision (4) of Section 1013a of the Code of Civil Procedure for service in civil actions. For purposes of this subdivision, in courts where a single court clerk serves more than one court, the clerk shall be deemed the court clerk of each court.

(h) The requirements of this section in regard to remedies are mandatory upon a court.

(i) The assignee of the payee or a holder of the check may demand, recover, or enforce the service charge, damages, and costs specified in this section to the same extent as the original payee.

(j) (1) A drawer is liable for damages and costs only if all of the requirements of this section have been satisfied.

(2) The drawer shall in no event be liable more than once under this section on each check for a service charge, damages, or costs.

(k) Nothing in this section is intended to condition, curtail, or otherwise prejudice the rights, claims, remedies, and defenses under Division 3 (commencing with Section 3101) of the Commercial Code of a drawer, payee, assignee, or holder, including a holder in due course as defined in Section 3302 of the Commercial Code, in connection with the enforcement of this section.

(Amended by Stats. 1998, Ch. 931, Sec. 14. Effective September 28, 1998.)

ACCJC Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.

C. Institutional Integrity

6. The institution accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks, and other instructional materials.

BP 3140 DISABLED STUDENT PROGRAMS AND SERVICES

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.

The District is committed to the full inclusion of and effective communication with individuals with disabilities.

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

Disabled Student Programs and Services (“DSP&S”) shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for students with disabilities who can profit from instruction as required by federal and state laws.

DSP&S services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, interpreting services for students who are Deaf and Hard of Hearing, and accessible facilities, equipment, instructional programs, disability counseling, and academic counseling.

Students with disabilities are not required to participate in DSP&S. Students may also request reasonable academic adjustments through the District’s Compliance Officer.

The District, through the respective College, shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish procedures to implement this policy which, at a minimum, provide for an individualized review of each such request, and permit interim decisions on such requests pending final resolution by the appropriate administrator or designee. Procedures that specify the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community served by the District shall be revised and updated as appropriate.

The Chancellor shall assure that the Offices of DSP&S conform to all requirements established by the relevant laws and regulations.

Date Adopted: November 18, 2008 (TBD)

Revised: September 18, 2012

Revised: September 15, 2015

Revised: January 17, 2017

Revised: June 6, 2022

Formerly: 5140

BP 3110 COUNSELING

References:

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

Counseling services are an essential part of the educational mission of the District.

The Chancellor shall assure the provision of counseling services related to student education, including academic, career, and personal counseling.

Pre-enrollment counseling shall be required of all first-time college students who have declared one of the educational goals delineated in Administrative Procedure 3110.

Counseling services shall be required for all first-time students enrolled for more than six units, students enrolled provisionally, and students who have earned an academic standing of either Academic Probation or Progress Probation as defined in BP 2250.

Also see BP 2250

Date Adopted: March 17, 2009

Revised: September 15, 2009

Revised: June 16, 2015 (References Only)

Revised:

Formerly: 5110

Legal Citations for BP 3110

EDUCATION CODE SECTION 72620

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 45. DISTRICTS AND GOVERNING BOARDS [72000 - 72701]

(Part 45 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 6. Miscellaneous Provisions [72620 - 72701]

(Chapter 6 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 2. Counseling Services [72620 - 72621]

(Article 2 enacted by Stats. 1976, Ch. 1010.)

72620.

The governing board of a community college district may provide in each college within the district an organized and functioning counseling program. Counseling shall include, but not be limited to, all of the following:

- (a) Educational counseling in which the student is assisted in planning and implementing his or her immediate and long-range educational program.
- (b) Career counseling in which the student is assisted in assessing his or her aptitudes, abilities, and interests in order to make realistic career decisions. The career counseling shall include encouraging students, including women and minorities, to seek apprenticeship training.
- (c) Personal counseling in which the student is helped to develop his or her ability to function with social and personal responsibility.
- (d) Evaluating and interpreting test data.
- (e) Counseling and consultation with parents and staff members on learning problems and guidance programs for students.

For purposes of this section, a person performing counseling services to students shall be qualified as a counselor pursuant to Section 87355 or 87356.

A governing board of a community college district, which offers these counseling services, may contract with the governing boards of any other districts, or private schools, or other public and private agencies or organizations, to render the counseling services. In so contracting, the governing board of a community college district shall not contract at less than cost to a private school, or private agency or organization.

Nothing in this section shall be construed as prohibiting persons participating in an organized advisory program approved by the governing board of a community college district, and supervised by a district counselor, from advising students pursuant to the organized advisory program.

Notwithstanding any provisions of this section to the contrary, any person who is performing these counseling services pursuant to law authorizing the performance thereof in effect before March 4, 1972, shall be authorized to continue to perform such services on and after March 4, 1972, without compliance with the additional requirements imposed by this section.

(Amended by Stats. 1995, Ch. 758, Sec. 86. Effective January 1, 1996.)

5 CCR § 51018
§ 51018. Counseling Programs.

(a) The governing board of a community college district shall adopt regulations and procedures consistent with the provisions of this section. A copy of district regulations and procedures, as well as any amendments, shall be filed with the Chancellor's Office.

(b) The governing board of a community college district shall provide and publicize an organized and functioning counseling program in each college within the district.

Counseling programs shall include, but not be limited to, the following:

(1) academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals;

(2) 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;

(3) 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; and

(4) coordination with the counseling aspects of other services to students which may exist on the 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.

(c) Counseling services as specified in Subsection (b)(1), (2), and (3) shall be provided to first-time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 72620, Education Code.

HISTORY

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Editorial correction of History 1 (Register 95, No. 15).

ACCJC Standard II: Student Learning Programs and Support Services

The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly

applicable to all instructional programs and student and learning support services offered in the name of the institution.

C. Student Support Services

5. The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.

BP 3405 STUDENT DISTRICT CONSULTATION COUNCIL

Reference:

Title 5 Section 51023.7

The Board of Trustees recognizes the Student District Consultation Council (SDCC) (formerly known as the Student District Executive Board) of the Riverside Community College District as the organization representing the students.

The SDCC shall be comprised of the following:

1. The Student Trustee (Chairperson)
2. All three (3) College Associated Students Organizations' (ASO) Presidents, or designee
3. One College Chief Student Services Officer (CSSO), or designee (non- voting)
4. One College Student Activities Coordinator (non-voting)

The College CSSO and the Student Activities Coordinator shall originate from the student trustee's designated home campus. At least one of them must be present in order for an SDCC meeting to take place.

As the fall and spring term calendars permit, the SDCC shall meet at least once a semester or as needed at the discretion of the Chair.

Quorum shall consist of the student trustee and two (2) College ASP presidents, or designees, in order to conduct business.

With the exception of the student trustee, all student members of the SDCC shall be voting members, reflecting the majority will of the student senates at their College. Every final SDCC recommendation must reflect that vote.

The SDCC's primary function shall be to ensure that all necessary information and issues dealing with the formation and development of District Policies and Administrative Procedures "that have, or will have, a significant effect on students" are communicated to all three (3) College Associated Students Organizations for further consideration, input, and/or action. Those issues considered to have, or that will have, a significant effect on students, are:

1. Grading policies;

2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs which should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards or policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the District to adopt;
10. Any other District and college policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.

The General Counsel will forward draft Board Policies and Administrative Procedures to the Student Trustee, who will disseminate the draft(s) to the SDCC, as well as the Colleges' Associated Students Organizations, for input. Recommendations from each College Associated Student Organizations shall be given to the SDCC. The SDCC will inform the appropriate College administrative office(s) and the Student Trustee, of all student-developed recommendations. The Student Trustee will forward the SDCC's final recommendations to the General Counsel.

The General Counsel will discuss any recommended changes to the drafts with the Vice Chancellor, Educational Services & Strategic Planning. Revised drafts shall be placed on the Chancellor's Executive Cabinet agenda for discussion.

For an Administrative Procedure, if the Executive Cabinet agrees with the SDCC's recommended changes, the changes shall be made to the Administrative Procedure and go forward for approval by Executive Cabinet. If it does not agree, further discussion will take place between the General Counsel and the SDCC and Student Trustee. Every reasonable consideration shall be made to accommodate the SDCC recommendations on the matters listed above, before Executive Cabinet gives final approval on an Administrative Procedure.

For a Board Policy on the matters listed above, the same process for Administrative Procedures shall be followed. However, in the event that agreement cannot be reached between the General Counsel, Executive Cabinet and the SDCC/Student Trustee, changes recommended by the SDCC, as well as those of Executive Cabinet, if any, shall be included on the draft Board Policy and brought forward to the Board of Trustees for consideration. The recommendations of the SDCC shall be given "every reasonable consideration" before the Board of Trustees acts on a Policy.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by students regarding District Policies pertaining to the hiring and evaluation of faculty, administration, and staff.

In accordance with Title 5, except in unforeseeable, emergency situations, the Board of Trustees shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

The Vice President of Student Services of the College which the current Student Trustee declares as the Student Trustee's home campus shall be responsible for the administrative oversight of the SDCC.

Date Adopted: August 18, 2009
(Replaces RCCD Policy and Regulation 6010)
Revised: January 25, 2011
Revised:
Formerly: 5405

Legal Citation for BP 3405

Title 5. Education
Division 6. California Community Colleges
Chapter 2. Community College Standards
Subchapter 1. Minimum Conditions

5 CCR § 51023.7 § 51023.7. Students.

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

(1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.

(2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

(3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.

(4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a “significant effect on students” includes the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development;
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;
- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt; and

(10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Note: Authority cited: Sections 66700 and 70901(b)(1)(E), Education Code. Reference: Sections 70901 (b)(1)(E), 70902(b)(7) and 76060, Education Code.

HISTORY

1. New section filed 3-12-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 91, No. 23).

2. Editorial correction of printing errors in subsections (a) and (b) and HISTORY 1 (Register 91, No. 43).

3. Amendment of subsections (a)(2), (a)(4), (b), (b)(10), (d) and (e) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

BP 3500 STANDARDS OF STUDENT CONDUCT

References:

Education Code Sections 66300, 66301, and 76033;
ACCJC Accreditation Standards I.C.8 and 10
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process set forth in federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, **except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under Board Policy 6433 Prohibition of Sexual Harassment under Title IX.**

1. Causing, attempting to cause, implying, or threatening to cause, assault, battery, or any other injury to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Injury is defined as physical harm, harm to profession (defamation), or psychological harm.

Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District Police shall be called by the receiver of the threat or anyone on behalf of the receiver.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor or College President.
3. Unlawfully engaging in any of the following: possessing, using, selling, offering to sell, furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, marijuana, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors, in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. **Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.**
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military and veteran status, or any other status protected by law.
11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

12. Engaging in misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other destruction or damage to any real or personal property owned by the District or on campus.
13. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District or college personnel.
14. Engaging in Dishonesty

Forms of Dishonesty include, but are not limited to:

 - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
 - c. Knowingly furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
 - d. Forging, altering or misusing District or college documents, keys (including electronic key cards), or other identification instruments.
 - e. Attempting to bribe, threaten or extort a faculty member or other employee;
 - f. Buying or selling authorization codes for course registration.
15. Entering or using District facilities without authorization.
16. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
17. Engaging in expression which is obscene; defamatory; or which so incites students to imminent lawless action on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
18. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but

not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.

20. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off- site class, or during any District sponsored activity, trip or competition.
 - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of sexual violence will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
21. Violating the District's Computer and Network Use Policy and Administrative Procedure No. 2720 in regard to their use of any of the District's Information Technology resources.
22. Using electronic recording or any other communication devices (such as cell phones recording devices, etc.) in the classroom without the permission of the instructor.
23. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.
24. Gambling, of any type, on District property.
25. Bringing pets (with the exception of service animals) on District property.
26. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
27. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
28. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
29. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not

officially enrolled in the class or laboratories and without the approval of the faculty member.

30. Abuse of process, defined as the submission of malicious or frivolous complaints.
31. Violating any District Board Policy or Administrative Procedure.

Responsibility

- A. The Chancellor shall establish procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 3500[A] Student Discipline Procedures, which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College shall be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 3500[A] Student Discipline Procedures.
- C. The Vice President of Academic Affairs of each College shall be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 3500[B] Student Grievance Process for Instruction and Grade-Related Matters.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook, all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007

Revised: May 17, 2011

Revised: August 20, 2013

Revised: September 15, 2015

Revised: May 17, 2022

(Replaces the Standards of Student Conduct portion of Policy 6080)

Formerly: 5500

BP 3900 BOOKSTORE(S)

References:

Education Code Section 81676;
Civil Code Section 1798.90

The District's bookstore(s) may be operated by the District, or by a qualified outside vendor.

If the bookstore is run by the District:

- Operational costs of the college bookstore[s] shall be paid from revenue earned from the bookstore.
- Fiscal management of the bookstore[s] shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board.

If a qualified outside vendor is to provide bookstore services:

- Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.
- Student organizations shall be encouraged to submit bids and given preference if they meet all other bid criteria.

College bookstore(s) shall comply with the requirements of the Reader Privacy Act.

Date Adopted: November 18, 2008

Revised: September 18, 2012

Revised:

Formerly: 5800

Legal Citations for BP 3800

Education Code Section 81676

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 49. COMMUNITY COLLEGES, EDUCATION FACILITIES [81003 - 82548]

(Part 49 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 3. Management and Control of Property [81600 - 81678]

(Chapter 3 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 4. Community College Property [81670 - 81678]

(Article 4 enacted by Stats. 1976, Ch. 1010.)

81676.

Any person who is employed in a bookstore maintained by a community college pursuant to this section is a member of the classified service of the district in accordance with Section 88020. In the case of a person who, immediately preceding becoming a member of the classified service of a school district pursuant to this section, was employed, other than as a student or substitute employee, in a community college bookstore maintained by a student body organization, such prior service shall, for all purposes, be deemed service in the classified service of the employing community college district.

The disposition and accounting of revenue and expenditures of the bookstore operation shall be as prescribed by the California Community Colleges Budget and Accounting Manual. Net proceeds from the operation of a community college bookstore shall be used for the general benefit of the student body as determined by the governing board. Money may be expended for services and property, including, but not limited to, parking facilities, stadia, student centers, student unions, health centers, bookstores or auxiliary facilities for use of students or faculty members of the community college or employees of the district. Funds derived from the operation of a community college bookstore shall be subject to audit pursuant to Section 84040.

(Amended by Stats. 1989, Ch. 1340, Sec. 2. Effective October 2, 1989.)

CIVIL CODE SECTION 1798.90

CIVIL CODE - CIV

DIVISION 3. OBLIGATIONS [1427 - 3272.9]

(Heading of Division 3 amended by Stats. 1988, Ch. 160, Sec. 14.)

PART 4. OBLIGATIONS ARISING FROM PARTICULAR TRANSACTIONS [1738 - 3273]

(Part 4 enacted 1872.)

TITLE 1.81.15. Reader Privacy Act [1798.90 - 1798.90.05]

(Title 1.81.15 added by Stats. 2011, Ch. 424, Sec. 1.)

1798.90.

(a) This title shall be known and may be cited as the **Reader Privacy Act**.

(b) For purposes of this section:

(1) "Book" means paginated or similarly organized content in printed, audio, electronic, or other format, including fiction, nonfiction, academic, or other works of the type normally published in a volume or finite number of volumes, excluding serial publications such as a magazine or newspaper.

(2) "Book service" means a service that, as its primary purpose, provides the rental, purchase, borrowing, browsing, or viewing of books. "Book service" does not include a store that sells a variety of consumer products when the book service sales do not exceed 2 percent of the store's total annual gross sales of consumer products sold in the United States.

(3) "Government entity" means any state or local agency, including, but not limited to, a law enforcement entity or any other investigative entity, agency, department, division, bureau, board, or commission, or any individual acting or purporting to act for or on behalf of a state or local agency.

(4) "Law enforcement entity" means a district attorney, a district attorney's office, a municipal police department, a sheriff's department, a county probation department, a county social services agency, the Department of Justice, the Department of Corrections and Rehabilitation, the Department of Corrections and Rehabilitation Division of Juvenile Facilities, the Department of the California Highway Patrol, the police department of a campus of a community college, the University of California, or the California State University, or any other department or agency of the state authorized to investigate or prosecute the commission of a crime.

(5) "Personal information" means all of the following:

(A) Any information that identifies, relates to, describes, or is associated with a particular user, including, but not limited to, the information specifically listed in Section 1798.80.

(B) A unique identifier or Internet Protocol address, when that identifier or address is used to identify, relate to, describe, or be associated with a particular user or book, in whole or in partial form.

(C) Any information that relates to, or is capable of being associated with, a particular user's access to or use of a book service or a book, in whole or in partial form.

(6) "Provider" means any commercial entity offering a book service to the public.

(7) "User" means any person or entity that uses a book service.

(c) A provider shall not knowingly disclose to any government entity, or be compelled to disclose to any person, private entity, or government entity, any personal information of a user, except under any of the following circumstances:

(1) A provider shall disclose personal information of a user to a law enforcement entity only pursuant to a court order issued by a duly authorized court with jurisdiction over an offense that is under investigation and only if all of the following conditions are met:

(A) The court issuing the order finds that probable cause exists to believe the personal information requested is relevant evidence to the investigation of an offense and any of the grounds in Section 1524 of the Penal Code is satisfied.

(B) The court issuing the order finds that the law enforcement entity seeking disclosure has a compelling interest in obtaining the personal information sought.

(C) The court issuing the order finds that the personal information sought cannot be obtained by the law enforcement entity seeking disclosure through less intrusive means.

(D) Prior to issuance of the court order, the law enforcement entity seeking disclosure provides, in a timely manner, the provider with reasonable notice of the proceeding to allow the provider the opportunity to appear and contest issuance of the order.

(E) The law enforcement entity seeking disclosure has informed the provider that it has given notice of the court order to the user contemporaneously with the execution of the order, unless there is a judicial determination of a strong showing of necessity to delay that notification for a reasonable period of time, not to exceed 90 days.

(2) (A) A provider shall disclose personal information of a user to any of the following only if all of the conditions listed in subparagraph (B) are satisfied:

(i) A government entity, other than a law enforcement entity, pursuant to a court order issued by a court having jurisdiction over an offense under investigation by that government entity.

(ii) A government entity, other than a law enforcement entity, or a person or private entity pursuant to a court order in a pending action brought by the government entity or by the person or private entity.

(B) A provider shall disclose personal information of a user pursuant to subparagraph (A) only if all of the following conditions are satisfied:

(i) The court issuing the order finds that the person or entity seeking disclosure has a compelling interest in obtaining the personal information sought.

(ii) The court issuing the order finds that the personal information sought cannot be obtained by the person or entity seeking disclosure through less intrusive means.

(iii) Prior to issuance of the court order, the person or entity seeking disclosure provides, in a timely manner, the provider with reasonable notice of the proceeding to allow the provider the opportunity to appear and contest the issuance of the court order.

(iv) The provider refrains from disclosing any personal information pursuant to the court order until it provides, in a timely manner, notice to the user about the issuance of the order and the ability to appear and quash the order, and the user has been given a minimum of 35 days prior to disclosure of the information within which to appear and quash the order.

(3) A provider shall disclose the personal information of a user to any person, private entity, or government entity if the user has given his or her informed, affirmative consent to the specific disclosure for a particular purpose.

(4) A provider may disclose personal information of a user to a government entity, if the government entity asserts, and the provider in good faith believes, that there is an imminent danger of death or serious physical injury requiring the immediate disclosure of the requested personal information and there is insufficient time to obtain a court order. The government entity seeking the disclosure shall provide the provider with a written statement setting forth the facts giving rise to the emergency upon request or no later than 48 hours after seeking disclosure.

(5) A provider may disclose personal information of a user to a government entity if the provider in good faith believes that the personal information is evidence directly related and relevant to a crime against the provider or that user.

(d) (1) Any court issuing a court order requiring the disclosure of personal information of a user shall impose appropriate safeguards against the unauthorized disclosure of personal information by the provider and by the person, private entity, or government entity seeking disclosure pursuant to the order.

(2) The court may, in its discretion, quash or modify a court order requiring the disclosure of the user's personal information upon a motion made by the user, provider, person, or entity seeking disclosure.

(e) A provider, upon the request of a law enforcement entity, shall take all necessary steps to preserve records and other evidence in its possession of a user's personal information related to the use of a book or part of a book, pending the issuance of a court order or a warrant pursuant to this section or Section 1798.90.05. The provider shall retain the records and evidence for a period of 90 days from the date of the request by the law enforcement entity, which shall be extended for an additional 90-day period upon a renewed request by the law enforcement entity.

(f) Except in an action for a violation of this section, no evidence obtained in violation of this section shall be admissible in any civil or administrative proceeding.

(g) (1) Violations of this section shall be subject to the following penalties:

(A) Any provider that knowingly provides personal information about a user to a government entity in violation of this section shall be subject to a civil penalty not to exceed five hundred dollars (\$500) for each violation, which shall be paid to the user in a civil action brought by the user.

(B) Any provider that knowingly provides personal information about a user to a government entity in violation of this section shall, in addition to the penalty prescribed by subparagraph (A), be subject to a civil penalty not to exceed five hundred dollars (\$500) for each violation, which may be assessed and recovered in a civil action brought by the Attorney General, by any district attorney or city attorney, or by a city prosecutor in any city having a full-time city prosecutor, in any court of competent jurisdiction.

(2) If an action is brought by the Attorney General, one-half of the penalty collected shall be paid to the treasurer of the county in which the judgment was entered, and one-half to the General Fund. If the action is brought by a district attorney, the penalty collected shall be paid to the treasurer of the county in which the judgment was entered. If the action is brought by a city attorney or city prosecutor, one-half of the penalty shall be paid to the treasurer of the city in which the judgment was entered, and one-half to the treasurer of the county in which the judgment was entered.

(3) The penalties provided by this section are not the exclusive remedy and do not affect any other relief or remedy provided by law.

(4) A civil action brought pursuant to this section shall be commenced within two years after the date upon which the claimant first discovered the violation.

(h) An objectively reasonable reliance by the provider on a warrant or court order for the disclosure of personal information of a user, or on any of the enumerated exceptions to the confidentiality of a user's personal information set forth in this section, is a complete defense to any civil action for the violation of this section.

(i) (1) Unless disclosure of information pertaining to a particular request or set of requests is specifically prohibited by law, a provider shall prepare a report including all of the following information, to the extent it can be reasonably determined:

(A) The number of federal and state warrants, federal and state grand jury subpoenas, federal and state civil and administrative subpoenas, federal and state civil and criminal court orders, and requests for information made with the informed consent of the user as described in paragraph (3) of subdivision (c), seeking disclosure of any personal information of a user related to the access or use of a book service or book, received by the provider from January 1 to December 31, inclusive, of the previous year.

(B) The number of disclosures made by the provider pursuant to paragraphs (4) and (5) of subdivision (c) from January 1 to December 31, inclusive, of the previous year.

(C) For each category of demand or disclosure, the provider shall include all of the following information:

(i) The number of times notice of a court order in a criminal, civil, or administrative action has been provided by the provider and the date the notice was provided.

(ii) The number of times personal information has been disclosed by the provider.

(iii) The number of times no personal information has been disclosed by the provider.

(iv) The number of times the provider contests the demand.

(v) The number of times the user contests the demand.

(vi) The number of users whose personal information was disclosed by the provider.

(vii) The type of personal information that was disclosed and the number of times that type of personal information was disclosed.

(2) Notwithstanding paragraph (1), a provider is not required to prepare a report pursuant to this subdivision unless it has disclosed personal information related to the access or use of a book service or book of more than 30 total users consisting of users located in this state or users whose location is unknown or of both types of users.

(3) The reporting requirements of this subdivision shall not apply to information disclosed to a government entity that is made by a provider serving a postsecondary educational institution when the provider is required to disclose the information in order to be reimbursed for the sale or rental of a book that was purchased or rented by a student using book vouchers or other financial aid subsidies for books.

(j) Reports prepared pursuant to subdivision (i) shall be made publicly available in an online, searchable format on or before March 1 of each year. If the provider does not have an Internet Web site, the provider shall post the reports prominently on its premises or send the reports to the Office of Privacy Protection on or before March 1 of each year.

(k) On or before March 1 of each year, a provider subject to Section 22575 of the Business and Professions Code shall complete one of the following actions:

(1) Create a prominent hyperlink to its latest report prepared pursuant to subdivision (i) in the disclosure section of its privacy policy applicable to its book service.

(2) Post the report prepared pursuant to subdivision (i) in the section of its Internet Web site explaining the way in which user information and privacy issues related to its book service are addressed.

(3) State on its Internet Web site in one of the areas described in paragraphs (1) and (2) that no report prepared pursuant to subdivision (i) is available because the provider is exempt from the reporting requirement pursuant to paragraph (2) of subdivision (i).

(l) Nothing in this section shall otherwise affect the rights of any person under the California Constitution or any other law or be construed as conflicting with the federal Privacy Protection Act of 1980 (42 U.S.C. 2000aa et seq.).

(Added by Stats. 2011, Ch. 424, Sec. 1. (SB 602) Effective January 1, 2012.)

AP 2101 INDEPENDENT STUDY – Option 1

References:

Title 5 Sections 55230 et seq.

Lower-division independent study programs are developed by establishing a learning contract as an additional component of an existing class the student is enrolled in and must be signed by the student taking the class, the faculty member teaching the class, and the division dean. The learning contract is established in consultation with the respective faculty member and must be submitted to the respective college's Admissions and Records Office by the deadlines established by the college. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

Units and hours of study should be determined depending on the amount and type of instruction defined in the contract with these options:

- 54 lab hours (TBA allowed) = 1 unit for primarily supervisory instruction; this can also include a variable unit option;
- 18 lecture hours with 36 outside-of-class hours for independent study that includes a weekly direct instruction component with the instructor.

Academic standards and procedures for evaluation of student progress for independent study are the same as those applied to other credit or noncredit courses.

Access to the instructor shall be the same as that commonly available to students in courses conducted by other instructional methods.

Students enrolling in an Independent Study course in a Career Technical Education field must pursue a major or certificate in the Career Technical Education area of which the independent study project is a part.

The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. Students should be advised to see a counselor for details.

Administrative Approval:

Legal Citations for AP 2101

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55230

§ 55230. Purpose.

The provisions of this article should be read in conjunction with the provisions of sections 58051 and 58003.1 concerning attendance in approved courses and programs designed and conducted as independent study.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Repealer of subchapter 2 and section and new article 3 (sections 55230-55240) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35). For prior history of subchapter 2, see Register 93, No. 25.

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55232

§ 55232. Academic Standards.

Academic standards applicable to courses of independent study shall be the same as those applied to other credit or noncredit courses, as appropriate, at the college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).

3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55234

§ 55234. Student Progress.

Procedures for evaluation of student progress shall be in accordance with regulations established by the college. A report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
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Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55236

§ 55236. Availability of Instructor.

The college shall provide access to the instructor for the students enrolled in courses offered pursuant to this article at least equivalent to that commonly available to students enrolled in courses conducted by other instructional methods in addition to regularly scheduled office hours as practiced at that college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55238

§ 55238. Eligibility for State Funds.

In order for attendance in a course of independent study to be eligible for state apportionment pursuant to the provisions of this article, the course must be reported as required by this article, and meet all other requirements of statute and regulation relative to eligibility for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78310, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55240

§ 55240. Instruction.

The instructor assigned to a course conducted pursuant to this article shall:

- (a) Be qualified to provide service in that capacity during the period in which that service is rendered;
- (b) Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
- (c) Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college; and
- (d) Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress required by section 55234.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

AP 2101 INDEPENDENT STUDY – Option 2

References:

Title 5 Sections 55230 et seq.

Lower-division independent study courses provide individual students challenging and in-depth study on approved topics within any subject area. They provide the students experience in planning and outlining a course of study on their own initiative under instructor and departmental supervision.

Students desiring to register for an Independent Study course must first develop their own project and submit this in writing for the approval of the instructor who will guide the project, and the appropriate administrator.

It is recommended that students who contemplate enrolling for Independent Study courses should have completed one semester of college work and either must be currently enrolled in a course in the intended Independent Study discipline or must have taken at least a minimum of one previous course in the specific discipline in which they will do the Independent Study.

Lower-division independent study programs are developed by establishing a learning contract as an additional component of an existing class the student is enrolled in and must be signed by the student taking the class, the faculty member teaching the class, and the division dean. The learning contract is established in consultation with the respective faculty member and must be submitted to the respective college's Admissions and Records Office by the deadlines established by the college. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

Units and hours of study should be determined depending on the amount and type of instruction defined in the contract with these options:

- 54 lab hours (TBA allowed) = 1 unit for primarily supervisory instruction; this can also include a variable unit option;
- 18 lecture hours with 36 outside-of-class hours for independent study that includes a weekly direct instruction component with the instructor.

Academic standards and procedures for evaluation of student progress for independent study are the same as those applied to other credit or noncredit courses.

Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.

Students enrolling in an Independent Study course in a Career Technical Education field must pursue a major or certificate in the Career Technical Education area of which the independent study project is a part.

The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. Students should be advised to see a counselor for details.

Administrative Approval:

Legal Citations for AP 2101

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55230

§ 55230. Purpose.

The provisions of this article should be read in conjunction with the provisions of sections 58051 and 58003.1 concerning attendance in approved courses and programs designed and conducted as independent study.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

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3. Repealer of subchapter 2 and section and new article 3 (sections 55230-55240) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35). For prior history of subchapter 2, see Register 93, No. 25.

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55232

§ 55232. Academic Standards.

Academic standards applicable to courses of independent study shall be the same as those applied to other credit or noncredit courses, as appropriate, at the college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).

3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55234

§ 55234. Student Progress.

Procedures for evaluation of student progress shall be in accordance with regulations established by the college. A report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
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Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55236

§ 55236. Availability of Instructor.

The college shall provide access to the instructor for the students enrolled in courses offered pursuant to this article at least equivalent to that commonly available to students enrolled in courses conducted by other instructional methods in addition to regularly scheduled office hours as practiced at that college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
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Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55238

§ 55238. Eligibility for State Funds.

In order for attendance in a course of independent study to be eligible for state apportionment pursuant to the provisions of this article, the course must be reported as required by this article, and meet all other requirements of statute and regulation relative to eligibility for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78310, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55240

§ 55240. Instruction.

The instructor assigned to a course conducted pursuant to this article shall:

- (a) Be qualified to provide service in that capacity during the period in which that service is rendered;
- (b) Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
- (c) Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college; and
- (d) Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress required by section 55234.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

2. Editorial correction of History 1 (Register 95, No. 20).

3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

BP 2110 HONORARY and HONORARY POSTHUMOUS DEGREES

Reference: Education Code Section 72122

The Chancellor in consultation with the District Academic Senate shall establish procedures and criteria for the award of honorary and honorary posthumous degrees.

Honorary and honorary posthumous degrees may be awarded at commencement or some other equally appropriate time, according to the nominating and awarding process outlined in AP 2110 or as required by law. The names of persons receiving honorary degrees must be approved by the Board of Trustees.

Date Adopted:
August 16, 2022

AP 2110 HONORARY AND POSTHUMOUS DEGREES

Reference: Education Code Section 72122

Honorary Associate of Science and Associate of Arts Degrees may be awarded to recognize and honor individuals whose lives, conduct, and significant achievements are consistent with the mission of Riverside Community College District and the aims of higher education.

Recipients must have distinguished themselves in education, community, or national service, or in their profession. Their service must also support the mission and values of the Riverside Community College District.

Honorary degrees may also be conferred posthumously to recognize the academic aspirations and achievements of deceased students who were unable to complete their degrees and previously were enrolled at Riverside Community College District at a minimum threshold of units listed below.

1. Any group or individual, on or off campus, may nominate a candidate for an honorary or posthumous degree by writing a letter to the College President describing how the candidate meets these criteria. (Candidates may not self-nominate.)
2. The College President shall meet with the College Vice President(s) and the President of the Academic Senate(s) for review and validation of merits. Further documentation may be requested of the person making the nomination as deemed necessary.
3. The College President in consultation with the Academic Senate will make a recommendation to the District Chancellor and Board of Trustees on the awarding of the honorary or posthumous degree.
4. Honorary and posthumous degrees are approved and conferred by the Board of Trustees. Approved honorary and posthumous degrees shall specify "Honorary" on the diploma.

At each step in this process, care must be taken to ensure confidentiality. Any discussion or recommendations of candidates for an honorary or posthumous degree shall take place in closed session (pursuant to Education Code §72122).

Recommendations shall include:

- the full name of the recipient;
- a description of their educational and/or professional experience;
- if a posthumous award, documentation showing the completion of at least 12 semester units in residence at Riverside Community College District, unless exempt pursuant to local, state, or federal law;
- any additional evidence of outstanding achievement or service that justifies awarding an honorary degree.

Honorary degrees shall not be awarded to:

- incumbent members of the Board of Trustees of the Riverside Community College District
- current employees of the District
- incumbent elected officials

It is understood that honorary degrees will be awarded very infrequently. When they are approved, they will be awarded ordinarily at the annual commencement ceremony. At the conferral ceremony the District Chancellor or College President (or designee) will read the citation, the President of the Board of Trustees (or designee) will confer the honorary degree and issue the diploma, and the Vice President of Academic Affairs or Academic Senate President will cap the degree recipient.

In cases where an honorary degree is conferred upon a person who is deceased, the person's surviving next of kin, or another representative chosen by the person's surviving next of kin, may accept the honorary degree on the deceased person's behalf.

The district shall maintain a list of honorary degree recipients and the reasons for which the degree was given and the college at which they were awarded. Honorary or posthumous degrees are not equivalent to or a replacement for an earned academic degree and do not appear on transcripts.

Office of Primary Responsibility: Vice Chancellor, Education Services & Strategic Planning

Administrative Approval: August 16, 2022

BP 2110 HONORARY POSTHUMOUS DEGREES

Reference: Education Code Section 72122

The Chancellor in consultation with the District Academic Senate shall establish procedures and criteria for the award of honorary posthumous degrees. The Riverside Community College District does not currently award honorary degrees other than honorary posthumous degrees.

Honorary posthumous degrees may be awarded at commencement or some other equally appropriate time, according to the nominating and awarding process outlined in AP 2110 or as required by law. The names of persons receiving posthumous degrees must be approved by the Board of Trustees.

Date Adopted:
August 16, 2022

AP 2110 HONORARY POSTHUMOUS DEGREES

Reference: Education Code Section 72122

The Riverside Community College District does not currently award honorary degrees other than posthumous degrees meeting the criteria below.

Posthumous degrees may be conferred to recognize the academic aspirations and achievements of deceased students who were unable to complete their degrees and previously were enrolled at Riverside Community College District at a minimum threshold of 12 units listed below.

Recommendations shall include the full name of the recipient and documentation showing the completion of at least 12 semester units in residence at Riverside Community College District unless exempt pursuant to local, state, or federal law.

1. Any group or individual, on or off campus, may nominate a candidate for a posthumous degree by writing a letter to the College President describing how the candidate meets these criteria.
2. The College President shall meet with the College Vice President(s) and the President of the Academic Senate(s) for review and validation of merits. Further documentation may be requested of the person making the nomination as deemed necessary.
3. The College President in consultation with the Academic Senate will make a recommendation to the District Chancellor and Board of Trustees on the awarding of the posthumous degree.
4. Posthumous degrees are approved and conferred by the Board of Trustees. Approved posthumous degrees shall specify "Honorary" on the diploma.

At each step in this process, care must be taken to ensure confidentiality. Any discussion or recommendations of candidates for a posthumous degree shall take place in closed session (pursuant to Education Code §72122).

When a posthumous degree is conferred, the person's surviving next of kin, or another representative chosen by the person's surviving next of kin, may accept the honorary degree on the deceased person's behalf.

The district shall maintain a list of posthumous degree recipient names and the college at which they were awarded. Posthumous degrees are not equivalent to or a replacement for an earned academic degree and do not appear on transcripts.

Office of Primary Responsibility: Vice Chancellor, Education Services & Strategic Planning

Administrative Approval: **August 16, 2022**