

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Board Policies
Chapter 5 – Student Services

<u>BP 5010</u>	<u>Admissions and Concurrent Enrollment</u>
<u>BP 5015</u>	<u>Residence Determination</u>
<u>BP 5020</u>	<u>Nonresident Tuition</u>
<u>BP 5030</u>	<u>Fees</u>
<u>BP 5035</u>	<u>Withholding of Student Records</u>
<u>BP 5040</u>	<u>Student Records and Directory Information and Privacy</u>
<u>BP 5050</u>	<u>Student Success and Support Program</u>
<u>BP 5052</u>	<u>Open Enrollment</u>
<u>BP 5055</u>	<u>Enrollment Priorities</u>
<u>BP 5110</u>	<u>Counseling</u>
<u>BP 5120</u>	<u>Transfer Center</u>
<u>BP 5130</u>	<u>Financial Aid</u>
<u>BP 5140</u>	<u>Disabled Student Programs and Services</u>
<u>BP 5150</u>	<u>Extended Opportunity Programs and Services</u>
<u>BP 5160</u>	<u>Child Care Services</u>
<u>BP 5200</u>	<u>Student Health Services</u>
<u>BP 5205</u>	<u>Student Accident Insurance</u>
<u>BP 5210</u>	<u>Communicable Disease</u>
<u>BP 5220</u>	<u>Shower Facilities For Homeless Students</u>
<u>BP 5300</u>	<u>Student Equity</u>
<u>BP 5400</u>	<u>Associated Student Organizations</u>
<u>BP 5410</u>	<u>Associated Student Organizations' Elections</u>
<u>BP 5420</u>	<u>Associated Student Organizations' Finance</u>
<u>BP 5500</u>	<u>Standards of Student Conduct</u>
<u>BP 5505</u>	<u>Bullying Policy</u>
<u>BP 5510</u>	<u>Off-Campus Student Organizations</u>
<u>BP 5570</u>	<u>Student Credit Card Solicitation</u>
<u>BP 5700</u>	<u>Athletics</u>
<u>BP 5800</u>	<u>Prevention of Identity Theft in Student Financial Transactions</u>

Student Services**BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT****References:**

Education Code Sections 76000, 76001, and 76002;
Labor Code Section 3077;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Section 668.16(p)

In accordance with the “open door” mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered:

- Any person over the age of eighteen (18) and possessing a high school diploma or its equivalent.
- Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.
- The District may deny or place conditions on a student’s enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

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

Admission

Any student whose age or class level is equal to entering grade 10 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to entering grade 10 is eligible to attend as a special full-time student.

Any student entering grade 10 may attend summer session.

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

Denial of Requests for Admission

If the Board or designee denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board or designee will record its findings and the reason for denying the request in writing within sixty (60) days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

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

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

BP 5015 RESIDENCE DETERMINATION**References:**

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

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

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

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

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

Date Adopted: January 17, 2012

Date Revised : December 8, 2020

*(This is a new policy recommended by the
Policy and Procedure Service)*

Student Services**BP 5020 NONRESIDENT TUITION****References:**

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

Nonresident Tuition

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 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.

Capital Outlay Fee

The Chancellor is authorized to implement a fee in 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 fulltime equivalent students of the District in the preceding fiscal year, to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

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

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

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

See Administrative Procedure 5020.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
Date Revised: December 8, 2020

Student Services**BP 5030 FEES****References:**

Education Code Sections 76300 et seq.

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment Fee (Education Code Section 76300)

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

Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 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 Chancellor shall present to the Board for approval fees to be charged to students for student health services. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing to the Office of Admissions & Records.

Campus Center Fee (Education Code Section 76375)

The Chancellor shall present to the Board approval of fees charged to students for the use of the Campus Center. A student who is enrolled only in online courses and resides outside Santa Clara County may request an exemption through the Office of Admissions & Records.

Parking Fee (Education Code Section 76360)

The Chancellor shall present for Board approval fees for parking for students.

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

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

Physical Education Facilities (Education Code Section 76395)

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

Student Representation Fee

(Education Code Section 76060.5)

Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing at the time the student pays other fees collected by the Office of Admissions & Records.

Student Transportation Costs (Education Code Section 76361)

Students may be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

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 transcripts of students' records, or for two 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 a student who is both a citizen and a resident of a foreign country a fee to process his/her 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.

See Administrative Procedure 5030.

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Date Reviewed: December 2020

Student Services

BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

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

Date Adopted: January 17, 2012
Date Revised: December 8, 2020
(Replaces current WVMCCD Policy 5.22.4)

Student Services**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY****References:**

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

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

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

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

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

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

Directory information shall include:

- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 5.5.2)
Date Reviewed: December 2020

BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM**References:**

Education Code Sections 78210 - 78219 et seq.;

Title 5 Sections 55500 et seq.

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to increase the student's access and success by providing effective core services, including orientation, assessment and placement, counseling, and other educational planning services, and academic interventions or follow-up services for at-risk students.

The Chancellor or designee shall establish procedures to assure implementation of Student Success and Support Program services that comply with California Code of Regulations, Title 5, requirements and ensure that procedures are maintained and made known to all students by prominent inclusion in College orientation, publications and web sites.

See Administrative Procedure 5050.

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Date Reviewed: December 2020

Student Services**BP 5052 OPEN ENROLLMENT****Reference:**

Title 5 Section 51006

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

The Chancellor shall assure that this policy is published in the College catalogs and schedules of classes

See Administrative Procedure 5052.

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Date Reviewed: December 2020

BP 5055 ENROLLMENT PRIORITIES

References:

Title 5 Sections 51006, 58106, and 58108

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with California Code of Regulations, Title 5.

Date Adopted: January 17, 2012

(Replaces current WVMCCD Policy 5.4.1)

Date Reviewed: December 2020

Student Services

BP 5110 COUNSELING

References:

Education Code Section 72620;
Title 5 Section 51018

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

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

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

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020

Student Services**BP 5120 TRANSFER CENTER****References:**

Education Code Sections 66720-66744;
Title 5 Section 51027

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

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

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020

Student Services**BP 5130 FINANCIAL AID****References:**

Education Code Sections 66021.6, 76300;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

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

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

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

Misrepresentation

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

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

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

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

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
Date Reviewed: December 2020

Student Services**BP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES****References:**

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. and 56027

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

The Disabled Students Programs and Services (DSPS) Program (also known as the Disability Instructional Support Center and the Disability and Educational Support Program at the colleges) shall be the primary provider for support programs and services that facilitate equal educational opportunities as required by federal and state laws.

DSPS services shall be available to qualified students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, special classes, and academic, personal, vocational, and rehabilitation counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The District 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, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Date Reviewed: December 2020

BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References:

Education Code Sections 69640-69656;
Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020

Student Services

BP 5160 CHILD CARE SERVICES

References:

Education Code Sections 79120 et seq.

The District may provide child care services subject to applicable laws and regulations.

Date Adopted: January 17, 2012
(This is a new policy created by the Board)
Date Reviewed: December 2020

BP 5200 STUDENT HEALTH SERVICES

Reference:

Education Code Section 76401

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020

BP 5205 STUDENT ACCIDENT INSURANCE

Reference:

Education Code Section 72506

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020

BP 5210 COMMUNICABLE DISEASE

Reference:

Education Code Section 76403

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 2.10.1)
Date Reviewed: December 2020

Student Services

BP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS

Reference:

Education Code Section 76011

The Chancellor shall establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good disciplinary standing with the district.

Date Adopted: December 8, 2020

*(This is a new policy recommended by the
Policy and Procedures Service)*

Student Services

BP 5300 STUDENT EQUITY

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan. The plan may be periodically reviewed at the discretion of the Board.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 5.7.1)
Date Reviewed: December 2020

Student Services**BP 5400 ASSOCIATED STUDENT ORGANIZATIONS****Reference:**

Education Code Section 76060

The students of the District are authorized to organize student body associations. The Board hereby recognizes the Associated Student Organizations as the Mission College Associated Student Government and the Associated Students West Valley College.

The Associated Students Organizations are recognized as the official voice for the students in District and college decision-making processes. The Associated Student Organizations may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct themselves in accordance with state laws and regulations and administrative procedures established by the Chancellor.

The Associated Student Organizations shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Revised: December 8, 2020

Student Services

BP 5410 ASSOCIATED STUDENT ORGANIZATIONS' ELECTIONS

Reference:

Education Code Section 76061

The Associated Student Organizations shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Student Organizations shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020

Student Services

BP 5420 ASSOCIATED STUDENT ORGANIZATIONS' FINANCE

References:

Education Code Sections 76063-76065

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Student Organizations, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Chancellor, College President, or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

Pursuant to Education Code 76063, all money collected by a student body association or by any student club or organization of the College shall be deposited in an account insured by the Federal Deposit Insurance Corporation and credited to the appropriate organization. The District Administrative Services Office shall ensure that the collection and disbursement of funds are consistent with accounting and auditing procedures and with established District policies and procedures.

The funds of the Associated Student Organizations shall be subject to an annual audit.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 5.15.7)
Date Reviewed: December 2020

Student Services**BP 5500 STANDARDS OF STUDENT CONDUCT****References:**

Education Code Sections 66300 and 66301;
ACCJC Accreditation Standards I.C.8 and 10

The District shall enforce a student code of conduct the purpose of which is to promote and maintain orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution.

Students are subject to state and federal laws and to the specific regulations established by the District and/or each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the District. Criminal actions may also result in referral for prosecution.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the 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 shall consider any recommendation from the Chancellor for expulsion. The Board 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 on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalogs 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:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale 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 in by the college president.

- Unlawful possession, use, sale, offer to sell, or 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, 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.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, sex, gender identity and expression, nationality, race or ethnicity, religion, sexual orientation, age, or any other status protected by law.
- 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.
- Willful misconduct, which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

- Dishonesty, forgery, alteration, or misuse of college documents, records, or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression that is obscene, libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, 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 Procedures.

Also see BP/AP 5505 titled Intellectual Property.

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Date Reviewed: December 2020

BP 5505 BULLYING POLICY

References:

Education Code Sections 66300 and 66301;
Accreditation Standard II.A.7.b

The Chancellor shall establish District administrative procedures that define bullying and address the consequences of bullying in the learning environment and workplace, which shall comply with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1964 or the Americans with Disabilities Act of 1990.

Date Adopted: April 21, 2015
Date Reviewed: December 2020

BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020

BP 5570 STUDENT CREDIT CARD SOLICITATION

References:

Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

Date Adopted: January 17, 2012
*(This is a new policy recommended by the
Policy and Procedures Service)*
Date Reviewed: December 2020

BP 5700 ATHLETICS**References:**

Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The District shall maintain an organized program for men and women in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.

The Chancellor shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA), Constitution and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Date Revised: December 8, 2020

**BP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT
FINANCIAL TRANSACTIONS**

Reference:

15 U.S. Code Section 1681m(e), Fair and Accurate Credit Transactions Act
(FACT Act or FACTA)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedures Service)*

Date Reviewed: December 2020