



# COLLEGE COUNCIL AGENDA

February 25, 2021 | 2:30-4:30 pm | Zoom

## Agenda Item

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

### College Council

Quorum: 9

#### Non-Voting Members:

Dyrell Foster, President (Chair)

#### Voting Members:

Kristina Whalen, V.P. Academic Svc &

Accreditation Steering Cmte, CEMC

Anette Raichbart, V.P. Administrative Services

& Budget Development Cmte

Vacant V.P. Student Services

Rajinder Samra, IPEC

Tom Orf, CEMC, Faculty Association

Mike Ansell, Facilities & Sustainability

Titian Lish, Resource Allocation

Mike McQuiston, Technology

Kristy Woods, Guided Pathways

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate V.P.

David Rodriguez, Classified Senate President

Jean O'Neil-Opipari, Classified Senate V.P.

Saba Salehifar, LPCSG President

Esmay Elgarguri, LPCSG Vice President

Mike Alvarez, LPC SEIU

1. **Call to Order** Foster
2. **Review and Approval of Agenda (1)** Foster
3. **Review and Approval of Minutes (1/28/21) (4)** Foster
4. **Action Items**
  - Guided Pathways: Program Groupings and Titles (9) Woods
  - Facilities Rental Fees (11) Raichbart
  - BPs and APs: Foster  
*2/9/21 Chancellor's Council 1<sup>st</sup> reading*
    - BP 5010 Admissions & Concurrent Enrollment (13)
    - AP 5010 Admissions (16)
    - AP 5011 Admission & Concurrent Enrollment of HS & Other Young Students (18)
    - BP 5015 Residence Determination (26)
    - AP 5015 Residence Determination (28)
    - BP 5020 Nonresident Tuition (37)
    - AP 5020 Nonresident Tuition (39)
    - BP 5070 Attendance (43)
    - AP 5070 Attendance (44)
    - AP 5075 Course Adds & Drops (48)
    - BP 5210 Communicable Disease (50)
    - AP 5210 Communicable Disease (51)
5. **Old Business (52)**
  - COVID-19 Update Foster
  - Budget Update Raichbart
  - Separating Summer and Fall Registration Foster
  - Call to Action Update Foster
6. **New Business (53)**
  - Accreditation: Quality Focus Essay (54) Whalen/Tsubota
  - Classified Senate: Caring Campus Rec. (55) Rodriguez
  - Reopening Considerations and Plan (56) Foster
  - Enrollment/Marketing Efforts (56) Foster
  - SCFF Metrics & Funding Allocation (56) Foster
  - Institutional Capacity (56) Foster

- BPs and APs for March, 2021 Foster
  - BP 5012 International Students (57)
  - AP 5012 International Students (58)
  - AP 5013 Students in the Military (59)
  - BP 5035 Withholding of Student Records (63)
  - AP 5035 Withholding of Student Records (64)
  - BP 5040 Student Records, Director Information, and Privacy (65)
  - AP 5040 Student Records, Directory Information, and Privacy (67)
  - AP 5045 Student Records, Directory Info, Privacy (72)
  - BP 5055 Enrollment Priorities (74)
  - AP 5055 Enrollment Priorities (75)

## 7. Information Items (80)

- BPs and APs for April, 2021 Foster
  - BP 5200 Student Health Services
  - AP 5200 Student Health Services
  - BP 5400 Associated Students
  - AP 5400 Associated Students
  - BP 5410 Associated Students Elections
  - AP 5410 Associated Students Elections
  - BP 5420 Associated Students Finance
  - AP 5420 Associated Students Finance
  - BP 5430 Co-Curricular Activities
  - BP 5430 Co-Curricular Activities
  
- BPs and APs for May, 2021 Foster
  - BP 5016 Transfer of Units from Other Colleges
  - BP 5031 Instructional Materials Fees
  - BP 5031 Instructional Materials Fees
  - BP 5050 Student Success and Support Program
  - AP 5050 Student Success and Support Program
  - BP 5052 Open Enrollment
  - AP 5052 Open Enrollment
  - BP 5220 Shower Facilities for Homeless Students
  - AP 5220 Shower Facilities for Homeless Students
  - BP 5300 Student Equity
  - AP 5300 Student Equity
  - BP 5500 Standards of Student Conduct
  - AP 5500 Standards of Student Conduct
  - BP 5530 Student Rights and Grievances
  - AP 5530 Student Rights and Grievances

**8. Updates (81)**

- LPC Student Government Salehifar
- SEIU Alvarez
- Guided Pathways Committee Woods
- Faculty Association Orf
- Academic Senate Thompson
- Classified Senate Rodriguez
- VP Academic Services Whalen
- VP Administrative Services Raichbart
- VP Student Services Foster
- Accreditation Steering Committee Whalen
- Budget Development Committee Raichbart
- College Enrollment Management Committee Whalen/Orf
- Facilities and Sustainability Committee Ansell
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston

**9. Adjournment**

**10. Next Regular Meeting:** March 25, 2021, 2:30 p.m.



# DRAFT COLLEGE COUNCIL MINUTES

January 28, 2021 | 2:30 – 4:30 p.m. | Confer Zoom

## Meeting Minutes

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

### College Council

Quorum: 10

#### **Non-Voting Members:**

Dr. Dyrell Foster, President (Chair)

#### **Members Present (voting):**

Dyrell Foster, Interim V.P. Student Services

Kristina Whalen, VP Academic Svcs & Accred.

Steering Cmte

Anette Raichbart, V.P. Admin. Services & Budget Development Cmte

Rajinder Samra, IPEC

Titian Lish, Resource Allocation

Kristy Woods, Guided Pathways

Mike McQuiston, Technology

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate VP

Thomas Orf, Faculty Association

Saba Salehifar, LPCSG President

David Rodriguez, Classified Senate President

Jean O'Neil-Opipari, Classified Senate VP

Mike Alvarez, LPC SEIU

#### **Members Absent:**

Mike Ansell, Facilities & Sustainability

Esmee Elgarguri, LPCSG V.P.

### 1. Call to Order

Dr. Foster called the meeting to order at 2:31 p.m.

### 2. Review and Approval of Agenda

Mr. Kutil/Ms. Woods/motion to change Mr. Kutil's name to Mr. Orf's name in the Updates section for Faculty Association/unanimous.

### 3. Review and Approval of Minutes (12/10/20)

Mr. Kutil/Mr. Samra/one abstention.

### 4. Action Items

- Adding Degree & Career-Technical to Glossary of Terms for Mission Statement: Ms. Woods/Mr. Kutil/unanimous.
- Automotive Non-Credit Program/Mr. Kutil/Ms. Thompson/Mr. Kutil shared the modifications made to the course names/unanimous.
- BPs and APs
  - AP 4101 Independent Study
  - BP 3430 Prohibition of Harassment
  - AP 3430 Prohibition of Harassment
  - BP 3433 Prohibition of Sexual Harassment Under Title IX
  - AP 3433 Prohibition of Sexual Harassment Under Title IX
  - BP 3540 Sexual and Other Assaults on Campus
  - AP 3540 Sexual and Other Assaults on CampusMr. Kutil/Ms. Woods/one abstention.

### 5. Old Business

- COVID-19 Update: Dr. Foster shared that Alameda County is now in the purple tier, which doesn't have a great impact on LPC right now. LPC will continue to develop plans as the environment continues to improve. There is a District-Wide Reopening Task Force of which many of the College Council members participate. Ms. Whalen indicated that student athletes are being invited back to campus, with classes beginning on February 1. Only athletic students on the roster can participate. There is a safety plan in place and all athletes need to get tested. Ms. Raichbart indicated that there is a COVID-19 testing company using our facilities that will test our athletes as well.

- Budget Update: Ms. Raichbart shared the budgeted vs. actual figures for the fiscal year as of the end of December, 2020 and indicated we are right on target with an average actual total year to date of 50%. She also shared that we will be receiving additional funds for CARES, a percentage of which will go to students.
- Separating Summer and Fall Registration: Dr. Foster shared that LPC is continuing to work on the District-Wide Task Force to have separate summer and fall registration dates and a plan for implementation. There is a hope that the registration date(s) will be determined at the next meeting on Friday, February 5.
- Call to Action Update: Dr. Foster indicated he will be sending a campus-wide email update on the great work being done on the taskforce. ConnectUp, which began in the fall with volunteer coaches identified 130 students. The communication tool that worked the best was identified as Canvas. This program will continue in the spring. Dr. Foster also briefed the committee on a dedicated area for a Black Cultural Resource Center on campus and collaboration with Chabot and BEA for a series of activities for Black History Month as well as the speaker for February's Presidential Speaker Series.

## 6. New Business

- Guided Pathways: Program Groupings and Titles: Ms. Woods shared that the committee approved a new mission, which is on their web site. They are currently seeking approval on the Academic and Career Pathways, created in collaboration with campus communities including a large number of faculty and students. The Academic and Career Pathways, which she presented, will be the foundation for future communities, outreach, targeted marketing, career exploration, and course work. The goal is to roll this out before registration for summer and fall. The committee's next steps are to determine the number of students in each group, collaboration between the groups, and marketing in each group. They will also be looking at name changes, but a process needs to be defined first. This agenda item will be brought back to February's College Council meeting as an Action Item.
- Facilities Rental Fees: Ms. Raichbart indicated that the facilities rental fee structure and agreements are in the process of being updated. The fees are more in line with Chabot but still lower than many other community colleges. The terms "fee-charging" and "non-fee charging" are being replaced with "cost" and "non-profit cost." Administrative Services will continue to work with our long-term and community renters on appropriate rental fees. This agenda item will be brought back to February's College Council meeting as an Action Item.
- Shared Governance Committee Completed Tasks for 2019-20: Dr. Foster reminded the committee that the Shared Governance Committees submitted a list of their completed tasks for 2019-20 in May, 2020. The intent of College Council was to review the completed tasks to determine if the tasks supported the Committee's mission. Ms. Thompson and Mr. Samra volunteered to perform this review and bring the results back to a future College Council meeting.
- BPs and APs:
  - BP 5010 Admissions & Concurrent Enrollment
  - AP 5010 Admissions
  - AP 5011 Admission & Concurrent Enrollment of HS & Other Young Students
  - BP 5015 Residence Determination
  - AP 5015 Residence Determination

- BP 5020 Nonresident Tuition
- AP 5020 Nonresident Tuition
- BP 5070 Attendance
- AP 5070 Attendance
- AP 5075 Course Adds & Drops
- BP 5210 Communicable Disease
- AP 5210 Communicable Disease

The above BPs and APs will on the February 9, 2021 Chancellor's Council agenda for a first reading. They will also be on the February 25, 2021 agenda as an Action Item.

## 7. Information Items

- Shared Governance Committee Worksheets for 2021-22: These worksheets were submitted to each Committee Chair with a request to return to Ms. Moore by March 19, 2021 for review by College Council.
  
- BPs and APs for March, 2021 Foster
  - BP 4012 International Students
  - AP 5012 International Students
  - BP 5035 Withholding of Student Records
  - AP 5035 Withholding of Student Records
  - BP 5040 Student Records, Director Information, and Privacy
  - AP 5040 Student Records, Directory Information, and Privacy
  - BP 5055 Enrollment Priorities
  - AP 5055 Enrollment Priorities
  - BP 5130 Financial Aid
  - AP 5130 Financial Aid
  
- BPs and APs for April, 2021 Foster
  - BP 5200 Student Health Services
  - AP 5200 Student Health Services
  - BP 5400 Associated Students
  - AP 5400 Associated Students
  - BP 5410 Associated Students Elections
  - AP 5410 Associated Students Elections
  - BP 5420 Associated Students Finance
  - AP 5420 Associated Students Finance
  - BP 5430 Co-Curricular Activities
  - BP 5430 Co-Curricular Activities
  
- BPs and APs for May, 2021 Foster
  - BP 5016 Transfer of Units from Other Colleges
  - BP 5031 Instructional Materials Fees
  - BP 5031 Instructional Materials Fees
  - BP 5050 Student Success and Support Program
  - AP 5050 Student Success and Support Program
  - BP 5052 Open Enrollment
  - AP 5052 Open Enrollment
  - BP 5220 Shower Facilities for Homeless Students
  - AP 5220 Shower Facilities for Homeless Students

- BP 5300 Student Equity
- AP 5300 Student Equity
- BP 5500 Standards of Student Conduct
- AP 5500 Standards of Student Conduct
- BP 5530 Student Rights and Grievances
- AP 5530 Student Rights and Grievances

## 8. Updates

- **VP Academic Services: no update.**
- **VP Administrative Services: no update.**
- **VP Student Services:** Dr. Foster indicated that he is working with Student Services to see how services can be enhanced, including a possible virtual welcome center via Zoom so that students may get some general questions answered. A texting platform is also being explored. Outreach and recruiting efforts continue.
- **Accreditation Steering Committee:** Ms. Whalen indicated an Accreditation update was given at yesterday's Academic Senate meeting and is also planned for February's Town Meeting. The Committee had their first meeting of the spring semester and will be focusing on the latter half of Standard II.A.1 Instruction and I.B Institutional Effectiveness. An important piece of accreditation evidence, as well as reflection for the institution, will be staff and student surveys. Mr. Samra indicated that they are in the process of developing those surveys and are asking the teams who are working on each of the standards to provide a potential list of items for the surveys.
- **Budget Development Committee:** Ms. Raichbart indicated that the committee continues to meet prior to the regular PBC meetings as well as prior to the special PBC meetings. The meetings are really the beginning of our budget adoption cycles and the budget development process.
- **College Enrollment Management Committee:** Ms. Whalen indicated that Chancellor Gerhard and others from the District attended the recent CEMC meeting. Ms. Whalen indicated that LPC is used to reporting out week-to-week, but the District provided overall enrollment patterns and how far we are down. We are not seeing the enrollment patterns typical of high unemployment. The committee continued to discuss FTFs, new targets, and the number of classes cancelled. The first draft of the fall schedule is due to go out next Friday. The committee also discussed whether LPC received the FTF for the Sheriff's Academy. It was suggested this topic should be brought to the attention of VC Rowland.
- **Facilities and Sustainability Committee:** no report.
- **Institutional Planning and Effectiveness Committee:** Mr. Samra indicated IPEC will be reviewing the Integrated Planning and Budget Cycle and each of the four key processes.
- **Resource Allocation Committee:** Ms. Lish reported that the first meeting of the semester will be held next week and Dr. Foster will discuss RAC's Classified and Administration Position Recommendations. RAC will not be doing a second round of Instructional Equipment Requests due to lack of funding.
- **Technology Committee:** Per Mr. McQuiston's chat entry, the committee has not met yet this semester.
- **Guided Pathways Committee:** Ms. Woods reported that the Guided Pathways Demonstration Project will be meeting tomorrow to focus on success teams. Program Mapper is due to go live sometime this semester for students in time of registration. Career Coach has been purchased for the Career Exploration Platform. The Persistence Project with 40 instructors has already started this semester.

- **Academic Senate:** Ms. Thompson discussed the Academic Integrity at LPC document that has been in the works for several years. The document can be found at: <https://docs.google.com/document/d/11j8V00sH96O5sWVrXaJy2OKsBzAf-Pqnr3HIWBGXwXs/edit>
- **Classified Senate:** Mr. Rodriguez indicated that the Classified Senate is currently reviewing a possible recommendation regarding Caring Campus. This item will appear on February's agenda. The Senate continues to work on long-term goals. They want to improve communication and their voice, engage in relevant dialog and meaningful action. There is a need for greater professional support for Classified, they still face a lot of challenges.
- **LPC Student Government:** Ms. Salehifar shared that the Student Government had their first meeting last week and ICC had their first meeting as well. They are planning several events, including an ICC Virtual Club Fair scheduled for February 10 and 11. A coffee chat is scheduled for February 19 for students to meet their Student Government representatives and share feedback. Elections will be coming up in April. The ICC Chair position is currently vacant if anyone knows of any students who may be interested.
- **Faculty Association:** Mr. Orf indicated that Mr. Fouquet would be sending out an announcement to faculty with updates on negotiations. The F/A will be conducting evaluation trainings for faculty, one on February 11 and the other during Flex Day.
- **SEIU:** no report.

## 9. Good of the Order

Mr. Kutil shared that he's continuing the work that was started last semester in the Curriculum Committee on looking at equity-based curriculum when you are building or updating your course outlines.

Mr. Samra shared data from the National Student Clearinghouse Research Center on how well we are doing nationwide by the various sectors, including Public-4-year, Private-nonprofit 4-year, Private-for-profit 4-year, and Public-2-year. The graph shows that the Public-2-year is being hit the hardest.

**10. Adjournment:** 4:28 p.m.

**11. Next Regular Meeting:** February 25, 2021



**Academic and Career Pathways**  
**Communities of Career and Academic Support**

<b>Visual Arts, Performing Arts, and Design</b>	<b>Business, Economics, Entrepreneurship &amp; Information Technology</b>	<b>Society, Culture, &amp; Human Development</b>	<b>Language, Literature, and Communications Studies</b>	<b>Health, Wellness, &amp; Public Safety</b>	<b>Science, Technology, Engineering, Math, &amp; Environment</b>	<b>Advanced Manufacturing &amp; Transportation</b>
ART, ARHS, DANC, GDDM, INTD, MUS, PHTO, THEA	BUSN, CIS, CNT, ECON, MRKG, WRKX	ANTR, ECE, GS, HIST, HUMN, PCN, PHIL, POLI, PSYC, RELS, SOC, WMST	ASL, CMST, ENG, ESL, FREN, JAMS (MSCM), SPAN	AJ, EMS, FST, HEA (HLTH), KIN, NTRN (NUTR)	ASTR, BIO, CHEM, CS, ENGR, EVST/ENSC, GEOG, GEOL, HORT MATH, OSH/RADS, PHYS, VWT	AUTO, WLDT
<i>For Speech Forensics and Journalism Mass Communications see "Language, Literature, and Communications Studies"</i>  <i>For Humanities see "Society, Culture, &amp; Human Development"</i>	<i>For Computer Science see "Science, Technology, Engineering, Math, &amp; Environment"</i>	<i>For Art History see "Visual Arts, Performing Arts, and Design"</i>  <i>For Geology see "Science, Technology, Engineering, Math, &amp; Environment"</i>		<i>For Pre-Nursing, Pre- Med and Occupational Safety and Health/ Radiation Safety see "Science, Technology, Engineering, Math, &amp; Environment"</i>	<i>For Computer Information Systems and Computer Networking Technology see Business, Economics, Entrepreneurship &amp; Information Technology</i>  <i>For Nutrition and Public Health see Health, Wellness, &amp; Public Safety</i>  <i>For Welding Technology, see see Advanced Manufacturing and Transportation</i>	<i>For Engineering see "Science, Technology, Engineering, Math, &amp; Environment"</i>

**Academic Resources and Student Supports**

Welcome Center, Library, Tutoring, Math Learning Center, Reading & Writing Center (RAW), Smart Shops, Computer Center,  
 Career and Transfer Center, Work-based Learning

THANK YOU for the cross campus collaboration and input from campus constituent groups. This was truly an "us" thing. These initial Academic and Career Pathways allow us to start sharing our program maps with students and to begin exploration of student success teams.

**LPC DISCIPLINES**

<b>Descriptor</b>	<b>Discipline</b>		<b>Descriptor</b>	<b>Discipline</b>
AJ	Administration of Justice		GEOL	Geology
ANTR	Anthropology		GS	Global Studies
ARHS	Art History		HEA (HLTH)	Health
ARTS	Art		HIST	History
ASL	American Sign Language		HORT	Horticulture
ASTR	Astronomy		HUMN	Humanities.
AUTO	Automotive Technology		INTD	Interior Design
BIO	Biological Sciences		JAMS (MSCM)	Journalism Mass Communications
BUSN	Business		KIN	Kinesiology.
CHEM	Chemistry		MATH	Mathematics.
CIS	Computer Information Systems		MKTG	Marketing
CNT	Computer Networking Technology		MUS	Music
CS	Computer Science		NTRN (NUTR)	Nutrition
CMST	Communication Studies		OSH/RADS	Occupational Safety and Health/ Radiation Safety
DANC	Dance		PCN	Psychology-Counseling
ECE (ECD)	Early Care and Education		PHIL	Philosophy
ECON	Economics		PHTO	Photography
EMS	Emergency Medical Services		PHYS	Physics
ENG	English		POLI	Political Science
ENGR	Engineering		PSYC	Psychology
ENGR TECH	Engineering Technology		RELS	Religious Studies
ENSC	Environmental Science		SOC	Sociology
ESL	English as a Second Language		SPAN	Spanish
EVST	Environmental Studies		THEA	Theater Arts
FREN	French		VWT	Viticulture & Winery Technology
	Film Studies (no classes)		WLDT	Welding Technology
FST	Fire Service Technology		WMST	Women's Studies
GDDM	Graphic Design & Digital Media		WRKX	Work Experience
GEOG	Geography			

Facility	Notes	Fee-Charging Entity (Market Rate) Cost Per Hour	Non-Fee-Charging Entity Nonprofit Cost (Actual Cost) Per Hour
<b>GENERAL FACILITIES</b>			
Classroom (cap. 45 or less)		\$6070	\$3545
Computer Lab (varies)		\$100	\$65
Conference Room (varies)		\$7080	\$4555
Lecture Hall (cap. 106 - 175)	Rooms 2420 or 1011	\$100110	\$6575
<b>PERFORMING ARTS FACILITIES</b>			
Amphitheater w/Electricity LPC (cap. 2,000)	3 hr min + 3% gross repts	\$250275	\$200225
Amphitheater w/o Electricity LPC (cap. 2,000)		\$200225	\$175
Atrium/Lobby		\$100125	\$75
Black Box (cap. 75)	Requires Stage Technician	\$100125	\$75
Concession Stand/Ticket Booth		Flat Fee \$50	Flat Fee \$50
Green Room		\$60	\$35
Large Dressing Room (per day)		Flat Fee \$100	Flat Fee \$100
Main Theater	3 hr min + 3% gross repts Requires Stage Technician	\$200250	\$150175
Rehearsal Room		\$90	\$70
Small Dressing Room (per day)		Flat Fee \$50	Flat Fee \$50
<b>ATHLETIC FACILITIES (Athletic Facilities at LPC Noted with "R" are rented at full rate for games and 50% rate for practices.)</b>			
Athletic Room/Dance Studio		\$100	\$80
Gymnasium*	Fixed Seating: 1000	\$160180	\$110150
Locker Room/Shower Room	See Note 6, below.	\$6080	\$5070
Soccer Field			
Grass Soccer Field	Striping fee: \$250	\$200225	\$175200
Grass Soccer Field w/Lights		\$250275	\$200225
Synthetic Field*		\$150175	\$100125
Synthetic Field w/lights*		\$200225	\$125150
Swimming Pool			
Competition Pool (13 lanes, Pool House)*	The renter is responsible for providing their own lifeguard(s). A copy of current lifeguard certificate(s) must be on file w/Admin Services	\$100	\$80
Instructional Pool (6 lanes, Pool House)*		\$50	\$40
	Lifeguard Required Lifeguard Required		
Track		\$150175	\$120140
<b>OTHER FACILITIES</b>			
Parking Lot (per hour)	3 hr min.	\$150	\$100
Parking Lot (all day)		\$500	\$400
Vendor/Employer Tabling	3 hr min.	\$50	\$50
<b>STAFFING</b>			
Staffing Fees are the Same for Fee-Charging and Non-Fee-Charging Entities			
(Per Hour, 2 Hour Minimum)	Monday-Friday	Saturday	Sunday
Custodial	\$4070	\$6070	\$8090
Maintenance & Grounds	\$6080	\$90	\$120
Stage Technician	\$4070	\$6070	\$8070
Event Manager	\$50	\$75	\$100
Certified Pool Operator	\$70.00	\$80.00	\$90.00
Campus Safety	\$4070	\$6070	\$8090

Formatted: Right: 0.08", Space Before: 1.55 pt, Line spacing: Exactly 7.95 pt

**Notes:**

**NOTES:**

- 1) ~~Fee-Charging Entities are organizations that charge a fee to participate within their own organization or charge a fee to participate at Colleges.~~
- 2) ~~Non-Fee-Charging Entities are organizations that do not charge any type of fee within their organization or to participate at events held at Colleges.~~
- 3) ~~In addition to facilities fees, equipment and/or staffing fees may be charged and will be reviewed with the requester prior to event confirmation.~~
- 4) ~~Payment is due in the Business Office for the full amount of the invoice 7 business days prior to use.~~
- 5) ~~Refunds or credits for cancellations made less than 10 days prior to the event will not be given.~~
- 6) ~~Usage and/or staffing fees will apply during non-instructional days.~~
- 7) ~~Facilities are not available during holidays or College closures.~~
- 8) ~~Rental of College facilities are dependent upon availability of facilities and College staffing. Rates are subject to increase annually on July 1st based on the Consumer Price Index (CPI).~~
- 1) ~~Non-Profit Fee: Organization that can provide their non-profit status as defined by Internal Revenue Code section 501(c)(3)~~
- 2) ~~In addition to facilities fees, equipment and/or staffing fees may be charged and will be reviewed with the requester prior to event confirmation.~~
- 3) ~~Payment is due in the Business Office for the full amount of the invoice 7 business days prior to use.~~
- 4) ~~Refunds or credits for cancellations made less than 10 days prior to the event will not be given.~~
- 5) ~~Usage and/or staffing fees will apply during non-instructional days and summer months, July - August.~~
- 6) ~~Facilities are not available during CLPCCD holidays or College closures.~~
- 7) ~~Rental of College facilities are dependent upon availability of facilities and College staffing.~~
- 9) ~~8) Rates are subject to increase annually on July 1st based on the Consumer Price Index (CPI).~~

Fees are effective beginning ~~April 1, 2019~~ January 1, 2021

Formatted: Line spacing: Multiple 1.15 li

Formatted: Indent Left: 0.01", Line spacing: Multiple 1.15 li, No bullets or numbering

Formatted: Line spacing: Multiple 1.15 li

Formatted: Normal, Space Before: 0 pt, Line spacing: Multiple 1.15 li, No bullets or numbering, Tab stops: Not at 0.15"

Formatted: Character scale: 105%

**BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT**

**References:**

Education Code Sections [52620](#), [52621](#), 76000, 76001, 76002, and 76038;  
[Education Code Section 48800, 48800.5](#)

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-Part 668.16 subdivision \(p\)](#) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);~~  
[ACCJC Accreditation Standard II.C.6](#)

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

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or [Chancellor](#) 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 of Trustees 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.

The District may provide opportunities for high school students to enroll in courses at Chabot and Las Positas Colleges. The concurrent enrollment conditions and procedures for high school students to obtain credit (Education Code [Section](#) 76001) are described in the Administrative Rules and Procedures.

**Admission** – Any student whose age or class level is equal to grades 10 – 12 is eligible to attend as a special part-time student for advanced scholastic or career and technical education courses.

Any student in an adult education program administered by a school district or noncredit program administered by a community college district that is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.

Any student whose age or class level is equal to grades 10 – 12 is eligible to attend as a special full-time student.

Any student enrolled in 10 – 12 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 denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 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 Sstate 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 for the California Community Colleges.

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

The District shall provide in its policies and practices equal opportunity in the admission of students to educational programs and college activities to assure that there shall be no discrimination against any person based on the protected status categories delineated in BP/AP 3410 Nondiscrimination on the grounds of gender, gender identity, gender expression, race, color, age, religion, national origin, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or

~~based on association with a person or group with one or more of these actual or perceived characteristics.~~

The College Catalog is an official publication of the colleges. The rules, regulations, and procedures contained therein regarding students are made a part of the Administrative Procedures.

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

---

**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces former CLPCCD Policies 5124, 5126, and 5270)

## AP 5010 ADMISSIONS

### References:

Education Code Section 76000;

[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 [Part Section 668.16 subdivision \(p\) \(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended\);](#)  
[ACCJC Accreditation Standard II.C.6](#)

[Admissions procedures for the Chabot-Las Positas Community College District \(District\) are set forth in detail in the College Catalogs, available in each College's Admissions and Records Office and posted on the District website.](#)

[The District's admissions procedures reflected in the catalogs address:](#)

- [Designated authority and responsibility for the admissions process;](#)
- [Admission procedures for students over 18 with a high school diploma;](#)
- [Admission criteria and procedures for other persons who are over the age of 18 without a high school diploma; and](#)
- [Admission procedures for nonresident students that include a determination of residency status \(also see AP 5015 Residence Determination\).](#)

The Chief Student Services Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

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

---

**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~





**AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS**

**References:** \_\_\_\_\_

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

Admission criteria and procedures for younger students enrolling in the community college, pertaining to:

- Special part-time students (if applicable and as defined in Board Policy).
- Special full-time students (if applicable and as defined in Board Policy).
- Summer school students (if applicable and as defined in Board Policy).
- Agreements between school ~~d~~District(s) and community college ~~d~~District.
- Credit granted for courses.
- Limits on the number of units for which special part-time students may enroll (Education Code Section 76001 subdivision (d)).
- Procedures for denial of request for full-time enrollment, including time constraints (Education Code Section 76001 subdivision (d)).
- Procedures for recording ~~B~~Board findings and reasons for denial of a request for admission by a student identified as highly gifted.
- Procedures for assigning a low enrollment priority to special part-time or full-time students, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not displace regularly admitted students.
- Procedures for maintaining records of enrollment of these students for apportionment purposes.
- Procedures for ensuring that claims for ~~S~~state apportionment for K-12 students meet all of the following criteria:
  - The class is open to the general public
  - The class is advertised as open to the general public in one or more of the following:
    - The college catalog
    - The regular schedule of classes
    - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

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

The District may provide opportunities for students enrolled in high school courses to enroll concurrently in courses at either college for credit. To be considered for admittance as a **special part-time student**, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. To be considered for admission as a **special full-time student**, the student must meet the eligibility standards as established in Education Code Section 48800.05. The concurrent enrollment conditions and eligibility requirements for high school students are herein described.

### **1. Conditions of Enrollment**

- a. The colleges may determine which student shall be admitted. Such decisions shall be based on:
  - i. completion of course prerequisites
  - ii. appropriateness of the course(s) requested
  - iii. students who are concurrently enrolled will be accommodated on a space available basis.
- b. High school students will be held to the same academic standards as any other college student enrolled in the class.
- c. High school students will remain a member of the high school. High school students will not be permitted to enroll in more than 11 units per semester.
- d. High school students will arrange for transportation to and from the college.
- e. High school students will attend the high school for at least the minimum high school day.
- f. High school students will purchase the required books and supplies for the college course(s).
- g. High school students will provide grade reports to their high school counselor or principal.

### **2. Eligibility of Students**

To be eligible for concurrent enrollment, students must:

- a. be concurrently enrolled in high school.
- b. be authorized by the high school principal and counselor to pursue specific courses.
- c. have written parental approval secured in advance by the high school.
- d. secure approval from the affiliated local school district if the student is home schooled.

### **3. Procedures for Enrollment**

The college will inform the high schools about the process that high school students must follow for concurrent enrollment. The college will also develop with each high school district a policy related to high school students receiving credit

for completed courses at either college. High school credit is determined by the student's high school district.

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

- application for admission;
- written and signed parental or guardian consent;
- written and signed approval of [the student's](#) principal; (Note: Home schooled students shall secure approval from the affiliated local school district.);
- current high school transcript;
- demonstration that the student is capable of profiting from instruction.

The Chief Student Services Officer has the authority to make the final decision whether a student can benefit from instruction.

All required documents shall be submitted to the Admissions and Records Office.

**High School Students:** For students attending high school, the Admissions and Records Office will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Chief Student Services Office shall be final.

This determination may be done by (one or more of the following options):

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with [the Chief Student Services Officer or designee;](#)
- consideration of the welfare and safety of the student and others; or
- consideration of local, state, or federal laws.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

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

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

**Middle and Lower School Students:** For students attending middle and lower schools, the determination shall be made by [the Chief Student Services Officer.](#) The school must

provide transcripts and a letter signed by the principal indicating how in their opinion the student can benefit from instruction. The Chief Student Services Officer will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Chief Student Services Officer shall be final. Once a decision has been made, the student, their parent or guardian, and the school principal shall be informed of the decision. This determination may be done by applying the following criteria (one or more of the following options):

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with the Chief Student Services Officer or designee;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; or
- times the class(es) meet and the effect on the safety of the minor.

Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

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

### **College and Career Access Pathways (CCAP)**

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

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting a CCAP partnership agreement, the governing board of each district, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district

shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and

- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

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

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a plan by the participating community college district to ensure all of the following:
  - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
  - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
  - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.

- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- specify both of the following:
  - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

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

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

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

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

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

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

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

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

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

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)
- Child development center fees (Education Code Section 79121)

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

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

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

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



- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

Also see BP/AP 5010 Admissions and Concurrent Enrollment, BP/AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

---

**Approved:** March 18, 2014

**Revised:**

(~~This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedures 5124 and 5270)

## BP 5015 RESIDENCE DETERMINATION

### References:

Education Code Sections 68040, [68086](#), and 76140;  
Title 5 Sections 54000 et seq.

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

A resident is a 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.

Pursuant to Title 5 Section 54020, in order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple ~~his or her~~their physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

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.

With the exception of certain impacted health science and indentured apprentice programs, all Chabot-Las Positas Community College District course offerings are open to California residents who are otherwise eligible to attend. Out-of-state and international students are eligible for admission, but subject to payment of nonresident tuition.

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

---

**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces former CLPCCD Policy 5120)

## AP 5015 RESIDENCE DETERMINATION

### References:

Education Code Sections 68000 et seq., ~~68130 et seq.~~ 68130.5, and ~~68074-68075.7, and 68086;~~

Title 5 Sections 54000 et seq.;

38 U.S. Code Section 3679

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

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend. ~~In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.~~
- Residence classification is the responsibility of the College Admissions & Records Office.

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

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

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto on the residency page of the college Admissions & Records webpage, overseen by the Admissions & Records administrator.

### Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.

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

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

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

### **Determination of Resident Status**

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

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the Sstate the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until ~~he/she has resided~~residence in the Sstate meets the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this Sstate, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
  - He/she/they holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
  - He/she/they holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
  - He/she/they is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
  - A student holding a valid emergency permit authorizing service in the public schools of this Sstate, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any Sstate agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any Sstate agency may be entitled to resident classification, until the student has resided in the Sstate the minimum time necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this Sstate on active duty and is attending at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this Sstate, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she/they remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this Sstate ~~on active duty~~, except a member of the Armed Forces assigned for educational purposes to a Sstate-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this Sstate, the student shall not lose his/her resident classification, so long as he/she/they remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and the veteran's dependents, regardless of the veteran's state of residence is/are entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- ~~A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.~~
- ~~A student who is a minor and resides with his or hertheir parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter, or term for which the student proposes to attend.~~
- ~~A student who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.~~
-

- ~~A student who is entitled to transferred Post 9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.~~
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this SSstate as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has residedresidency in the Sstate meets the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this Sstate for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his-Sstate or federal personal income tax return if he/she/they has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the Sstate for three or more years, and upon enrollment, will be in his/her/their first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intendsintention to establish residency in California as soon as possible.
- A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-181 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who, upon entering the United States, settled in California, shall be exempt from paying the nonresident tuition fee required by Education Code



Section 76140 for the length of time ~~he/she lives~~residing in this Sstate up to the minimum time necessary to become a resident.

**Right ~~T~~To Appeal** – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 subdivision (a)). Any student, following a final decision of residence classification by the College Admissions & Records Office may make written appeal to the Chief Student Services Officer within 30 calendar days of notification of final decision by the college regarding classification.

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

The Chief Student Services Officer shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Chief Student Services Officer shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

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

Petitions are to be submitted to the Admissions Office.

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

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

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

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for State and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made and in any of the three calendar years prior to the year the reclassification application is made;
- Has not and will not receive more than seven-hundred fifty dollars (\$750) per year in financial assistance from a parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification; and
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

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

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

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

The Chief Student Services Officer will make a determination, based on the evidence and notify the student not later than 14-30 days of receipt of the petition for reclassification.

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

**Non-Citizens** – The District will admit any non-citizen who is 18 years of age or a high school graduate.

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

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

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet one of the following requirements:

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

Additionally, the following requirements must be met:

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

Documents and information obtained in implementing this exemption are confidential.

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

[Also see BP/AP 5010 Admissions and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AP 5012](#)

International Students, AP 5013 Students in the Military, BP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

---

**Approved:** March 18, 2014

**Revised:** ~~Edited:~~ August 21, 2018

**Revised:**

Student Services

BP 5020 NONRESIDENT TUITION

References: \_\_\_\_\_

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

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

Not later than ~~February~~ 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 Sstate regulations and/or the California Community College Attendance Accounting Manual.

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

**1. Nonresident Tuition**

International students and students classified as nonresidents of the State of California shall be charged nonresident tuition. Nonresident tuition is calculated annually by the District Business Services Office.

**2. Determination of Residence**

Residence for the purpose of community college attendance shall be determined in accordance with the provisions of the Education Code and Title 5 of the California Administrative Code.

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

**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces ~~current-former~~ CLPCCD Policy 5122)



## AP 5020 NONRESIDENT TUITION

### References: \_\_\_\_\_

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

The Chabot-Las Positas Community College District (District) Chancellor shall ensure that District procedures for nonresident tuition will comply with legal references cited below and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education.

### Exemptions, ~~including~~ include:

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

- Upon enrollment, will be in their first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating intention to establish residency in California as soon as possible.
- Any nonimmigrant aliens granted “T” or “U” visa status under title 8 U.S. Code Section 1101 subdivision (a)(15)(T)(i) or (ii), or section 1101 subdivision (a)(15)U(i) or (ii), respectively, who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
    - completion of a questionnaire form prescribed by the California Community Colleges Chancellor’s Office verifying eligibility for this nonresident tuition exemption.
- A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.

Further Nonresident Requirements include:

- A requirement that t~~T~~he nonresident tuition fee be set not later than February March 1 of each year.
- A requirement that t~~T~~he calculation shall reflect the current expense of education calculated according to the Budget and Accounting Manual.
- The need to address e~~E~~xemptions, if any, due to reciprocity with bordering states.
- The applicable p~~P~~rocessing fees, if any, for international students.
- A requirement that t~~T~~he calculation shall include the expense of education in the preceding fiscal year.
- A requirement that t~~T~~he calculation shall reflect fees in contiguous Districts.
- A requirement that t~~T~~he calculation shall provide for students enrolled in more or less that 15 units per term.
- The posting of a notice listing persons exempt from paying nonresident tuition on the District’s website.

**1. Authority to Determine Residence**

The Admissions and Records Office is authorized to evaluate information presented by any applicant for admission and make determinations of residence for the purpose of charging a non-residence fee.

Such authorization includes authorization to establish required procedures including the printing of required residence questionnaires. Said document(s) must ascertain both the act and the intent of a student to establish and maintain California residency.



**2. Appeal of Residency Determination**

A student may appeal the residency determination to the Chief Student Services Officer. Unique cases may be referred by the Chief Student Services Officer to the legal staff of the Chancellor's Office of the California Community Colleges for consideration.

**3. Amount of Nonresident Fee**

The tuition fee per credit shall be determined by the Board on or before [February March](#) 1 of each year in accordance with the provisions of the Education Code. This fee will be a per-unit charge.

**4. Disposition of Fees Collected**

All fees collected shall be deposited to the credit of general fund of the District.

**5. Collection of Fees in Advance**

Nonresident fees are due and payable on or before the first day of instruction for each semester or term and shall be based upon the number of units for which the student is enrolled.

**6. Nonpayment of Fees**

Students failing to pay required fees shall be excluded from classes and all activities of the college.

**7. Admission in Error**

Nonresident students subject to payment of nonresident tuition fees who have been admitted to a class or classes in error without payment of the fee shall be excluded from such class or classes upon notification pending payment of the fee.

**8. Admission by Falsification**

Nonresident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification.

Students excluded because of falsifications shall not be readmitted during the academic semester or session from which they were excluded, nor shall they be admitted to any following academic semester or session until all previously incurred tuition obligations are paid. Said student may be subject to disciplinary action as determined by the Chief Student Services Officer.

**9. Collection of Fees**

Following ~~falsification~~, ~~It shall be the policy of~~ the District ~~to shall~~ vigorously pursue collection of nonresident fees, payment of which was avoided by falsification. The Chancellor is authorized to initiate action or to request the County Counsel to initiate action in appropriate courts of law in order to collect fees.

## 10. Refunds

- a. **Erroneous Determination of Nonresident Status** If a student is erroneously determined to be nonresident and, consequently, a tuition fee is paid, such fee is refundable in full, provided acceptable proof of residence is presented within the academic year for which the fee was paid.
- b. **Official Withdrawal or Reduction of Program** – Nonresident students officially withdrawing from enrollment or reducing their programs may have a portion of their tuition fee refunded in accordance with the following schedule (see Paragraph 11). Refunds shall not exceed the amount of tuition paid and will be processed only when accompanied by the receipt issued at the time of payment.

Approximately two weeks will be required to process requests for refund of tuition.

## 11. Refund Schedule

Refund of tuition fees by reasons of program reductions or withdrawal from the college will be made in accordance with the schedule indicated below:

<b>Date of Withdrawal or Reduction in Program</b>	<b>Refund</b>
Prior to the first day of instruction in a regular semester or session	90%
During the first week of instruction for a regular semester, session or its equivalent for a session	75%
After NGR period* for a session	None

\*First 20% of a session

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

---

**Approved:** March 18, 2014

**Revised:** ~~Edited~~ November 20, 2017

**Revised:** \_\_\_\_\_

Student Services

**BP 5070 ATTENDANCE**

**References:** \_\_\_\_\_

Title 5 Sections 58000 et seq.

**Attendance Accounting**

The District complies with State attendance accounting regulations as published in the Education Code, in Title 5 (the Administrative Code), and in the Student Attendance Accounting Manual (a State—California Community Colleges Chancellor's Office publication). ~~The procedures for this policy are included in the Administrative Procedures.~~

**Student Attendance**

Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control as defined in law.

Also see BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, AP 5070 Attendance, and AP 5075 Course Adds and Drops.

---

**Adopted:** June 17, 2014

**Revised:** \_\_\_\_\_

(~~This policy r~~Replaces former CLPCCD Policy 5128)

**AP 5070 ATTENDANCE**

**References:** \_\_\_\_\_

Title 5 Sections 58000 et seq.

The District shall comply with State attendance accounting regulations as published in Education Code, Title 5, and the California Community Colleges Chancellor's Office Student Attendance Accounting Manual. Attendance records shall be maintained by faculty prior to census according to rules and regulations prescribed by the Board of Governors of the California Community Colleges. The only official rosters for all classes are the records stored on the District's student information system. Prior to census, each faculty member shall verify class rosters and drop students who never attended. Daily attendance records for each student shall be maintained by faculty teaching courses designated as positive attendance courses. Additionally, faculty are responsible for maintaining these records and inputting student attendance hours into the District's student information system.

District attendance accounting includes:

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

- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

## 1. Attendance Accounting

- Enrollment Documentation** - The administrator responsible for attendance records will retain enrollment source documents for three years or if audited, until resolution.
- Attendance Documentation**
  - Census Procedure** - Census reports which reflect class enrollments as of the one-fifth (1/5) period of each term are submitted by instructors for those classes so designated.
  - Positive Attendance Procedure** - A record of actual hours of attendance will be submitted by instructors for students attending courses so designated. Forms and directions for complying with these requirements will be initiated by the administrator responsible for attendance records.
- Adds and Drops (Withdrawals)**
  - Adds** - A student may add a course only during the designated add/drop period. The only exceptions to this policy are adds into courses designated as open entry/open exit or short term graded courses.
  - Drops** - Information regarding Withdrawal from a class – The withdrawal data will be retained to verify withdrawal from classes. The date of the student or instructor initiated withdrawal will appear on this document. A drop may be initiated at any point during a semester or session. The student grade record assigned will be in accordance with the parameters set forth in Title 5 based on the time at which the drop was requested. Grade assignment or no grade record (NGR) are assigned based on the parameters set forth in Title 5. Class termination past Title 5 deadlines for assigning a “W” (withdrawal) grade, will be based on extenuating circumstances as also defined in Title 5. The drop periods as described above will be prorated for short-term graded and summer session courses.

## 2. Faculty Responsibility for Attendance Accounting

- Faculty members will ensure that their census reports reflect enrollments as of twenty percent (20%) of the class meeting. Positive attendance records will reflect actual hours of attendance for each student. All faculty members must follow attendance accounting procedures as reviewed in orientations and in correspondence which accompany attendance documents.

## 3. Audit Trail Documentation

- All course enrollment, attendance and disenrollment records will be managed and retained in accordance with Education Code and Title 5 regulations.

i. **Required Tabulations** - For each reporting period, the District will submit data for the following attendance categories and subsets thereof:

1. census week procedure courses scheduled during each term;
2. a work experience subset of the census courses;
3. an independent study subset of the census courses;
4. positive attendance procedure courses scheduled during each term;
5. an in-service training (police and fire science) subset of the positive attendance courses;
6. a separate tabulation of apprenticeship contact hours;
7. a separate tabulation of contact hours generated in noncredit courses.
8. daily census procedure courses scheduled during each term.

These reports are produced for each campus college, as well as for the entire District.

ii. **Required Data Elements** - All data elements, as mandated by Title 5 and listed in the California Community Colleges Chancellor's Office Student Attendance Accounting Manual, are contained in the official student attendance records of Chabot College. These are readily available for review as required by law. Census and positive attendance hours and related data elements are reported both by student and by class section.

#### 4. **Computation and Reporting of State Supported FTES**

a. **Computation of FTES** - Two standard formulae are used to compute FTES. These are known as the census and the positive attendance formulae.

Apportionment for apprenticeship courses is calculated by employing a third accounting method which allocates funds on a "per hour" as opposed to an FTES basis. Specific formulae for these procedures are found in both Title 5 and in the revised California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

b. **Reporting of FTES** - FTES is reported to the California Community Colleges Chancellor's Office for each required computation period on the CCFS-320. Apprenticeship hours are reported on the CCFS-321 report.

[Also see BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, BP 5070 Attendance, and AP 5075 Course Adds and Drops.](#)

---

**Approved:** March 18, 2014

**Revised:** \_\_\_\_\_

(~~This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedure 5128)

## AP 5075 COURSE ADDS AND DROPS

### References: \_\_\_\_\_

Title 5 Sections 55024 and 58004

### Adding Courses

Students may add classes through the registration period.

After the registration period concludes, classes may only be added by formal request from the student to the instructor of record.

### Withdrawals (Title 5 Section 55024)

-Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 30% prior 20% of the term, whichever is less, will receive no notation on their academic record.

Faculty members shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students.

“Inactive students” include:

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

A student will be permitted to withdraw from a class and receive a “W” no more than three times. In the case of multiple withdrawals, the District offers counseling services as its intervention program.

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, and the official designated approves such after a review of a petition submitted by the student.

~~The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times.~~



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

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

~~Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols, as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.~~

---

**Approved:** March 18, 2014

**Revised:** ~~Edited~~ August 21, 2018

**Revised:** \_\_\_\_\_

---

Student Services

**BP 5210 COMMUNICABLE DISEASE – STUDENTS**

**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.

Also see [BP/AP 5200 Student Health Services](#), [BP 5205 Student Accident Insurance](#), [AP 5210 Communicable Disease – Students](#), and [BP/AP 7330 ~~titled~~ Communicable Disease – Employees \(related to employees\)](#)

---

**Adopted:** June 17, 2014

**Reviewed:**

(~~This policy r~~Replaces [former](#) CLPCCD Policy 2318)

Student Services

AP 5210 COMMUNICABLE DISEASE – STUDENTS

Reference:—

Education Code Section 76403

The District fully cooperates with county and state health officers in measures deemed necessary for the prevention and control of communicable disease and to comply with any immunization program required by the California Department of Health Services regulations.

Protocols and standardized procedures for the prevention and response to outbreaks of communicable disease are contained in the following documents which are on file and available for review in the Health Services Offices:

- Health Services Standardized Protocols
- Pandemic Response Plan
- Emergency Operations Plan
  
- ~~Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students~~
- ~~Compliance with any immunization program required by State Department of Health Services regulations.~~

Also see BP/AP 5200 Student Health Services, BP 5205 Student Accident Insurance, BP 5210 Communicable Disease – Students, and BP/AP 7330 Communicable Disease – Employees.

---

**Approved:** March 18, 2014

**Revised:**

~~(This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedure 2318)

## **Old Business**

- COVID-19 Update Foster
- Budget Update Raichbart
- Separating Summer and Fall Registration Foster
- Call to Action Update Foster

## New Business

- Accreditation: Quality Focus Essay Kristina Whalen & Jin Tsubota
- Classified Senate: Caring Campus Recommendation Rodriguez
- BPs and APs: Foster  
*2/22/21 SLT*
  - BP 5012 International Students
  - AP 5012 International Students
  - AP 5013 Students in the Military
  - BP 5035 Withholding of Student Records
  - AP 5035 Withholding of Student Records
  - BP 5040 Student Records, Directory Info, Privacy
  - AP 5040 Student Records, Directory Info, Privacy
  - AP 5045 Student Records, Challenging Content & Access Log
  - BP 5055 Enrollment Priorities
  - AP 5055 Enrollment Priorities

## **New Business**

- Accreditation: Quality Focus Essay

Whalen/Tsubota

[https://docs.google.com/document/d/1c1q\\_bx5vj-wHXgc2CQ-gwRbM\\_fA3H\\_gzPQjQhrZSFZU/edit?usp=sharing](https://docs.google.com/document/d/1c1q_bx5vj-wHXgc2CQ-gwRbM_fA3H_gzPQjQhrZSFZU/edit?usp=sharing)

Classified Senate:

Approved Recommendation

*The Classified Senate recommends that Las Positas College bring Caring Campus to our campus, as facilitated by the Institute for Evidence-Based Change, to enrich and elevate the contributions of classified professionals.*

## **New Business**

- **Reopening Considerations and Plan** **Foster**
- **Enrollment/Marketing Efforts** **Foster**
- **SCFF Metrics & Funding Allocation** **Foster**
- **Institutional Capacity** **Foster**



**BP 5012 INTERNATIONAL STUDENTS**

**References:**

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

International ~~s~~Students from foreign countries may enroll in the colleges. The Chancellor shall establish administrative procedures to address conditions for the enrollment of ~~i~~International students ~~are included in the Administrative Procedures.~~

---

**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces former CLPCCD Policy 5125)

## AP 5012 INTERNATIONAL STUDENTS

### References:

Education Code Sections [76140 subdivision](#), 76141 and 76142;  
Title 5 Section 54045;  
Title 8, U.S. Code Sections 1101, et seq.

The District will admit ~~i~~International ~~s~~Students under the following conditions:

1. Admission and enrollment procedures regarding international student applicants shall be maintained pursuant to applicable Title 5 and Education Code Sections and within the guidelines established by United States [Customs and Immigration Services Department of Homeland Security](#).
2. Students seeking admission shall:  
a) provide evidence of having completed the equivalent of a U.S. high school education or be a minimum of 18 years old; ~~b) use the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System); or c and b)~~ proof of English language proficiency through an accepted English Language proficiency exam such as TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) to that demonstrates the student will benefit from instruction; and ~~d)~~ be able to show means of adequate financial support and medical care.
3. ~~We encourage international students are encouraged to live within the District as they must be sponsored by a local resident(s).~~
- 4.3. \_\_\_\_\_ The actual number of international students admitted will be contingent upon the District's ability to provide services as required.
- 5.4. \_\_\_\_\_ International students shall be required to pay tuition at a rate approved by the \_\_\_\_\_ Board of Trustees.

The nonresident tuition fee is calculated by District Business Services annually.

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

Approved: March 18, 2014

**Revised:**

~~(This new procedure replaces current Administrative Rules and Procedures 5125)~~

## AP 5013 STUDENTS IN THE MILITARY

### References:

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

### Residence Determinations for Military Personnel and Dependents

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

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty ~~and is in attendance at, or has been admitted to, the District, or of a member who, on or after September 11, 2001, died in the line of duty while serving on active duty who resides in California~~ shall be entitled to resident classification. Such student shall retain resident classification ~~if in cases of he/she is thereafter transferred on military orders order transfer~~ to a place outside of California, so long as the student remains continuously enrolled in the District.

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

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

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

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

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

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

### **Withdrawal Policies/Processes for Members of the Military**

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

Military member who must stop attending Chabot College or Las Positas College due to deployment and/or who are reassigned to a different station of duty/post, will be allowed readmission to the district without penalty. In all cases, the District complies with federal guidelines in regards to educational access for members of the military.

~~Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.~~

Also see BP/AP 4230 Grading and Academic Record Symbols, BP/AP 5015 Residence Determination, and AP 5075 Course Adds and Drops.

---

**Approved:** March 18, 2014

**Edited:**            November 20, 2017

**Revised:**

**BP 5035 WITHHOLDING OF STUDENT RECORDS**

**Reference:**

Title 5 Section 59410

Students or former students who have received official notification (college-assigned email address or via U.S. mail) that they have failed to pay a proper financial obligation shall have ~~grades, transcripts, diplomas,~~ and registration privileges withheld.

Whenever a student is delinquent through failure to comply with college procedures, to pay debts, or to return property owned by the college, ~~that the~~ student's records will be placed on hold. A student whose records are placed on hold shall not be allowed to:

1. ~~to~~ register for subsequent terms of instruction or  
~~to receive transcripts of work completed; or~~
2. ~~to~~ receive other services in the college which relate to ~~his/ or her/~~their records.

When the student has cleared his/her/their obligation with the college, the hold/s placed  
~~ing of his/ or her/their records~~ shall be removed.

Also see AP 5035 Withholding of Student Records.

---

**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces former CLPCCD Policy 5311)

## AP 5035 WITHHOLDING OF STUDENT RECORDS

**Reference:**

Title 5 Section 59410

The Admissions and Records Office may withhold ~~grades, transcripts, diplomas,~~ and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given official notification (college-assigned email address or via U.S. mail) and the opportunity to explain if the financial obligation is in error.

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

[Also see BP 5035 Withholding of Student Records.](#)

---

**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~



**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND  
PRIVACY**

**References:**

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.;

[Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#)

Formatted: Indent: First line: 0.5"

~~[Family Educational Rights & Privacy Act \(Section 438, PL 93-380, 1974\);](#)~~

~~[U.S. Patriot Act;](#)~~

~~[Civil Code Section 1798.85](#)~~

~~[20 U.S. Code Section 1232g subdivision \(i\);](#)~~

~~[ACCJC Accreditation Standard II.C.8](#)~~

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~~them maintained by the District.

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

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

Directory information shall include:

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

Also see BP/AP 3300 ~~itled~~ Public Records; ~~and~~ BP/AP 3310 ~~itled~~ Records Retention and Destruction; AP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.

---

**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces ~~former~~ CLPCCD Policies 5310 and 5511)

**AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND  
PRIVACY**

**References:**

Education Code Sections ~~74094~~ 66093.3 and 76200 et seq.;  
Title 5 Sections 54600 et seq. and 59410;  
[Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#)  
~~U.S. Patriot Act~~;  
Civil Code Sections 1788.90 et seq. and 1798.85;  
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);  
ACCJC Accreditation Standard II.C.8

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

**Collection and Retention of Student Information**

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

The [Admissions and Records Department](#) shall maintain District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

Commented [TFR1]: Discussion point for SLT: "maintain" and "appropriate"

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

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

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities; and
- That opting out is the students' only way to prevent the release of directory information.

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

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

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

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

District Campus Safety departments shall not inquire into an individual's immigration status for immigration enforcement purposes.

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

**Release of Student Records:**

No instructor, official, employee, or Board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. A Records Release Form is available in the Admissions and Records Office.
- "Directory information" may be released in accordance with the definitions in BP 5040 ~~titled~~ Student Records, Directory Information, and Privacy.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office ~~of~~ for Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that

audit, evaluation, and enforcement of federal legal requirements. Requests for student records and/or directory information shall be submitted to the Admissions and Records Administrator.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

#### **Access to Student Records for Immigration Enforcement Purposes**

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

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

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

- Contact: Office of the College President to review and respond to a request for student records.
- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- District shall provide a set of responses for personnel to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the Office of the College President, District personnel shall take the following action steps in response to an officer from outside of the District requesting access to student records:

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

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

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

#### **Charge for Transcripts or Verifications of Student Records:**

A student/former student shall be entitled to two free copies of the transcript of their record or up to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by them, at the rate of \$0 per copy. Students may request special processing of a transcript. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

**Commented [TFR2]:** Need to ensure. Chabot's student privacy protocols: <https://www.chabotcollege.edu/admissions/student-privacy.php>

**Commented [TFR3]:** Follow up item for SLT.

**Commented [TFR4]:** Relates to third bullet above.

### Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

### Use of Social Security Numbers

The District shall not do any of the following:

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

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

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual ~~that he/she has of~~ the right to stop the use of ~~his/her~~their social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

[Also see BP/AP 3300 Public Records; BP/AP 3310 Records Retention and Destruction; BP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.](#)

---

**Approved:** March 18, 2014

**Revised:** \_\_\_\_\_

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

## AP 5045 STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG

### References:

Education Code Sections 76222 and 76232;  
Title 5 Section 54630

### Challenging Content

Any student may file a written request with the Chief Instructional Officer to correct or remove information recorded in ~~his/her~~their student records that the student alleges to be:

- 1) inaccurate;
- 2) an unsubstantiated personal conclusion or inference;
- 3) a conclusion or inference outside of the observer's area of competence; or
- 4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Chief Instructional Officer shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Chief Instructional Officer shall then sustain or deny the allegations.

If the Chief Instructional Officer sustains any or all of the allegations, ~~he/she~~they shall order the correction or removal and destruction of the information. If the Chief Instructional Officer denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing.

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

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



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

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

### **Access Log**

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

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

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

[Also see BP/AP 5040 Student Records, Directory Information, and Privacy.](#)

---

**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

**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 Title 5 regulations.

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

---

**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces former CLPCCD Policy 5127)

Student Services

AP 5055 ENROLLMENT PRIORITIES

References: \_\_\_\_\_

Education Code Sections 66025.8, ~~and 66025.9,~~ and 66025.92;  
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP ~~and~~ AP 4260 ~~titled~~ Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

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

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

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
- A foster youth, former foster youth, homeless youth, or former homeless youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKs.
- A student who is a Tribal TANF recipient.

The following students will have priority for enrollment:

- College priority groups, such as athletes, student government representatives, TRIO, and international students who have completed orientation, assessment, and developed student education plans.
- First time students who have completed orientation, assessment, and developed student education plans.
- Continuing students, who [have not lost registration priority](#), as defined in these policies and procedures.

~~Students will have the following registration priority, in the order of priority listed below:~~

- ~~Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code Section 66025.8 or as a foster youth, former foster youth or youth who are homeless pursuant to Education Code Section 66025.9; students who are receiving services through CalWORKs; and students who are Tribal TANF recipients.~~
- ~~Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;~~
- ~~Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who have completed orientation, assessment, and developed student education plans.~~

These registration priorities do apply to courses offered during summer or intersessions.

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

- Is placed on academic or progress probation or any combination thereof as defined in ~~these BP/ and AP 4250~~ [titled Probation, Dismissal, And Readmission](#) for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.

### **Summary of Key Enrollment Limit Topics**

The table below provides an overview of the Title 5 regulations on repetition and withdrawals and corresponding enrollment and apportionment limitations. The purpose of this section is to provide an at-a-glance summary of the key regulatory topics on enrollment limits addressed in this document. (From the California Community Colleges Guidelines for Title 5 Regulations on Repeats and Withdrawals adopted by the Board of Governors on July 11, 2011 and effective October 12, 2011)

Regulatory Provision	Enrollment Limit for Student	Enrollment Limit for Apportionment (58161)	Summary
1. Apportionment Limit on Enrollment in Nonrepeatable Courses (55024)(a)(9), (55040), (58161)	3 enrollments +1 (petition required if district policy allows it)	3 enrollments + 1 (petition required if district policy allows it)	A student may enroll in the same credit course a maximum of 3 times. Districts may permit one additional funded enrollment on an appeal basis if a student needs to repeat due to significant lapse of time or due to extenuating circumstances relating to verified cases of accidents, illness, or other circumstance beyond the student's control. Districts can allow additional enrollments on an appeal basis without claiming apportionment. [55024(a)(9), 58161(e)]
2. General Rule on Repetition where Satisfactory Grade Received	1 enrollment	1 enrollment	Student receiving a satisfactory grade may not repeat a course (unless another rule allows it). [55042(b)]
3. Substandard Grade (55042)	Initial enrollment, plus 2 repeat enrollments	3 enrollments+1	A student receiving a substandard grade has two opportunities to repeat a course to alleviate the substandard grade. Districts may permit an additional enrollment on a petition basis for extenuating circumstances (if a student received an evaluative symbol) and claim apportionment for that enrollment. The first two substandard grades may be excluded in computing the student's GPA. (55042)
4. Significant Lapse of Time (55043)	1 enrollment	1 enrollment	District may permit a student who previously received a satisfactory grade to repeat a course due to significant lapse of time. Significant lapse of time is defined by district policy. [55043(a)(1)] Until new regulations are adopted to establish a timeframe for significant lapse of time, the Chancellor's Office recommends that districts define it as a period of no less than 36 months since the last satisfactory grade was obtained. Prior grade and credit may be disregarded per district policy. [55043 (c)]
5. Extenuating Circumstances (55045)	1 enrollment	1 enrollment	District may permit a student to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control. District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. [55045 (b)]

6. Special Course Repetition (56029)	No limit if conditions of 56029 met	No limit if conditions of 56029 met	District may permit a student with a disability to repeat a Special Course any number of times if it is determined that such repetition is required for that person as a disability-related accommodation. District policy may allow previous grade and credit to be disregarded in computing the student's GPA. [55040(c)(7)]
7. Extraordinary Conditions Withdrawal (55024(a)(10))	No limit if authorized by the district and extraordinary conditions met	No limit if authorized by the district and extraordinary conditions met	District policy may provide for a student to withdraw without a "W" notation if it is due to fire, flood or other extraordinary condition and the withdrawal is authorized by the district (55024, 58509), or if a district is unable to keep the college open for at least 175 days due to fire, flood, epidemic, emergency created by war, or other major safety hazard. (58146)
8. Legally Mandated Training (55041(b))	No limit if condition of 55041(b) met	No limit if condition of 55041(b) met	May be repeated for credit any number of times, "if necessary to meet legally mandated training requirements as a condition of paid or volunteered employment." [55041(b)]
9. Military Withdrawal (MW) (55024(d)(1))	No limit	No limit	A student who is on active or reserve duty in the U.S. military service who receives orders compelling withdrawal, may do so. Upon verification of orders, the MW may be assigned even if the time period established by the district for withdrawal has passed. [55024(d)(1)]

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP ~~and~~ AP 4230 ~~titled~~ Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Chief Student Services Officer. Students enrolled in high unit majors or programs as designated by the Chief Student Services Officer.

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

**Appeal of Loss of Enrollment Priority**

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student, or when a student with a disability

applied for, but did not receive a reasonable accommodation in a timely manner. The Chief Student Services Officer or his/her/their designee will determine the appeal in his/her/their sole discretion.

The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

[Other local enrollment priorities are listed below, based on Title 5 Section 58106 Limitations on Enrollment.](#)

- [Limiting enrollment to first come, first served, or other non-evaluative selection techniques;](#)
- [In the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;](#)
- [Limiting enrollment to any selection procedure expressly authorized by statute;](#)
- [Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.](#)

Additional local enrollment priorities have been established across the District and are reflected in the schedule of classes.

[Also see BP/AP 5052 Open Enrollment and BP 5055 Enrollment Priorities.](#)

---

**Approved:** March 18, 2014

**Revised:** ~~Edited~~ August 21, 2018

**Revised:**

## **Information Items**

- BPs and APs for April, 2021
- BPs and APs for May, 2021



## UPDATES

- LPC Student Government Salehifar
- SEIU Alvarez
- Guided Pathways Committee Woods
- Faculty Association Orf
- Academic Senate Thompson
- Classified Senate Rodriguez
- VP Academic Services Whalen
- VP Administrative Services Raichbart
- VP Student Services Foster
- Accreditation Steering Committee Whalen
- Budget Development Committee Raichbart
- College Enrollment Management Committee Whalen
- Facilities and Sustainability Committee Ansell
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston

January 2021 budget update:

<b>Account</b>	<b>Account Description</b>	<b>Adjusted Budget</b>	<b>YTD</b>	<b>Available Budget</b>	<b>YTD %</b>
1000	Academic Salaries	21,935,789	13,519,878	8,415,911	62%
2000	Classified Salaries	6,495,918	3,475,236	3,020,682	53%
3000	Benefits	9,771,350	5,868,481	3,902,869	60%
4000	Supplies	198,608	42,083	156,525	21%
5000	Services	890,045	416,670	473,375	47%
6000	Equipment	16,087	5,051	11,036	31%
7000	Transfers	452,962	-	452,962	0%
2020-21	Total Expenses	39,760,758	23,327,398	16,433,360	59%
<b>Account</b>	<b>Account Description</b>	<b>Adjusted Budget</b>	<b>YTD</b>	<b>Available Budget</b>	<b>YTD %</b>
1000	Academic Salaries	20,628,462.64	13,353,631.42	7,274,831	65%
2000	Classified Salaries	8,091,854.37	4,472,827.41	3,619,027	55%
3000	Benefits	10,593,572.71	6,354,450.08	4,239,123	60%
4000	Supplies	481,207.74	205,003.53	276,204	43%
5000	Services	1,222,223.15	783,565.83	438,657	64%
6000	Equipment	15,844.00	49,661.39	(33,817)	313%
7000	Transfers	161,011.00	-	161,011	0%
2019-20	Total Expenses	41,194,176	25,219,140	15,975,036	61%