



San Bernardino Community College District  
 POLICIES & PROCEDURES ADVISORY  
 COMMITTEE (PPAC)  
 April 17, 2025  
 3:00 pm-4:30 pm Pacific Time

## MEETING AGENDA

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>  
 Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

### I. Welcome & Introductions

Kristina A. Hannon & Jose F. Torres, Co-Chairs

### II. Confirmation of Quorum

### III. Approval of Meeting Minutes - 02-20-25

#### A. New Chapter Lead Recommendations

1. *Level 1 - Information Only*
  - i. 2110 Vacancies on the Board 2 - 1
2. *Level 2*
  - i. 6800 Occupational Safety - 2
3. *Level 3*
  - i. 3775 Artificial Intelligence (AI) - 3
  - ii. 5015 Residence Determination - 3
  - iii. 5040 Student Records, Directory Information, and Privacy - 3
  - iv. 5410 Associated Students Elections - 3

#### B. Information Only - Level 1

1. None

#### C. Feedback from Constituents and Academic Senate - Level 2

1. 3430 Prohibition of Harassment - 2
2. 3501 Campus Security and Access - 2
3. 3530 Weapons on Campus - 2
4. 6610 Local, Minority, Women, and Veteran Owned Enterprise Program - 2
5. 7240 Confidential Employees - 2

#### D. Review of Initial Input from Academic Senate - Level 3

1. 5075 Course Adds, Drops, and Withdrawals - 3
2. 5500 Standards of Student Conduct - 3

**E. Review of Final Input from Academic Senate - Level 3**

1. 2510 Local Decision Making - 3
2. 4020 Program, Curriculum, and Course Development - 3
3. 4222 Remedial Coursework - 3
4. 5130 Financial Aid - 3
5. 5220 Shower Facilities for Homeless Students - 3
6. 5510 Off-Campus Student Organization - 3

**F. Adjournment & Next Meeting**

The next scheduled meeting of PPAC is Thursday, May 15, 2025 at 3:00 p.m.

# BP 2110 Vacancies on the Board-2



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Board of Trustees ♦ Both BP & AP Exist

## Reasons for Review

> FYI to support review of AP.

## Level 1 Review Schedule

02/20/2025 ♦ Estimated Receipt of Recommendation

04/01/2025 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 1 to Constituents and AS for Info Only

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 2110 Vacancies on the Board

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090. Any resignation must be filed in writing with the County Superintendent of Schools.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

### References:

Education Code Sections 5090 et seq.,

Government Code Section 1770

## End Recommendation for BP 2110 Vacancies on the Board

# AP 2110 Vacancies on the Board-2



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 45: Clarify the requirements of Education Code Section 5092 and provide best practices regarding notices of provisional appointments pursuant to changes in the Education Code.

## Begin Recommendation for AP 2110 Vacancies on the Board

### Filling a Vacancy

When the Board of Trustees determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District, ~~and~~ publication in a newspaper of general circulation, and posting a notice on the District's website.

The posted notice of vacancy ~~must~~ **should** contain the following:

- (1) The fact of the vacancy or resignation;
- (2) The date ~~of the occurrence of the~~ vacancy **occurred** or the date ~~the deferred resignation was filed of the filing of,~~ and the effective date of, the resignation; and
- (3) ~~The full name of the provisional appointee to the board and the date of the provisional appointee's appointment.~~ **Relevant information about the provisional appointment process, including timeline to file an application.**

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

### Applying for an Appointment

Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

### Interviewing and Selecting Candidates

A member of the governing board of a school district who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the governing board, except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091.

The Board shall request interviews with candidates. Interviews will be conducted in a public meeting.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting.

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

The public notice of vacancy and provisional appointment must contain the following:

- The fact of the vacancy or resignation;
- The date the vacancy occurred or the date the deferred resignation was filed and the effective date of the resignation; and

# AP 2110 Vacancies on the Board-2



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment.
- A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

~~The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.~~

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following his/her their appointment.

## Term and Powers of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

## References:

Education Code Sections 5090 and 5091 et seq.;  
Government Code Sections 1770 and 6061

**End Recommendation for AP 2110 Vacancies on the Board**

# BP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Language update and removal of duplicative information.

## Level 2 Review Schedule

04/01/2025 ♦ Estimated Receipt of Recommendation

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 2 to Constituents and AS for Feedback

05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

06/12/2025 ♦ BOT 1st Read

07/10/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 6800 Occupational Safety

The Chancellor or designee shall establish administrative procedures to ensure the safety of employees and students on any campus or on other grounds or properties owned, controlled, or administered by the District, including the following:

- ~~Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.~~
- Establishment of an Injury and Illness Prevention Program (IIPP) in compliance with applicable California Division of Occupational Safety and Health Administration (i.e., Cal/OSHA) regulations and state/federal law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals and ~~or~~ hazardous materials received by the District, and/or stored for hazardous on any campus or on other grounds or properties owned, controlled, or administered by the District, and instruction for employees and students on the safe handling of such materials, and/or proper disposal methods for hazardous materials.
- ~~Prohibition of the use of tobacco in all public buildings.~~

### References:

~~Government Code Section 7597.1;~~

# BP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

~~49 Code of Federal Regulations, Part 40 and 655;~~  
California Occupational Safety and Health Administration (Cal/OSHA);  
Title 8 Section 3203;  
Title 8 Section 5194  
~~29 Code of Federal Regulations, Part 1910.101 et seq.~~

**End Recommendation for BP 6800 Occupational Safety**

# AP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Language update and removal of duplicative information.

## Level 2 Review Schedule

04/01/2025 ♦ Estimated Receipt of Recommendation

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06/12/2025 ♦ BOT 1st Read

07/10/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 6800 Occupational Safety

The District is committed to providing employees with a safe work environment. This procedure addresses the responsibilities of the District, employees of the District, and any other person in the workplace if unsafe work conditions have been identified or are occurring in the workplace.

### Definitions

**Prevention Preventative Activities:** Activities that increase awareness and minimize the potential for crisis or conflict in the workplace. Training is essential for all employees to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of ~~conflict~~ concern in the workplace.

**Crisis or Conflict:** ~~constitutes~~ Any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

**Emergency:** An event or circumstance that poses an immediate risk to health, life, property, or the environment and requires urgent/immediate action.

**Non-emergency:** An event or circumstance that may require assistance but does not require immediate intervention as there is not an immediate risk to health, life, property, or the environment.

# AP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

**Acts of Violence:** ~~include~~ Any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

~~A~~ **Threat of Violence:** ~~include~~ Any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

~~Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.~~

**Workplace:** Any campus or on other grounds or properties owned, controlled, or administered by the District, where employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.

## Preventative Activities

The District has an Injury and Illness Prevention Program (IIPP) to address occupational health and safety issues and/or risks. The goal of the IIPP is to prevent accidents, reduce personal injury and occupational illness, and to comply with all safety and health standards. The IIPP includes, at a minimum:

- **Responsibility:** The person or persons with authority and responsibility for implementing the IIPP.
- **Employee Compliance:** A system for ensuring that employees comply with safe and healthy work practices.
- **Communication:** A system for communication with employees in a form readily understandable by all affected employees on matters related to occupational health and safety.
- **Assessment:** Procedures for identifying and evaluating workplace hazards.
- **Injury and Illness Investigations:** Procedures to investigate incidents of occupational injury or illness.
- **Correction of Unsafe or Unhealthy Conditions:** Procedures for correcting unsafe or unhealthy conditions and/or work practices and procedures.
- **Training:** A system for providing employee training and instruction.
- **Access:** Procedures to ensure employee access to the IIPP
- **Record Keeping:** Procedures for record keeping.

The District has a Hazardous Material Communications Program to address the safe use, storage, and disposal of all chemicals and/or materials received by the District, and/or stored on any campus or on other grounds or properties owned, controlled, or administered by the District, The goal of the Hazardous Material Communications Program is to review all chemicals and/or

# AP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

materials of hazardous properties, provide instruction for employees and students on safe handling and disposal of such properties, and to comply with all safety and health standards.

Additionally, the District has implemented:

- Job Hazard Assessments to identify potential hazards employees may encounter while completing assigned job duties.
- Training activities that include, but are not limited to, skill development, conflict resolution, safe workplace practices, and early identification of unsafe working conditions in the workplace.
- Identifying and verifying the completion of required safety certifications.
- Ensuring Personal Protective Equipment (PPE) is provided as required by Cal/OSHA, and as appropriate based on assigned job duties and associated Job Hazard Assessment.

## Equipment and Sanitation

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment as required by law. Concerns related to health, safety, sanitation and/or working conditions shall be forwarded to Safety & Risk Management Department for review and recommendation.

## Reporting and Response

It is the responsibility of all employees to maintain their workspaces in good condition, and to immediately report any unsafe work conditions, crisis/conflicts, and other occupational health and/or safety concerns to the appropriate party (as indicated below) for intervention to be provided.

Any report of unsafe work conditions, crisis/conflicts, and other occupational health and/or safety concerns that interferes with the normal functioning of work shall be assessed based on the immediate threat present (i.e., emergency or non-emergency):

- For all **Emergencies**, call District Police or 911.
- For **Non-emergency**, contact their direct manager.

Campus Leadership will collaborate with the Safety & Risk Management Department for a prompt and thorough investigation to resolve reported or identified unsafe work conditions. Failure to comply with District-defined occupational health and safety practices will be investigated and appropriate corrective action will be taken.

See related AP/BPs:

- 3500 Campus Safety
- 3505 Emergency Response
- 3510 Workplace Violence
- 7343 Industrial Accident and Illness Leave

## Equipment and Sanitation

# AP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to Police and Safety Services for review and recommendation.

## Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or Police and Safety Services their manager and other appropriate parties. The supervisor shall immediately notify Police and Safety Services about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the college to their immediate supervisor and the District Police Department or local law enforcement. Such reports will be promptly and thoroughly investigated.

## Employee Crisis Assistance Team

An Employee Crisis Assistance Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence involving an employee, the team member notified will initiate Employee Crisis Assistance Team procedures.

In the event of an act or threat of violence, the team will investigate the incident and forward the results of the completed investigation to the Chief of Police and Safety Services for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

## Restraining Orders/Court Orders

An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the District Police Department or local law enforcement. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the District Police Department or local law enforcement, ensure they are aware of it, and that they have a copy of the restraining order on file.

## Injury and Illness Prevention Program

The District will institute and administer a comprehensive occupational Injury and Illness Prevention Program (IIPP) for all employees. The goal of the program is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

# AP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## A. Responsibility

The Executive Director, Facilities Planning/Administrative Services, is responsible for district-wide coordination of the program. The College President is responsible for administration of the program on campus. Each supervisor is responsible for implementing the IIPP in his/her work area. A copy of the IIPP shall be available from each supervisor. Questions regarding the program should be directed to one's supervisor, the College President, or the Executive Director, Facilities Planning/ Administrative Services.

## B. Employee Compliance

1. Employees who follow safe work practices will have this fact documented on their performance reviews. Employees who are unaware of correct safety and health procedures will be trained or retrained as necessary.

2. Willful violations of safe work practices may result in disciplinary action.

## C. Communication

1. Matters concerning occupational safety and health will be communicated to employees by written documentation, staff meetings, formal and informal training and posting. Communication from employees to supervisors about unsafe or unhealthy conditions is encouraged and may be verbal or written, as the employee chooses. The employee may use the "Report of Safety Hazard" form and remain anonymous.

2. NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS, OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

3. The results of the investigation of any employee safety suggestion or report of hazard will be reported to all employees affected by the hazards or posted on appropriate bulletin boards.

## D. Inspections

1. Each supervisor and/or safety representative will conduct an inspection to identify unsafe work conditions and practices:

a. At least once each quarter in all work areas; and

b. Whenever new substances, processes, procedures, or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and

c. Whenever the supervisor is made aware of a new or previously unrecognized hazard.

2. The "Hazard Checklist" or "Hazard Assessment" form shall be used to document

inspections.

## E. Injury and Illness Investigation

Occupational injuries and illness will be investigated in accordance with established procedures and documented.

## F. Correction of Unsafe or Unhealthy Conditions

1. Whenever an unsafe or unhealthy condition, practice, or procedure is observed or reported, the supervisor will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected.

2. Employees may not enter an imminent hazard area, without appropriate equipment, training, and the prior specific approval of the supervisor.

## G. Training

1. The program administrator shall assure that supervisors receive training on safety and health hazards to which employees under their immediate direction and control may be exposed.

2. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

3. This training is provided:

# AP 6800 Occupational Safety



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- ~~a. To all employees and those given new assignments for which training has not previously been received. The "Employee Safety Checklist" should be used to document this training;~~
- ~~b. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; and~~
- ~~c. Whenever the employer is made aware of a new or previously unrecognized hazard.~~
- ~~4. When a supervisor is unable to provide the required training, he/she should request such training be given to the employee by others by notifying the program administrator. The "Request for Training" form should be used.~~
- ~~H. Record Keeping~~
- ~~1. The supervisor shall keep records of inspections, including the name of the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three years.~~
- ~~2. The supervisor shall also keep documentation of safety and health training attended by each employee, including employee name, training dates, type(s) of training and training providers. This documentation shall be maintained for three years.~~

## References:

California Occupational Safety and Health Administration (Cal/OSHA);  
 Labor Code Sections 6300 et seq;  
 Title 8 Section 3203;  
[Title 8 Section 5194](#)  
 Code of Civil Procedure Section 527.8; Penal Code Section 273.6

**End Recommendation for AP 6800 Occupational Safety**

# AP 3775 Artificial Intelligence (AI)



10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

>Legal Update 45: Review suggestion for new AP.

## Level 3 Review Schedule

- 04/01/2025 ♦ Recommendation Received
- 04/17/2025 ♦ PPAC Approves Review Level
- 04/18/2025 ♦ Level 2 to Constituents and AS for Feedback
- 05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 05/21/2025 ♦ AS Reviews Level 3 for Final Input
- 08/21/2025 ♦ PPAC Reviews Final AS Input
- 09/11/2025 ♦ BOT 1st Read
- 10/09/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 3775 Artificial Intelligence (AI)

**NOTE:** A procedure addressing the following elements is **optional and suggested as good practice**. Local practice may be inserted and may address the following points. No Federal or State law or regulation requires community college districts to adopt an administrative procedure on the use of artificial intelligence within the district. Districts may choose to address this topic in district-developed protocols, guidelines, or processes rather than in a CEO-approved administrative procedure.

1. Purpose and Scope
2. Definitions
3. Approved AI applications
4. Responsible Use
5. Data privacy and security
6. Ethical considerations
7. AI Use Guidelines
8. Limitations on the use of AI and Its Risks
9. Consequences of Violating the Artificial Intelligence Policy
10. Training and support
11. Periodic Review

New 10/24

**References:**  
No specific references

## End Recommendation for AP 3775 Artificial Intelligence (AI)

## Begin Draft for AP 3775 Artificial Intelligence

### 1. PURPOSE AND SCOPE

The purpose of this Administrative Procedure is to provide the ethical and educational use of Artificial Intelligence (AI) technologies and foster learning and innovation while protecting against certain risks that AI poses to the San Bernardino Community College District (SBCCD). As AI becomes an increasingly integral tool in education, it is essential to balance its benefits with the district's commitment to academic integrity, privacy, equity, and responsible technology use. This policy aims to foster an environment where AI enhances learning, creativity, and innovation while safeguarding students' rights and upholding academic standards.

This policy applies to all faculty, staff, students, and third-party vendors within the San Bernardino Community College District who utilize AI technologies in any form, whether for academic, personal, or extracurricular purposes. This includes, but is not limited to, AI tools for writing, coding, research, data analysis, problem solving, and learning.

### 2. DEFINITIONS

- A. **Artificial Intelligence (AI):** Systems or machines that mimic human intelligence to perform tasks and can iteratively improve themselves based on the information they collect.
- B. **Family Educational Rights and Privacy Act (FERPA):** A U.S. federal law that protects the privacy of student education records and grants specific rights to students and their families regarding those records.
- C. **Generative Artificial Intelligence:** A subset of AI technologies that create new content, such as text, images, audio, or video, often based on user prompts or inputs. Examples include large language models and generative adversarial networks (GANs).
- D. **Generative Adversarial Networks (GANs):** A class of AI models that use two neural networks—a generator and a discriminator—competing against each other to produce new, synthetic data resembling real-world data, such as images or audio.
- E. **Generative Pre-trained Transformer (GPT):** A type of large language model that uses deep learning to understand and generate human-like text.
- F. **Health Insurance Portability and Accountability Act (HIPAA):** A U.S. law designed to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
- G. **Large Language Model (LLM):** A type of AI model, typically based on neural networks, trained on vast amounts of text data to understand and generate human-like language. Examples include GPT models and similar technologies.
- H. **Machine Learning (ML):** A subset of AI that uses algorithms and statistical models to enable systems to improve their performance on a task through experience or data, without being explicitly programmed for every step.
- I. **Personally Identifiable Information (PII):** Any data that could potentially identify a specific individual, such as names, addresses, phone numbers, social security numbers, or email addresses.
- J. **Stakeholders:** All individuals associated with the district, including students, faculty, staff, and external partners.

### 3. RESPONSIBLE USE

#### A. Faculty and Staff

Faculty and staff are encouraged to leverage AI technologies to improve educational outcomes, optimize administrative processes, and promote innovative practices within their roles.

#### B. Students

Students are encouraged to use AI responsibly to enhance their academic experience. However, all AI use must comply with SBCCD Administrative Policy 5500 Standards of Student Conduct and the following principles:

##### I. Academic Integrity

Students must use AI Tools in a way that does not violate the principles of academic honesty. The acquisition of academic work from any source, including textbooks, articles, web resources, or generative AI, and presenting it as one's own constitutes an academic integrity violation unless permitted by faculty. If unsure, students should consult their faculty or disclose AI use. SBCCD requires students to disclose AI-generated

content in submitted coursework. While AI use is not always prohibited, it must have prior approval from faculty and be properly cited in references, using quotation marks for any text taken directly from AI.

- II. **Privacy and Data Security-** Students must ensure that AI Tools used for academic purposes comply with applicable privacy laws and are approved tools by the district. Personal and academic data should not be shared with AI platforms unless explicitly authorized.

C. **Third Parties**

All AI systems procured from third-party vendors must comply with relevant data privacy laws, including but not limited to:

- a. Family Educational Rights and Privacy Act (FERPA)
- b. General Data Protection Regulation (GDPR)
- c. Other applicable federal, state, and local data protection laws

SBCCD retains full ownership of all data, including student, faculty, and staff information. The third-party vendor must obtain explicit written permission before using any district data for purposes beyond the agreed scope of the contract.

4. **DATA PRIVACY AND SECURITY**

AI systems must comply with applicable data privacy laws and district policies to safeguard personal and sensitive information.

Data used to train or operate AI systems should be anonymized and protected against unauthorized access.

Restricted data must not be shared with any public or private generative AI tools to prevent unauthorized access or misuse. Reference 3726 Information Security Data Classification for Restricted Data Classifications.

Personally Identifiable Information (PII), Health Insurance Portability and Accountability Act (HIPAA) protected data, Family Educational Rights and Privacy Act (FERPA) protected data, or any other sensitive information must not be entered into any AI tools or LLM.

Only data classified as low risk (including public data), in accordance with 3726 Information Security Data Classification Policy, may be used in AI tools and services. Information entered into AI engines opens up the data to be searchable through the public internet.

5. **ETHICAL CONSIDERATIONS**

AI technologies must align with the district's values, including fairness, transparency, accountability, and respect for diversity and privacy.

The use of AI should not perpetuate discrimination, bias, or harm.

AI tools must not be used in a way that infringes upon trademarks or other intellectual property rights.

Users must ensure compliance with copyright laws when utilizing AI-generated content.

6. **AI USE GUIDELINES**

A. **AI in Teaching**

Faculty who incorporate AI into their courses should clearly define the parameters of its use in the syllabus, announcements, and assignment instructions. It is essential to discuss academic integrity and establish expectations for acceptable AI usage with the learning outcomes.

I. **AI Detection Tools**

AI detection tools may be flawed, often producing false positives and showing bias against non-native speakers. If a tool indicates a student's work is suspect, this should prompt further investigation rather than serve as a final judgment.

B. **AI in Learning**

The utilization of AI as a reference tool is allowed for various academic purposes, including brainstorming ideas, assisting with research, providing translation services, and offering tutoring support. This is subject to the approval of faculty members and is contingent upon the clear acknowledgment and proper citation of AI contributions in any academic submissions. Students are strongly encouraged to thoroughly review their course syllabus for guidelines and to engage in discussions with their instructors about the specific policies regarding the incorporation of AI in their coursework. This ensures that students understand how to effectively and ethically integrate AI resources into their academic work.

C. **AI in Research and Scholarly Activities**

Output generated by AI, including written content, computations, code, artwork, images, music, and similar materials, is derived from previously published sources and does not constitute original work. Policies regarding the use of AI are established by individual faculty members and apply exclusively to specific assignments within their respective courses. The assignment guidelines will explicitly specify when and how the use of AI is permitted for any given task. It is the student's obligation to comply with the instructor's expectations for each assignment in every course.

D. **AI in Administrative Functions**

This policy applies to the use of AI tools for work, regardless of the user's location or the type of device used.

SBCCD promotes ethical AI use that is aligned with its conduct and non-discrimination policies. Users must not create inappropriate, misleading, or harmful content. Before using AI-generated content, it must be reviewed for accuracy, appropriateness, and bias.

Users cannot enter specific data about SBCCD, including confidential information, into publicly available AI tools. This includes any personal information about employees, students, or community members. All inputs must be anonymized. AI users must follow SBCCD's technology policies when using these tools for business.

Vendor-developed AI tools can assist with business processes if used correctly. Departments must get approval from TESS before using these tools.

7. **LIMITATIONS OF AI USE**

AI tools must not replace critical human judgment in decision-making processes, especially in areas involving student performance evaluations, hiring decisions, or disciplinary actions.

AI systems should only be used as supplementary tools and not as the sole source of information or analysis in any academic or administrative context.

The limitations and potential biases of AI systems must be acknowledged, and users should verify AI outputs for accuracy and relevance.

AI technologies must not be used to engage in activities that violate legal, ethical, or institutional standards.

The use of AI to create fake academic credentials, fraudulent research, or any other activities that may harm individuals or institutions is prohibited.

Entering any restricted data into any generative AI tool or service is prohibited. This includes data protected by FERPA, HIPAA, other private client data, private information related to employees, material under confidential review and not written by the AI user, and possibly intellectual property not publicly available.

8. **CONSEQUENCES OF VIOLATING THE AI USE POLICY**

SBCCD reserves the right to review technology resources for any violations of this policy. As the owner of all technology resources provided to users, SBCCD may deny access to those who misuse these resources.

Violations of the policies and laws described herein by an employee or student are grounds for disciplinary action in accordance with SBCCD Administrative Procedure 7365 Discipline & Dismissal Classified Employees and 5520 Student Discipline Procedures up to and including termination or expulsion in accordance with applicable SBCCD regulations and/or collective bargaining agreements. Such disciplinary actions may also include reprimand or suspension. Violations of these policies and laws by any users are grounds for terminating their use of SBCCD resources and other appropriate sanctions.

9. **TRAINING AND SUPPORT**

The district will provide training to ensure all stakeholders understand the capabilities, limitations, and ethical considerations of AI tools. Support resources will be made available to address concerns related to AI usage.

**REFERENCES**

Education Code Sections 66300 and 66301

[ACCJC Accreditation Standard 2](#)

**End Draft for AP 3775 Artificial Intelligence**

# BP 5015 Residence Determination



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> FYI to support review of AP.

## Level 3 Review Schedule

04/01/2025 ♦ Recommendation Received

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 2 to Constituents and AS for Feedback

05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/21/2025 ♦ AS Reviews Level 3 for Final Input

08/21/2025 ♦ PPAC Reviews Final AS Input

09/11/2025 ♦ BOT 1st Read

10/09/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5015 Residence Determination

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

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of the semester for which the student applies to attend. Notwithstanding this standard for determining bona fide California residency, a student with military or veteran status may be deemed to qualify as a California resident for in-state tuition eligibility, in accordance with state and federal law.

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.

### References:

Education Code Sections 68040, 68083, 68086, and 76140;

Title 5 Sections 54000 et seq.

(38 U.S. Code Section 3679)

## End Recommendation for BP 5015 Residence Determination

# AP 5015 Residence Determination



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 45: To align with changes to the Education Code and revised Title 5 regulations.

## Level 3 Review Schedule

04/01/2025 ♦ Recommendation Received

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 2 to Constituents and AS for Feedback

05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/21/2025 ♦ AS Reviews Level 3 for Final Input

08/21/2025 ♦ PPAC Reviews Final AS Input

09/11/2025 ♦ BOT 1st Read

10/09/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 5015 Residence Determination

### Residence Classification

Residency classifications shall be determined for each student at the time of each application for admission or 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 semester during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions & Records Office.

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

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.

Each college shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the college catalog or addenda thereto.

### Rules Determining Residence

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

# AP 5015 Residence Determination



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

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

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- ~~A person may establish their residence. A person's residence shall not be derivative from that of their spouse. A man or a woman may establish their residence. A woman's residence shall not be derivative from that of her husband.~~
- The residence of the parent with whom an unmarried minor child maintains their place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish 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 state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

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

# AP 5015 Residence Determination



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a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose their resident classification, so long as they remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose their resident classification, so long as they remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and 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.
- 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 is a minor and resides with their parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native 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 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 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 they have resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if they have sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in 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 they intend to establish residency in California as soon as possible.

## Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

## Appeal Procedure

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

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

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

## Reclassification

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

Petitions are to be submitted to the Admissions 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 their parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of their parent during the calendar year the reclassification application is made.

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

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 Vice President of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

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

## Non-Citizens

# AP 5015 Residence Determination



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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 [without inspection at a designated port of entry and has not obtained a status under the immigration laws of the United States allowing them to establish domicile, with a visa that requires they have a residence outside of the United States, illegally](#) 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 them to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and [foreign national persons aliens](#) who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet 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 in California, 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,
- Filing a California Nonresident Tuition Exemption Request form with the District or in the case of students applying for state-based financial aid, by filing a California Dream Act Application (CADAA) with the California Student Aid Commission verifying eligibility for this nonresident tuition exemption; and
- In the case of undocumented persons, 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.

- ~~high school attendance in California for three or more years;~~
- ~~graduation from a California high school or attainment of the equivalent thereof;~~
- ~~registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;~~
- ~~completion of a questionnaire form prescribed by the State Chancellor's Office 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 their immigration status, or will file an application as soon as they are eligible to do so.~~

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

AP

# 5015 Residence Determination



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

**References:**

Education Code Sections 68000 et seq., 68130.5, 68074-68075.7, and 68068;  
Title 5 Sections 54000 et seq.  
38 U.S. Code Section 3679

**End Recommendation for AP 5015 Residence Determination**

**BP**

# 5040 Student Records, Directory Information, and Privacy



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the **ACCJC** Accreditation Standards. The Service also updated this policy to clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document pursuant to changes in the Education Code.

## Level 3 Review Schedule

04/01/2025 ♦ Recommendation Received

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 2 to Constituents and AS for Feedback

05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/21/2025 ♦ AS Reviews Level 3 for Final Input

08/21/2025 ♦ PPAC Reviews Final AS Input

09/11/2025 ♦ BOT 1st Read

10/09/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5040 Student Records, Directory Information, and Privacy

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 to review any and all student records relating to them maintained by the District. The Chancellor shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, unofficial or official transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to a diploma conferred by the institution.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

The District may use a student's gender or legal name as indicated in a government-issued identification document only if it is necessary to meet a legally mandated obligation, but otherwise shall identify the student in accordance with the student's gender identity and affirmed name.

No District representative shall release the contents of a student record ~~including directory information~~ 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.

**BP**

## 5040 Student Records, Directory Information, and Privacy



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

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 as required by law is included in the College Catalog which is updated and posted annually.

**References:**

Education Code Sections [66093.3](#), [66271.4 et seq.](#) and [76200](#), et seq.;

Title 5, Sections 54600, et seq.

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

ACCJC Accreditation Standard [#C.8.2](#)

**End Recommendation for BP 5040 Student Records, Directory Information, and Privacy**

**AP****5040 Student Records, Directory Information, and Privacy**

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

**Reasons for Review**

> Legal Update 44 - Updated to add a legal citation, clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document, and clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

**Level 3 Review Schedule**

04/01/2025 ♦ Estimated Receipt of Recommendation

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 2 to Constituents and AS for Feedback

05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/21/2025 ♦ AS Reviews Level 3 for Final Input

08/21/2025 ♦ PPAC Reviews Final AS Input

09/11/2025 ♦ BOT 1st Read

10/09/2025 ♦ BOT Final Approval

**Begin Recommendation for AP 5040 Student Records, Directory Information, and Privacy**

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

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
  1. Student Applications
  2. Change of Program Data
  3. Fee Data
  4. Credit by Examination
  5. Student Academic Records
  6. Assessment Scores

*ACCESS TO STUDENT RECORDS*

- A. Definitions
  1. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
  2. The following data and documents will be maintained by the colleges and classified as "Student Records":
    - a. admission data
    - b. discipline records
    - c. health records
    - d. veteran records

**AP****5040 Student Records, Directory Information, and Privacy**

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- e. educational records
- 3. The following are not classified as "Student Records":
  - a. information provided by a student's parents relating to applications for financial aid or scholarships.
  - b. information related to a student compiled by a college officer or employee:
    - 1. appropriate for such officer or employee's performance of their responsibility; and
    - 2. which remains in the sole possession of the maker thereof; and
    - 3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in their position.
  - c. information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
    - 1. acting or assisting in his professional or para-professional capacity; and
    - 2. the record is created, maintained or used in connection with the provision of treatment to the student; and
    - 3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
  - d. information maintained by a college law enforcement unit:
    - 1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
    - 2. unit personnel do not have access to other student records; and
    - 3. such information is kept apart from other student records; and
    - 4. maintained solely for law enforcement purposes; and
    - 5. is available only to other law enforcement officials of the same jurisdiction.
  - e. any data or records not identified in part 2 is not to be considered a student record.

**B. Access to Student Records**

1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
  - a. financial records of the parents of the students;
  - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of their right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
  - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;
  - d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
  - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
2. Procedures shall be developed by each college to provide for access to student records that will include:
  - a. a written request from the individual student;
  - b. access to student records not to exceed ten working days;
  - c. a review and inspection process that will be under the direct supervision of a designated employee
  - d. the option to obtain copies of their student records at a designated fee for each page copied.
3. If any material or document in the education record of a student includes information on more than one student, the

**AP****5040 Student Records, Directory Information, and Privacy**

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

student shall have the right to inspect and review only such part of the material or document as relates to them or to be informed of the specific information contained in such part of the material or document.

**C. Release of Student Records**

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following
  - a. officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
  - b. authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
  - c. other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  - d. accrediting organizations in order to carry out their accrediting functions.
  - e. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such 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 such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
  - f. appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.
2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

**D. Access to Student Directory Information**

1. Directory information shall include:
  - a. Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
  - b. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
2. The following Directory Information may be released without student signature of approval:
  - a. Student name
  - b. Dates of attendance
  - c. Major field of study

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- d. Degrees and awards received
  - e. Honors and dean's list recognition
3. For athletic purposes, coaches and the athletic director may release:
  - a. Student name
  - b. Dates of attendance
  - c. Most recent previous school attended
  - d. Major field of study
  - e. Participation in officially recognized sports
  - f. Height and weight of athletic team members
  - g. High school of graduation of athletic team members
  - h. Athletic awards
4. Students may withhold Directory Information by notifying the Director, Admissions and Records in writing. Students with directory holds are noted in the District's computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so. In most instances all other student educational record information may not be released without written consent of the student, other than to the District's representatives with a "need to know". This includes grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding Family Educational Rights and Privacy Act (FERPA) are published and available to students in the catalog and on the District's website. Students who wish to authorize a third-party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

**E. Access to Student Records for Immigration Enforcement Purposes**

1. 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.
2. 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.
3. 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:
  - a. Contact information for the correct person to review and respond to a request for student records.
  - b. 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.
4. District personnel shall provide a set of responses for staff to use in response to officers seeking access to records for immigration enforcement purposes.
5. In addition to notifying the Admissions & Records Department, District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:
  - a. Ask for the officer's name, identification number, and agency affiliation;
  - b. Record or copy this information;
  - c. Ask for a copy of any warrants;
  - d. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or campus counsel for assistance.

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6. Campus Police 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.
7. 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.

**F. Record of Access**

1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
2. The log or record shall be open to inspection only by the student and the college official or their designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

**G. Name and Gender Changes to Former Student Records**

1. If the District receives government-issued documentation, as described below, from a former student demonstrating that the former student's legal name or gender has been changed, the District shall update the former student's records to include the updated legal name or gender. If requested by the former student, the District shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that shall be reissued by the District upon request include, but are not necessarily limited to, a transcript or a diploma conferred by the institution.
2. The District shall not charge a higher fee for correcting, updating, or reissuing a document based on a legal name or gender change than the fee it charges for correcting, updating, or reissuing that document generally.
3. The documentation of a former student sufficient to demonstrate a legal name or gender change includes, but is not necessarily limited to, any of the following:
  - a. State-issued driver's license or identification card;
  - b. Birth certificate;
  - c. Passport;
  - d. Social security card;
  - e. Court order indicating a name change or a gender change, or both.

**H. Challenge of Student Records**

1. See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log.

**I. Use of Social Security Number**

1. The District shall not do any of the following:
  - a. Publicly post or publicly display an individual's social security number;
  - b. Print an individual's social security number on a card required to access products or services;
  - c. Require an individual to transmit their social security number over the internet using a connection that is

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not secured or encrypted;

- d. Require an individual to use their social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- e. 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:
  1. Application or enrollment purposes;
  2. To establish, amend, or terminate an account, contract, or policy; or
  3. To confirm the accuracy of the social security number.
2. 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:
  - a. The use of the social security number is continuous;
  - b. The individual is provided an annual disclosure that informs the individual that they have the right to stop the use of their social security number in a manner otherwise prohibited;
  - c. 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;
  - d. No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

**J. Annual Notice to Students**

1. Students of the San Bernardino Community College District shall be notified annually of their rights under this procedure.
2. Standard college publications may be used to satisfy this annual notice to students.
  - a. Educational rights and privacy SBCCD students' records are maintained in accordance with the Family Educational Rights and Privacy Act, the California Education Code, California Code of Regulations, and the U.S. Patriot Act. Written student consent is required for access and the release of information defined as educational records in the federal and state laws as described in AP 5040 Student Records, Directory Information and Privacy. A student's directory information may, under certain circumstances or as required by law, be released to any person upon request unless the Admissions and Records Office receives written notification, that a student reserves the right to authorize in writing on an individual request basis the access and release of the directory information. Such a notice of restriction shall remain in effect until it is countermanded in writing. Additionally, the laws provide that a student may request access to their student records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in their student record. Questions concerning student rights under the privacy acts should be directed to the Admissions and Records Office

**Collection and Retention of Student Information**

- A. 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.
- B. The Colleges shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.
- C. 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.
- D. The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:
  1. The kind of information that the school has identified as directory information;
  2. The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;

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3. The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and
4. That opting out by the noted deadline is the students' only way to prevent the release of directory information
- E. Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.
- F. 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.
- G. 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.
- H. The District shall not create a list of student names linked with immigration status.
- I. District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.
- J. District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.
- K. **Destruction of Records**
  1. Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/AP 3310 titled Records Retention and Destruction)

## References:

Education Code Sections 66093.3, [66271.4 et seq.](#), and 76200 et seq.;  
 Title 5 Sections 54600 and [59410 et seq.](#) and [59410](#);  
[10 U. S. Code Section 503](#);  
 20 U.S. Code Section 1232g [subdivision \(j\)](#) (U.S. Patriot Act);  
 Civil Code Section 1798.85;  
 ACCJC Accreditation Standard ~~II.C.8~~ [2](#)

## CCLC Legal Update 44 Version

### AP 5040 Student Records, Directory Information, and Privacy

#### References:

Education Code Sections 66093.3, 66271.4 et seq. and 76200 et seq.;  
 Title 5 Sections 59410 and 54600 et seq.;  
 Civil Code Sections 1788.90 et seq. and 1798.85;  
 10 U.S. Code Section 503;  
 20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);  
 ACCJC Accreditation Standard 2

**NOTE:** This procedure is **legally required**. Local practice may be inserted below. Definitions of "student records" are contained in Education Code Section 76210. The following language provides an illustrative example that meets legal requirements.

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

**NOTE:** The following section on "Collection and Retention of Student Information" is the model language provided by the Office of the California Attorney General. Districts must adopt this language or locally created equivalent language to comply with Education Code Section 66093.3

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# 5040 Student Records, Directory Information, and Privacy



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## subdivision (h).

### 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 [ **department** ] shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

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

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

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

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

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

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

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

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

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

**Release of Student Records:** No instructor, official, employee, or Board of Trustees 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. [ **Insert local procedure on obtaining consent or student request** ].
- "Directory information" may be released in accordance with the definitions in Board Policy [ **insert local board policy number** ].
- [ **Insert local procedure for releasing "directory information."** ]
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. [ **Insert local procedure on receiving orders or subpoenas, including definitions of 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. [ **Insert local procedure on release of records to District officials and employees.** ]

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Students may request to inspect and review his/her/their student records. The District will grant a request to inspect and review student records during regular school hours no later than 15 working days following the date of the request.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. [ **Insert local procedures or who is responsible for providing such information and defining procedure.** ]

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. [ **Insert local procedures or who is responsible for providing such information and defining procedure.** ]

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. [ **Insert local procedures or who is responsible for providing such information and defining procedures.** ]

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. [ **Insert local procedures or who is responsible for providing such information and defining procedure.** ]

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. [ **Insert local procedures or who is responsible for providing such information and defining procedure.** ]

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, electronic mail addresses, telephone listings, dates, and places of birth, levels of education, major, degrees received, prior military experience, or the most recent previous educational institutions enrolled in by the students.

**NOTE:** The following section on "Access to Student Records for Immigration Enforcement Purposes" is the model language provided by the Office of the California Attorney General. Districts must adopt this language or locally created equivalent language to comply with Education Code Section 66093.3 subdivision (h).

### 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 or guardian, 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 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:

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- Contact information [ **name, title, e-mail addresses, and phone numbers** ] for the correct person 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 personnel shall provide a set of responses for [ **building personnel or residence hall staff** ] to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the [ **designated campus official** ], District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

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

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

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

**Charge for Transcripts or Verifications of Student Records:** A student/former student shall be entitled to two free copies of the transcript of his/her/their record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her/them, at the rate of [ **\$ insert amount** ] 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.

## 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 Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number.
- If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

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- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she/they has 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.

### Name, Gender Identity, and Gender Changes to Student Records

Current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, unofficial and official transcripts, diplomas, certificates of completion of courses, or similar records.

If the District receives government-issued documentation, as described below, from a former student demonstrating that the former student's legal name or gender has been changed, the District shall update the former student's records to include the updated legal name or gender. If requested by the former student, the District shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that shall be reissued by the District upon request include, but are not necessarily limited to, a diploma conferred by the institution.

The District shall not charge a higher fee for correcting, updating, or reissuing a document or record based on an affirmed name, gender identification, or legal name or gender change than the fee it charges for correcting, updating, or reissuing that document or record generally.

The District may use a student's gender or legal name as indicated in a government-issued identification document only if it is necessary to meet a legally mandated obligation, but otherwise shall identify the student in accordance with the student's gender identity and affirmed name.

The documentation of a former student sufficient to demonstrate a legal name or gender change includes, but is not necessarily limited to, any of the following:

- State-issued driver's license or identification card;
- Birth certificate;
- Passport;
- Social security card;
- Court order indicating a name change or a gender change, or both.

The District is not required to modify records that the former student has not requested for modification or reissuance.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

**End Recommendation for AP 5040 Student Records, Directory Information, and Privacy**



## 5410 Associated Students Elections



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### Reasons for Review

> Legal Update 42: The Service updated this policy to allow a disabled student or student enrolled in a district's adult education program to serve on student government pursuant to changes in the Education Code.

### Level 3 Review Schedule

04/01/2025 ♦ Recommendation Received

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 2 to Constituents and AS for Feedback

05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/21/2025 ♦ AS Reviews Level 3 for Final Input

08/21/2025 ♦ PPAC Reviews Final AS Input

09/11/2025 ♦ BOT 1st Read

10/09/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 5410 Associated Students Elections

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor the Associated Students constitution and under the supervision of the Vice President of Student Services, or designee, who shall certify the election results.

A student elected as an officer in the Associated Students shall meet both any of the following requirements:

1. The student shall be enrolled in the District at the time of election and throughout the student's term of office, with a minimum of five semester units or equivalent.
2. The student shall meet and maintain the minimum standards of scholarship (Board Policy BP 4220 titled Standards of Scholarship and related administrative procedures regulations.).
3. The student shall be enrolled at the District in an adult education program offered by the District at the time of the election and throughout the student's term.
4. The student is enroll in the District at the time of the election, and though the student's term and is a disabled student as defined by subdivision (b) of Section 84850.

#### Reference:

Education Code Section 76061

### End Recommendation for BP 5410 Associated Students Elections

# AP 5410 Associated Students Elections



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## Reasons for Review

> Please note SBCCD has not adopted this AP; should it be adopted?

## Level 3 Review Schedule

04/01/2025 ♦ Recommendation Received

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 2 to Constituents and AS for Feedback

05/07/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

05/15/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/21/2025 ♦ AS Reviews Level 3 for Final Input

08/21/2025 ♦ PPAC Reviews Final AS Input

09/11/2025 ♦ BOT 1st Read

10/09/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 5410 Associated Students Elections

[The Associated Students shall conduct annual elections to elect officers.](#)

[Qualifications: Students who meet the minimum requirements outlined in BP 5410 are eligible to apply for positions in student government.](#)

[Timeline: Prior to campaigning, candidates may be required to attend information sessions. General elections will take place during Spring semester with results announced before June 1st of each year, and special elections may be conducted as needed throughout the year. The Associated Student Government Advisor or designee verifies candidate eligibility.](#)

[Officers defined: All elected positions including student trustee are considered officers.](#)

[Limitations: Students are not allowed to hold the same officer position for more than one term. There is a term limit of three years.](#)

[Terms defined: A term is one full academic year. If a student is appointed for only one semester, that will not count as a term.](#)

[Any student elected as an officer in the Associated Students shall meet the requirements in BP 5410 titled Associated Students Elections and the minimum standards of scholarship. The governing documents for the Associated Students Organization are the Constitution and Bylaws.](#)

[Education Code Section 76061](#)

## End Recommendation for AP 5410 Associated Students Elections

# BP 3430 Prohibition of Harassment



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> FYI only

## Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 3430 Prohibition of Harassment

This policy prohibits District employees, students, and student organizations from engaging in unlawful discrimination and harassment including sexual misconduct. Allegations that an employee, student or student organization has violated the Discrimination and Harassment Policy will be resolved consistent with AP 3430: Prohibition of Harassment.

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law; and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful discrimination and harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, pregnancy, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics. Sexual violence (e.g.: non-consensual sexual intercourse and non-consensual sexual contact) and interpersonal/relationship violence are always violations of the sex and gender-based discrimination and harassment policies and stalking often can be as well.

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

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.



## 3430 Prohibition of Harassment



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Any individual who believes that they have been harassed, discriminated against, or retaliated against in violation of this policy may report such incidents by following the procedures described in AP 3435. The District requires supervisors to report all incidents of discrimination, harassment and retaliation that come to their attention.

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

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

The Chancellor or designee shall establish procedures that define harassment on campus. The Chancellor or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

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

### References:

Education Code Sections 212.5, 44100, 66252, 66281.5, and 66262.5;  
 Government Code Sections 12923, 12940 and 12950.1;  
 Civil Code Section 51.9;  
 Title 2 Sections 10500 et seq.;  
 Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;  
 Age Discrimination in Employment Act of 1967 (ADEA);  
 Americans with Disabilities Act of 1990 (ADA)

**End Recommendation for BP 3430 Prohibition of Harassment**

# AP 3430 Prohibition of Harassment



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 Summer: This procedure was revised to update references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX and clarify to whom the procedure applies.

## Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 3430 Prohibition of Harassment

### ~~Consensual Relationships~~

~~A “consensual relationship” is defined as one in which two individuals are involved by mutual consent in a romantic, physically intimate, and/or sexual relationship. This definition includes domestic partners and spouses.~~

~~Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty member, or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.~~

## End Recommendation for AP 3430 Prohibition of Harassment

## CCLC Legal Update 44 Summer AP 3430 Prohibition of Harassment



## 3430 Prohibition of Harassment



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

### References:

Education Code Sections 212.5, 44100, 66281.5, and 66281.8;  
 Government Code Sections 12940 and 12923;  
 Civil Code Section 51.9;  
 Title 2 Sections 10500 et seq.;  
 Title 5 Sections 59320 et seq.;  
 Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

### **NOTE:** *This procedure is legally required.*

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines harassment.. AP 3435 Discrimination and Harassment Resolution Procedures sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers within the District.

This procedure and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

For information on the District's Prohibition of Sex-Discrimination under Title IX, see BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX. For other forms of harassment, Complainants should use this procedure.

### Definitions

**General Harassment:** Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape,

# AP 3430 Prohibition of Harassment



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

**Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

**"Quid pro quo"** sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

**"Hostile environment"** sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.



## 3430 Prohibition of Harassment



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

### Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty, or employees and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or employees must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee, to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

### Ban on Certain Consensual Relationships with College Students

A consensual relationship that might be appropriate in other circumstances is prohibited when a District employee has responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of a student.

- Exception: There may be instances where a District employee is the only employee in the college that can provide a course or service to a person with whom they have a preexisting consensual relationship. Prior to supervising, directing, overseeing, evaluating, advising or influencing the employment or educational status of a student with whom they have a pre-existing consensual relationship, the District employee shall disclose this relationship to the appropriate College Vice President, or the appropriate Vice Chancellor (for employees that do not work at a college) and obtain their written approval. Additional controls, such as periodic review or providing additional oversight, shall be undertaken to prevent or detect problems.

**NOTE:** *The following language is legally advised.*

### Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Revised 7/02, 2/03, 2/05, 3/12, 4/14, 11/14, 4/15, 10/16, 3/19, 7/20, 4/22, 7/24

# BP 3501 Campus Security and Access



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

## Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 3501 Campus Security and Access

~~The Chancellor shall establish procedures for security and access to District facilities.~~

The institution provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.

### Reference:

34 Code of Federal Regulations Part 668.46 [subdivision \(b\)\(3\)](#)

ACCJC Accreditation Standard ~~III.B.1~~ [3.8](#)

## End Recommendation for BP 3501 Campus Security and Access

# AP 3501 Campus Security and Access



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

## Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 3501 Campus Security and Access

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. Business hours vary during different times of the year and the District has the right to close areas as needed. All District facilities and grounds are closed between 10:00 p.m. and 6:00 a.m. each day. Emergencies may necessitate changes or alterations to any posted schedules. During an emergency closure, the District Police Department will provide access approved by the Chancellor or designee. After hours visitors must check in with the District Police Department. During non-business hours access to all District facilities is by key, if issued, or by admittance via the District Police Department only. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

During the academic year, administrators from the District Police Department/Safety & Risk Management Department, and Administrative Services shall meet periodically to discuss security, safety, and access issues such as: general safety issues, landscaping, locks, alarms, lighting, and communications.

### Distribution of Keys and Control Measures

The distribution of keys and key records for buildings shall be the responsibility and maintained by the Administrative Services Office at each college. Procedures for secure storage, issuing, returning and monitoring keys shall be established. All keys for new equipment and furniture are to be the responsibility and maintained by the college Administrative Services Office. Keys for equipment and furniture are to be turned in to the Administrative Services Office to maintain control and accurate records.

Keys and access control devices are provided to employees by the Administrative Services Office at each college on a need-to-enter basis when approved by the appropriate manager in accordance with the key distribution procedures attached herein. Lost keys and access control cards must be reported immediately to the manager and to the District Police Department. Payment for lost keys/access control cards may be required. Keys and access control cards may not be loaned to other employees or to students. District keys may not be duplicated. District property may not be removed from District facilities without authorization. Misuse, abuse, lost keys, lost access control cards and non-compliance with the key distribution procedures may result in disciplinary action of employees.

# AP 3501 Campus Security and Access



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

**Reference:**

34 Code of Federal Regulations Section 668.46 [subdivision \(b\)\(3\)](#)  
ACCJC Accreditation Standard [III-B-1 3.8](#)

**End Recommendation for AP 3501 Campus Security and Access**

# BP 3530 Weapons on Campus



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Minor clerical update

## Level 2 Review Schedule

- 01/29/2025 ♦ Recommendation Received
- 02/20/2025 ♦ PPAC Approves Review Level
- 02/21/2025 ♦ Level 2 to Constituents and AS for Feedback
- 03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 05/08/2025 ♦ BOT 1st Read
- 06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 3530 Weapons on Campus

~~(Replaces current SBCCD BP 3530)~~

The District strives to provide employees, visitors, and students with a safe environment in which to work, learn, and visit; therefore, the District does not tolerate violence or threats of violence within the District.

Firearms or other weapons shall be prohibited on any campus or in other grounds or properties owned, controlled, or administered by the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

### References:

Penal Code Sections 626.7, 626.9 and 626.10

## End Recommendation for BP 3530 Weapons on Campus

# AP 3530 Weapons on Campus



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 - Updated to clarify the prohibition on weapons.

## Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 3530 Weapons on Campus

Except as set forth below, ~~F~~ firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any campus and other grounds or properties owned, operated, controlled, or administered by the District. **The prohibition of firearms on any campus and other grounds or properties owned, controlled, or administered by the District includes both loaded and unloaded firearms and applies to persons holding a valid license to carry a concealed firearm.**

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the District Police Department before taking place.

Any person who believes that ~~he/she~~ they may properly possess a firearm or other weapon on campus or in **other grounds or properties owned, controlled, or administered by the District** must promptly notify the District Police Department.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of ~~his/her~~ their employment, has been authorized by Chief of Police or designee to have the knife, or is a duly appointed peace officer, who is engaged in the performance of ~~his/her~~ their duties, is prohibited on any campus or in **other grounds or properties owned, controlled, or administered by the District**. Any student or employee who is authorized by the Chief of Police or designee to have a knife, including kitchen knives, must exercise caution in using and storing the knife.

Any person who, without the written permission of the Chief of Police or designee, brings or possesses a less lethal weapon, as defined in Section 16780, or a stun gun, as defined in Section 17230, upon on campus or in **other grounds or properties owned, controlled, or administered by the District** is guilty of a misdemeanor.

### References:

Penal Code Sections 626.9 and 626.10

## End Recommendation for AP 3530 Weapons on Campus

**BP****6610 Local, Minority, Women, and Veteran Owned Enterprise Program**

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

**Reasons for Review**

&gt; Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.

**Level 2 Review Schedule**

01/31/2025 ♦ Estimated Receipt of Recommendation

02/04/2025 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

**Begin Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program***(Replaces current SBCCD BP 6610)***1. Definitions.**

1. "Bid" shall mean all ~~SBCCD Bond Measures M and all Non-bond measure UCCAP (Uniform Construction Cost Accounting Procedures) construction projects exceeding \$1 million~~ the UCCAP maximum value as determined by the State of California that are to be funded by the District and are first advertised after the effective date of this policy.
2. "Local Hire" shall mean individuals residing ~~within the San Bernardino or Riverside County District or the Inland Empire~~ providing work on District Bid work sites.
3. "Local Business" shall mean a business serving as a contractor or supplier that has its principal headquarters or permanently staffed regional office located within ~~San Bernardino or Riverside County the District or the Inland Empire~~, and that has held a business license with one of the ~~cities counties within the Inland Empire~~ for a minimum of three months.
- ~~4. Minority Business Enterprise (MBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.~~
- ~~5. Woman Business Enterprise (WBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.~~
- ~~6.4.~~ Veteran Owned Business Enterprise (VOBE) shall mean a business concern certified as a VOBE by the U.S. Office of Small Business Administration.
- ~~7.5.~~ Veteran Owned Small Business (VOSB) shall mean a business concern certified as a VOSB by the U.S. Office of Small Business Administration.
- ~~8.6.~~ Service Disabled Veteran Business Enterprise (SDVBE) shall mean a business concern certified as a SDVBE by the U.S. Office of Small Business Administration.
- ~~9.7.~~ Disabled Veteran Business Enterprise (DVBE) shall mean a business concern certified as a DVBE by the U.S. Office of Small Business Administration.

**BP**

# 6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## 2. Goals.

1. Local Hires and Local Business: The Board establishes goals of fifty percent (50%) participation of Local Hires and twenty-five percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. These goals are reflective of the demographics and diversity of the District's community. Bid documents will be amended to include these **responsiveness** requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.
- ~~2. Minority/Women Owned Business Enterprises: The Board establishes a goal of twenty five percent (25%) combined participation of minority and women owned certified businesses as contractors on District Projects. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.~~
- ~~3.2. Veteran Owned Business Enterprise Program: The Board establishes a goal of ten percent (10%) participation of veteran owned certified businesses as contractors on District Projects. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.~~

## 3. Bidding.

As a condition to be considered responsive, a Bid must include the following:

1. Demonstrated participation of at least fifty percent, (50%), and twenty-five percent, (25%), of the total bid being performed by Local Hires and Local Businesses; or
2. A demonstrated good faith effort, **in writing**, to include Local Hires and Local Businesses, ~~in accordance with regulations to be issued by the Chancellor;~~ or;
- ~~3. The bidder certifies that it intends to perform ninety five percent (95%) of the work within the scope of their contract.~~
- ~~4. The District has set a goal of 25% combined utilization of MBE and WBE contractors on its District Projects.~~
- ~~5.3. The District has set a goal of 10% combined utilization of VOB, VOSB, SDVBE AND DVBE contractors on its District Projects.~~
- ~~6.4. The District recognizes MBE, WBE, VOB, VOSB, SDVBE, and DVBE businesses certified by the appropriate federal, state, and local agencies approved by the District for such purpose.~~
- ~~7.5. All Prime Contractors/Consultants are required to complete the Local, Minority/Women, and Veteran Owned Enterprise Program Contractor/Consultant Identification Form.~~
- ~~8.6. If there is less than 25% participation of MBE/WBE businesses and/or less than 10% participation of VOB, VOSB, SDVBE, and DVBE businesses on a District Project, then contractor must justify this deviation in a letter ("Justification Letter") to the District that accompanies the bid that shall be signed by contractor's Chief Executive Officer (CEO).~~

## 4. Community Outreach.

The District shall use effective efforts with community groups to bolster public awareness of the Local, ~~Minority/Women~~, and Veteran Owned Enterprise Program, including its goals and how to participate. Community outreach shall include bid advertisements and articles of interest in local and minority media.

## 5. Reporting.

The Chancellor or his/her designee shall make a report to the Board at least quarterly regarding the District's performance of the Local, ~~Minority/Women~~ and Veteran Owned Enterprise Program.

## References:

None

**BP**

# 6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

**End Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program**

# BP 7240 Confidential Employees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.

## Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 7240 Confidential Employees

### CONFIDENTIAL EMPLOYEES

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board of Trustees in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, and are outlined in the Confidential Employee Handbook. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments. [The evaluation of confidential employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.](#)

The probationary period for Confidential employees shall be one (1) year.

### Reference:

Government Code Section 3540.1(c);

[Title 5 Section 53602;](#)

and Confidential Handbook

## End Recommendation for BP 7240 Confidential Employees

# AP 7240 Confidential Employees



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

## Reasons for Review

> FYI Only

## Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 7240 Confidential Employees

The terms and conditions of employment for Confidential employees are provided for as necessary by procedures developed by the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator A Confidential Employee Handbook has been developed and is located on the SBCCD website.

## End Recommendation for AP 7240 Confidential Employees



# 5075 Course Adds, Drops, and Withdrawals



10+1 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> FYI only to support review of AP

## Level 3 Review Schedule

- 01/31/2025 ♦ Estimated Receipt of Recommendation
- 02/20/2025 ♦ PPAC Approves Review Level
- 02/21/2025 ♦ Level 2 to Constituents and AS for Feedback
- 03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 05/07/2025 ♦ AS Reviews Level 3 for Final Input
- 05/15/2025 ♦ PPAC Reviews Final AS Input
- 06/12/2025 ♦ BOT 1st Read
- 07/10/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

**References:**

Title 5 Sections 55024, 58004 and 58509

### End Recommendation for BP 5075 Course Adds, Drops, and Withdrawals



# 5075 Course Adds, Drops, and Withdrawals



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 45: Align with revised Title 5 regulations.

## Begin Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

The District may allow students to add and drop courses pursuant to policy.

### Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course, only with the instructor's permission, contingent upon:
  1. the course still having available space
  2. the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
  1. students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
  2. students not officially registered in a course shall not be permitted to attend that course.

### Withdrawal/Military Withdrawal

- A. **Withdrawal Prior to Census (20% of instruction)**  
Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.
- B. **Withdrawal 20% - 60% of Instruction**  
Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.
- C. **Withdrawal After 60% of Instruction**  
The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".
- D. **Extenuating Circumstances**  
Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.
- E. **Military Withdrawal**  
An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.



# 5075 Course Adds, Drops, and Withdrawals



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Intervention Program

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 the following intervention program:

- A. 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.
- B. [Students shall be allowed an excused withdrawal \(“EW”\) in extenuating circumstances at any time, upon petition of the student or their representative.](#) ~~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 withdraws from a course due to an extraordinary condition under Title 5 Section 58509.~~ In no case shall an excused withdrawal result in a student being assigned an “FW” grade,

## Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
  1. Been identified as a no show
  2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census.

"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, [except if there are extenuating circumstances.](#)

“No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are [verified cases of accidents, illness, other circumstances beyond the control of the student.](#) **NOTE:** [Districts should identify other conditions that constitute “extenuating circumstances,” if any.](#)

## Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

### References:

Title 5 Sections 55024, 58004, and 58509

End Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

# BP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> FYI to support review of AP.

## Level 3 Review Schedule

01/07/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/07/2025 ♦ AS Reviews Level 3 for Final Input

05/15/2025 ♦ PPAC Reviews Final AS Input

06/12/2025 ♦ BOT 1st Read

07/10/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5500 Standards of Student Conduct

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

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

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

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

References:

Education Code Sections 66300, 66301, and 76120;  
ACCJC Accreditation Standard 2

## End Recommendation for BP 5500 Standards of Student Conduct

# AP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 45: Clarify a reference to AP 3433 Prohibition of Sex Discrimination under Title IX and AP 3434 Responding to Sex Discrimination under Title IX.

## Begin Recommendation for AP 5500 Standards of Student Conduct

~~Replaces current SBCCD AP 5500~~

### Standards of Student Conduct

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Standards of Student Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Standards of Student Conduct.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under AP 3433 Sex Discrimination under Title IX, and AP 3434 Responding to Harassment Based on Sex Discrimination under Title IX.

- A. Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- B. Alcohol. Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
- C. Assault/Battery. Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
  1. Inflicting bodily harm upon any Member of the District Community;
  2. taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
  3. taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
  4. Causing a Member of the District Community to believe that the offender or their agent may cause bodily harm to that person or any member of their family or any other Member of the District Community;
  5. Inflicting or attempting to inflict bodily harm on oneself.
- D. Bias. Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe, negative, or unwelcome environment for the targeted person.
- E. Bullying. Defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
- F. Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.

# AP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

- G. Cyber Bullying. Defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
- H. Dating Violence. Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim.
- I. Destruction of Property. The damaging, destroying, defacing, or tampering with District Property or the property of any person or business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.
- J. Discrimination. Unlawful discrimination against a person on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, military or veteran status, gender identification, gender expression, marital status; sexual orientation, or genetic information, except where such distinction is authorized by law.
- K. Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
- L. Disorderly or Lewd Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
- M. Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class (regardless of modality), lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.
- N. Disruptive Behavior. Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely affects the delivery of educational services to Students and the District Community.
- O. Disturbing the Peace. Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.
- P. Drugs. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of medicinal marijuana on District premises is prohibited.
- Q. Endangering the Welfare of Others. Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.
- R. Failure to Appear. Failure to appear before a District official when directed to do so.
- S. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District employee when requested.
- T. Failure to Repay Debts or Return District Property. Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District Community.
- U. False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- V. Forgery. Any forgery alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
- W. Fraud. Any attempt to steal, take, carry, lead, or take away the personal property of another, or who fraudulently appropriated property which has been entrusted to them, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains

# AP 5500 Standards of Student Conduct



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credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another, is guilty of theft.

- X. Gambling. Unauthorized gambling on District Property or at any District function.
- Y. Harassment/Bullying. A specific act, or series or acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member of the District Community, occurring within the jurisdiction of the District as set forth in Section 1.4.
- Z. Hateful Behavior. Hateful behavior aimed at a specific person or group of people.
- AA. Hazing. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.
- BB. Infliction of Mental Harm. (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of their family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
- CC. Library Materials. Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- DD. Misrepresentation. A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.
- EE. Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of identification.
- FF. Possession of Stolen Property. Possession of District Property, or the property of any other person, when the Student knows or reasonably should know, that the property was stolen.
- GG. Possession of Weapons. Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
- HH. Public Intoxication. Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.
- II. Sexual Harassment. Sexual harassment against a member of the District Community. Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or initiate, and which the person regards as undesirable or offensive.
- JJ. Sexual Misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure. Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct or has occurred. Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship,

# AP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.

KK. Serious Injury or Death. Any intentional, unintentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or their family.

LL. Smoking. Smoking in an area where smoking has been prohibited by law or regulation of the District.

MM. Stalking. Stalking behavior in which a Student repeatedly engages in the course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for their safety, or the safety of their family; where the threat is reasonably determined by the College Conduct Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.

NN. Sexual Stalking. The course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking. Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

OO. Theft or Abuse of District's Computers or Electronic Resources. Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of a computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.

PP. Theft or Conversion of Property. Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had the knowledge or reasonably should have had knowledge that it was stolen.

QQ. Trespass and Unauthorized Possession. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.

RR. Unauthorized Recording. Recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.

SS. Unauthorized Use of Course or Copyrighted Materials. Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under the authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

# AP 5500 Standards of Student Conduct



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- TT. Unauthorized Use of District Keys. Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.
- UU. Unauthorized Use of Electronic Devices. Unauthorized use of an electronic device on District property or at any District function, including but not limited to, classes, lectures, labs, and field trips.
- VV. Unauthorized Use of Property or Services. Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.
- WW. Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
- XX. Unwelcome Conduct: Conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, or directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
- YY. Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
- ZZ. Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
- BA. Violation of Law. Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.
- BB. Violation of Posted District Rules. Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.
- BC. Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.
1. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  2. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  3. Using or causing to be used District computer services without permission.
  4. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.
  5. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

**AP****5500 Standards of Student Conduct**

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

6. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.
7. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
8. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
9. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
10. Using any account or password without authorization.
11. Allowing or causing to be used an account number or password by any other person without authorization.
12. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the Student is currently enrolled in.
13. Use the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.
14. "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
15. Inappropriate Usage of Social Media. Using social media to harass, intimidate, or threaten other individuals. Usage of social media that will have indirect or direct impact on an individual or interference with the educational process.

## References:

Education Code Sections 66300 and 66301

ACCJC Accreditation Standard 2

**End Recommendation for AP 5500 Standards of Student Conduct**



## 2510 Participation In Local Decision-Making



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

### Reasons for Review

> Recommendation from VC Hannon  
 > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

### Level 3 Review Schedule

02/21/2024 ♦ Recommendation Received  
 03/05/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations  
 02/25/2024 ♦ PPAC Approves Review Level  
 02/26/2024 ♦ Level 2 to Constituents and AS for Feedback  
 03/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input  
 03/11/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3  
 02/05/2025 ♦ AS Reviews Level 3 for Final Input  
 04/17/2025 ♦ PPAC Reviews Final AS Input  
 05/08/2025 ♦ BOT 1st Read  
 06/12/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 2510 Participation In Local Decision-Making

#### Board of Trustees

The Board of Trustees shall comply with Title 5 §53200 (d) and shall develop policies on academic and professional matters.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered. **The Governing Board has the final say and is never prohibited from taking action on matters.**

#### Academic Senate(s) (Title 5 Sections 53200-53206)

The Board of Trustees recognizes the Academic Senate(s) of the San Bernardino Community College District as the organization(s) representing the faculty in the formation of District policy on academic and professional matters. The primary function of the San Bernardino Community College District Academic Senate(s) is to make recommendations with respect to the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate patterns;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. Policies for faculty professional development activities;



## 2510 Participation In Local Decision-Making



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

7. District and college governance structures, as related to faculty roles;
8. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters.

The Board of Trustees relies primarily on the recommendations of the Academic Senate(s) for items 1 through 6. The Academic Senate(s) will work with the appropriate administrative office(s) while developing its position. The Academic Senate(s) will then forward its final recommendations to the Chancellor of the District, who will present them in a timely manner to the Board of Trustees with or without the Chancellor's endorsements or comments.

When the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate(s), the recommendation of the Academic Senate(s) will normally be accepted. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. The Board or its designee shall communicate its reason in writing to the Academic Senate(s) in a timely manner. If such a recommendation is not accepted, existing policies and procedures will remain in effect.

The Board of Trustees will receive items 7 through 10, and those matters developed in item 11 as the result of a mutual agreement reached by resolution, regulation, or policy. In instances where agreement has not been reached, the existing policy shall remain in effect unless the policy exposes the District to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach an agreement, but only for compelling legal, fiscal, or organizational reasons. Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees. Collegial consultation will take place by existing practices. The Academic Senate(s), after consultation with the Chancellor, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

### Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate and Management Association will be given every reasonable consideration.

### Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

### References:

Education Code Section 70902(b)(7)

[Title 5 Sections 53200 et seq. \(Academic Senate\)](#), [51023.5 \(Staff\)](#), and [51023.7 \(Students\)](#);

[ACCJC Accreditation Standards 4.2 and 4.3](#)

# BP 2510 Participation In Local Decision-Making



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

**End Recommendation for BP 2510 Participation In Local Decision-Making**



# 2510 Participation In Local Decision-Making



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> FYI Only

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

## Begin Recommendation for AP 2510 Participation In Local Decision-Making

### Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. The Chancellor ultimately carries the recommendations to the Board of Trustees for discussion and potential final approval.

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the participatory governance decision-making process.

### Governance Process

The Chancellor's Council is the primary participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out SBCCD's mission.

### Organization

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

To promote additional participation in local decision-making and efficacy, advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy. The list advisory committee structure will be posted on the Chancellor's Council webpage @ <https://sbccd.edu/about-sbccd/committees/chancellors-council/index.php>.

# AP

## 2510 Participation In Local Decision-Making



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist



Chancellor's Council  
Advisory Committee Structure  
As of October 2021



### References:

Education Code Section 70902(b)(7);  
 Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
 ACCJC Accreditation Standards [IV.A and IV.D.7 \(formerly IV.A.2, IV.A.5\) 4.2 and 4.3](#)

**End Recommendation for AP 2510 Participation In Local Decision-Making**

**BP**

# 4020 Program, Curriculum, and Course Development



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

## Level 3 Review Schedule

01/07/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 ♦ Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/05/2025 ♦ AS Reviews Level 3 for Final Input

04/17/2025 ♦ PPAC Reviews Final AS Input

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 4020 Program, Curriculum, and Course Development

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

The Board acknowledges that District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

All new programs and program discontinuances shall be approved by the Board of Trustees.

**BP**

## 4020 Program, Curriculum, and Course Development



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

### Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

### References:

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; 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 Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards [II.A](#) and [II.A.9 2](#)

**End Recommendation for BP 4020 Program, Curriculum, and Course Development**

AP

# 4020 Program, Curriculum, and Course Development



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 43: The Service updated this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

## Begin Recommendation for AP 4020 Program, Curriculum, and Course Development

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

[The District shall develop and offer programs and curricula in ethnic studies. The District shall develop programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.](#)

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

Faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that Ethnic Studies course materials and curriculum:

- Are written by and for Native American, Black and African American, Latinx, and Asian American communities rather than only about those communities.
- Address structural and institutional racism, discrimination, oppression, and privilege.
- Focus on the eleven principles of Ethnic Studies:
  1. Love
  2. Respect
  3. Reflection



# 4020 Program, Curriculum, and Course Development



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

- 4. Hope
- 5. Solidarity
- 6. Critical Consciousness
- 7. Community
- 8. Interconnection
- 9. Wellness
- 10. Healing
- 11. Transformation

**References:**

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard [II.A; 2](#)

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.

**End Recommendation for AP 4020 Program, Curriculum, and Course Development**

# AP 4222 Remedial Coursework



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to identify requirements related to placement pursuant to the 2024 changes in the Education Code.

## Level 3 Review Schedule

12/05/2024 ♦ Recommendation Received

12/12/2024 ♦ PPAC Approves Review Level

12/13/2024 ♦ Level 2 to Constituents and AS for Feedback

02/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/05/2025 ♦ AS Reviews Level 3 for Final Input

04/17/2025 ♦ PPAC Reviews Final AS Input

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 4222 Remedial Coursework

- **Course Definition**  
Remedial coursework refers to non - degree, pre - collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures, and in accordance with state guidelines and regulations.
- **Remedial English or Mathematics Coursework**
  1. **Intention:** The primary goal is to ensure that students enter and complete transfer-level coursework in English and mathematics within one year of their initial attempt in the discipline. This coursework should align with the requirements of the student's intended certificate or associate degree, or the requirements for transfer within their intended major.
  2. **Placement Measures:** The District shall use measures, such as high school coursework, grades, grade point average, or self-placement for placing students into English and mathematics courses. [High school transcript data shall be used as the primary means for determining placement in English and mathematics courses. For students who have not graduated from high school, or for high school graduates unable to provide self-reported high school information, the District may use guided placement or self-placement.](#) When multiple measures are used, they should be applied in a way that compensates for low performance on one measure with higher performance on another. The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework.
  3. **Avoiding Redundant Coursework:** The District shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning.

# AP 4222 Remedial Coursework



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

4. If the District places and enrolls students into transfer-level course sequences, composed of no more than two transfer-level courses, that prepare students for the first STEM calculus course, the counselor shall determine that (1) the student is highly unlikely to succeed in the first STEM calculus course without the additional transfer-level preparation, (2) the enrollment will improve the student's probability of completing the first STEM calculus course, and (3) the enrollment will improve the student's persistence to and completion of the second calculus course in the STEM program, if a second calculus course is required.
  5. Students who have not graduated from a United States high school or been issued a high school equivalency certificate, students enrolled in a certificate program without English or mathematics requirements, students enrolled in a noncredit English as a Second Language course who have not graduated from a United States high school or been issued a high school equivalency certificate, students with documented disabilities in educational assistance classes who are otherwise not able to benefit from general college classes, students enrolled in adult education programs who have not graduated from a United States high school or been issued a high school equivalency certificate, students enrolled in adult education programs who are enrolled in coursework other than mathematics or English, current high school students in dual enrollment or taking courses not available in their local high school are exempt from the limitations of this procedure..
- **Waivers**  
A student who shows significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply for a waiver of the 30-unit limit through the college petitions process. A waiver shall be subject to the following conditions:
    1. A student must have been continuously enrolled and have completed at least 24 units of remedial coursework with a grade of C or better.
    2. A petition for waiver must have the recommendation of a college counselor.
    3. Additional remedial coursework shall be specified in a course list prepared by a college counselor.
    4. Additional coursework shall be limited to two additional courses above the 30-unit limit not to exceed eight units.
    5. Any coursework approved through the waiver process shall be completed within the semester that immediately follows the reaching of the 30-unit limit.
    6. A grade of P (pass) constitutes satisfactory progress.
  - **Academic Probation, Dismissal**  
A student enrolled in remedial coursework is subject to the District standards for academic probation and/or dismissal. In addition, a student who does not attain full eligibility status for college-level work within the 30-unit limit described above shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses. Students enrolled in remedial coursework shall be notified of unsuccessful progress through the regular college counseling and advising process.
  - **Reinstatement**  
A student may, upon successful completion of appropriate remedial coursework elsewhere, or upon demonstration of skills levels that will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition with the Vice-President of Student Services.

# AP 4222 Remedial Coursework



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- College Catalog  
The SBVC and the CHC catalogs include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Reference:

Education Code Section [78212.5](#) and [78213](#);  
Title 5 Section [55035](#); and  
ACCJC Accreditation Standard [II.A.4.2](#)

**End Recommendation for AP 4222 Remedial Coursework**

# BP 5130 Financial Aid



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

> Legal Update 42: The Service updated this policy to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

## Level 3 Review Schedule

12/05/2024 ♦ Recommendation Received

12/12/2024 ♦ PPAC Approves Review Level

12/13/2024 ♦ Level 3 to Constituents and AS for Feedback

02/02/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3

03/05/2025 ♦ AS Reviews Level 3 for Final Input

04/17/2025 ♦ PPAC Reviews Final AS Input

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5130 Financial Aid

The Financial Aid Office is responsible for the administration of federal and state financial aid programs. Financial Aid programs may include, internal and external scholarships, grants, waivers and work study programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by federal and state laws and other applicable regulatory and institutional requirements.

The Financial Aid Office shall establish, publicize and apply satisfactory academic progress standards to all participants in Title IV student aid programs.

### Misrepresentation

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

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

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

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

### Scholarship Displacement

The District shall not engage in scholarship displacement. The Chancellor shall establish procedures that provide that the District shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance.

# BP 5130 Financial Aid



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

### References:

Education Code Sections 66021.6, [70045, et seq.](#), and 76300 ;  
20 U.S. Code Sections 1070, et seq.;  
34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard [#D.15.3](#)

**End Recommendation for BP 5130 Financial Aid**

# AP 5130 Financial Aid



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 - Updated to add a legal citation pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

> Legal Update 42: The Service updated this procedure to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

## Begin Recommendation for AP 5130 Financial Aid

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

1. [The California College Promise Grant \(formerly known as the Board of Governors Fee Waiver \(BOG Fee Waiver\)\)](#)
2. Chafee Grant
3. Cal Grant A, B and C
4. ~~California DREAM Loan Program~~ Federal Direct Loans
5. Federal Pell Grant
6. Federal Work Study
7. Federal Supplemental Educational Opportunity Grant (FSEOG)
8. ~~Full Time Student Success Grant~~ Student Success Completion Grant (SSCG)
9. Internal and external scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending and receiving financial aid, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

### Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year unless specified by the U.S. Department of Education. If a student is applying for a Cal Grant, the FAFSA or CADAA and cumulative GPA must be submitted to the California Student Aid Commission (CSAC). Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA or CADAA by the state published deadline.

### Student Eligibility

General student eligibility requirements consist of the following:

- demonstrate [financial need](#) for need-based [federal student aid programs](#);
- be a U.S. citizen or an [eligible noncitizen](#);

# AP 5130 Financial Aid



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled as a [regular student](#) in an eligible degree or certificate program;
- maintain [satisfactory academic progress](#);
- provide consent and approval to have your federal tax information transferred directly into your *Free Application for Federal Student Aid* (FAFSA®) form;
- not in default or overpayment on any federal aid;
- have a high school diploma, GED, or equivalent.

CADAA eligibility requirements are different than the list above. Please check with your financial aid office for more information.

1.

There are also program specific eligibility requirements that may be required.

## Deadlines

See the Financial Aid office website for semester-specific financial aid deadlines. All deadlines shall be strictly adhered to.

## Payment Procedures

Financial aid disbursements are calculated based on a student's ~~Expected Family Contribution (EFC)~~ Student Aid Index (SAI), financial need, availability of funds, and enrollment intensity- ~~the number of units in which the student is enrolled in each semester.~~

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the students BankMobile (Bmtx) selection. ~~college issued Debit Card.~~ Students must enroll and make their selection at <https://disbursements.bmtx.com/refundchoices/>, ~~request their Debit Card at [www.enroll.moneynetworkedu.com/](http://www.enroll.moneynetworkedu.com/).~~ Students also have the ability to have their refunds transferred to their existing bank account using the ACHoption,, applying for a Vibe account, or having a check mailed to them. ~~This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures.~~ Students who do not select a refund preference will default to a refund check being processed and mailed 21 days after disbursement to the student's home address as reported with Admissions and Records.

## Overpayment Recovery (Return of Title IV)

The District Financial Aid Office will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

## Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of their intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

## Accounting Requirements and Disbursement of Funds

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

## Fraudulent Documents

Students may be reported to the Office of Inspector General (OIG), or Department of ED (DOE) if they are committing or suspected of committing Federal Fraud.

Submission of fraudulent documents is a violation of the Standards of Student Conduct and as such, subject to disciplinary action. The student will

# AP 5130 Financial Aid



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

be informed that withdrawing the fraudulent document is not a pardon from disciplinary action. • Any student submitting a fraudulent document will be referred to the Chief Student Services Officer or designee for disciplinary action.

## Satisfactory Academic Progress

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, ~~annually~~, at the end of each ~~Spring~~ semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed 150% of the published length of an academic program. Program timeframes will vary. .

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

## Satisfactory Academic Progress (SAP) Appeal Procedure

### Appeal Process

SAP Appeals, Petition for Reinstatements or Term Dismissals, can be requested through the Financial Aid office. You must read the appeal carefully and submit your supporting documentation, prior to the appeal deadline. Incomplete appeals will be rejected.

### SAP Appeal Special Circumstances

In reviewing a student's appeal and documentation, the Financial Aid Office may consider any additional special circumstances that the institution deems appropriate and shall consider a broad range of special circumstances, including, but not limited to, any of the following:

- Death of a relative or other significant person
- Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person
- Pregnancy or birth of a child
- Homelessness
- Loss of childcare
- Loss or change in employment
- Loss of access to personal or public transportation
- Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability
- Natural disaster
- Change of major (Once per SAP Policy)

If a student does not successfully complete the courses on the SEP plan with a passing grade of A, B, C, or D where applicable, and/or maintain a 2.0 for the term, this will revoke the Term Dismissal agreement and the student will no longer receive Financial Aid. Students will be notified of the appeal decision via their student email within 45 days of a complete appeal submission. If the student has outside transcripts, they must be evaluated, and students must submit their official transcripts to Admissions & Records before the appeal submission is considered complete.

# AP 5130 Financial Aid



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

If a student has been approved and is eligible for a financial aid disbursement, they may receive a disbursement within 2-4 weeks after the SAP approval notification.

If the student's appeal is denied, the decision notification will specify the conditions for future consideration for financial aid eligibility. Students may request a second review process from the Financial Aid Office if the initial SAP appeal is denied.

## Misrepresentation

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

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

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

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

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

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

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

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

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

## [Students Enrolled in a Baccalaureate Degree Program](#)

[Students enrolled in a baccalaureate degree program who wish to apply for a California College Promise Grant \(CCPG\) waiver must submit either a Free Application for Federal Student Aid \(FAFSA\) or a California Dream Act application in lieu of completing the California College Promise Grant Board of Governors-fee waiver application.](#)

## [Scholarship Displacement](#)

[The Financial Aid Office shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance. The Financial Aid Office shall not consider receipt or anticipated receipt of private scholarships when considering a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for qualification for institutional gift aid.](#)

# AP 5130 Financial Aid



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## References:

Education Code Sections 66021.3, 66021.6, 66025.9, [69432.7](#), 69514, [70045 et seq.](#), 70030 et seq., 76300, [78042](#), and 94912.5;

Title 5 Sections 55031, 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668<sub>2</sub> (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 [111-D.15.3](#)

## End Recommendation for AP 5130 Financial Aid

**BP**

# 5220 Shower Facilities for Homeless Students



10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

## Reasons for Review

> Chapter Lead: Good Practice BP being Presented for adoption

## Level 3 Review Schedule

12/05/2024 ♦ Recommendation Received

12/12/2024 ♦ PPAC Approves Review Level

12/13/2024 ♦ Level 3 to Constituents and AS for Feedback

02/02/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3

03/05/2025 ♦ AS Reviews Level 3 for Final Input

04/17/2025 ♦ PPAC Reviews Final AS Input

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5220 Shower Facilities for Homeless Students

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

### References:

[Education Code Section 76011](#)

## End Recommendation for BP 5220 Shower Facilities for Homeless Students

AP

# 5220 Shower Facilities for Homeless Students



10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Chapter Lead: Good Practice AP Presented for adoption

### Begin Recommendation for AP 5220 Shower Facilities for Homeless Students

An unhousted student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are available for unhousted students who are actively enrolled in courses and are in good standing with the District. Students may refer to the individual campuses for specific locations, building names, days, and hours of availability at San Bernardino Valley College, Crafton Hills College, and Economic Development & Corporate Training. In the event of any conflicts in hours due to intercollegiate athletic programs or other scheduled events, each campus will implement appropriate measures to ensure access to these resources.

#### References:

[Education Code Section 76011](#)

### End Recommendation for AP 5220 Shower Facilities for Homeless Students

# BP 5510 Off-Campus Student Organizations



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

>Need to adopt; this is a legally required policy.

## Level 3 Review Schedule

- 12/05/2024 ♦ Recommendation Received
- 12/12/2024 ♦ PPAC Approves Review Level
- 12/13/2024 ♦ Level 3 to Constituents and AS for Feedback
- 02/02/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3
- 03/05/2025 ♦ AS Reviews Level 3 for Final Input
- 04/17/2025 ♦ PPAC Reviews Final AS Input
- 05/08/2025 ♦ BOT 1st Read
- 06/12/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 5510 Off-Campus Student Organizations

The District shall work with local law enforcement agencies to monitor and record criminal activity at off-campus locations of owned or controlled by student organizations officially recognized by the District or used to support the District’s educational purpose.

This policy includes student organizations with off-campus housing facilities.

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

### End Recommendation for BP 5510 Off-Campus Student Organizations

**AP****5510 Off-Campus Student Organizations**

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

**Reasons for Review**

&gt; Need to adopt; this is a legally required procedure

**Begin Recommendation for AP 5510 Off-Campus Student Organizations**

The SBCCD Police Department does not provide law enforcement service to off-campus organizations, nor are off-campus activities monitored by the District. Any incidents or investigations that occur off-campus fall under the jurisdiction of the local police in that area, which would lead in any investigation or response. However, SBCCD Police may assist local agencies when needed and maintain radio communication with them for events in close proximity to the campuses.

**Reference:**

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

**End Recommendation for AP 5510 Off-Campus Student Organizations**