

CERRITOS COLLEGE
 Regular Meeting of the Board of Trustees

Meeting Date: **February 20, 2019**
Agenda Item No. 6

FROM: _____
 Dr. Jose Fierro
 President/Superintendent

SUBJECT: Information Item: Board Policy Review

ACTION
 This item is presented as information only.

FISCAL IMPACT
 There is no fiscal impact.

REPORT SUMMARY
 In accordance with [Board Policy 2410 – Policy and Administrative Procedure](#), the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. The next site visit is scheduled for Spring 2020.

Approximately 350 board policies and administrative procedures are organized into seven chapters: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business Services, and 7) Human Resources.

The policies and procedures will be reviewed by the College Coordinating Committee before they are presented to the board to afford all constituent groups an opportunity for input, and to ensure accuracy with District practices. The updated review schedule is as follows:

Chapter		BP	AP	Coordinating Committee Review	Board Review
Chapter 1	The District	3	0		
Chapter 2	Board of Trustees	19	8	September 10, 2018	October 17, 2018
Chapter 2	Board of Trustees (cont.)	22	10	October 8, 2018	October 17, 2018
				November 5, 2018 November 19, 2018 December 3, 2018 December 10, 2018	
Chapter 3	General Institution	31	34		January 16, 2019
Chapter 4	Academic Affairs	25	36	December 10, 2018	January 16, 2019
Chapter 5	Student Services	31	34	January 28, 2019 February 11, 2019	February 20, 2019
Chapter 6	Business Services	19	22	February 25, 2019	March 20, 2019
Chapter 7	Human Resources	21	24	March 25, 2019	April 17, 2019

At its January 28 and February 11 meetings, the Coordinating Committee reviewed the following policies and procedures:

BP 5010	Admissions and Concurrent Enrollment
AP 5010	Admissions and Concurrent Enrollment

	Tracks of Admission and Dual Enrollment of High School and Other Young Students: College and Career Access Pathways (CCAP) Track and Non-College and Career Access Pathways (CCAP) Track
AP 5011	Tracks of Admission and Dual Enrollment of High School and Other Young Students: College and Career Access Pathways (CCAP) Track and Non-College and Career Access Pathways (CCAP) Track
AP 5012	International Students
AP 5013	Students in the Military
BP 5015	Residence Determination
AP 5015	Residence Determination
BP 5020	Nonresident Tuition
AP 5020	Nonresident Tuition
BP 5030	Fees
AP 5030	Fees
AP 5031	Instructional Materials Fees
BP 5035	Withholding of Student Records
AP 5035	Withholding of Student Records
BP 5040	Student Records, Directory Information, and Privacy
AP 5040	Student Records, Directory Information, and Privacy
AP 5045	Student Records: Challenging Content and Access Log
BP 5050	Student Success and Support Program
AP 5050	Student Success and Support Program
BP 5052	Open Enrollment
AP 5052	Open Enrollment
BP 5055	Enrollment Priorities and Limitations
AP 5055	Enrollment Priorities and Limitations
AP 5070	Attendance Accounting
AP 5075	Class Adds and Drops
BP 5110	Counseling
AP 5110	Counseling
BP 5120	Transfer Center
AP 5120	Transfer Center
BP 5130	Financial Aid
AP 5130	Financial Aid
BP 5140	Disabled Student Programs and Services
AP 5140	Disabled Student Programs and Services
BP 5150	Extended Opportunity Programs and Services
AP 5150	Extended Opportunity Programs and Services
BP 5160	Assessment Center
BP 5170	Veterans Affairs
AP 5170	Veterans Affairs
BP 5180	Student Activities
BP 5200	Student Health Services
AP 5200	Student Health Services
BP 5205	Student Insurance
BP 5210	Communicable Disease
AP 5210	Communicable Disease
BP 5300	Student Equity Plan
AP 5300	Student Equity Plan
BP 5400	Associated Students Organization
AP 5400	Associated Students Organization
BP 5410	Associated Students Elections
BP 5420	Associated Students Finance
AP 5420	Associated Students Finance
BP 5500	Standards of Student Conduct
BP 5510	Off-Campus Activities and Organizations
AP 5510	Off-Campus Activities and Organizations

AP 5520	Student Discipline Procedures
BP 5530	Student Rights and Grievances
AP 5530	Student Rights and Grievances
BP 5550	Speech: Time, Place, and Manner
AP 5550	Speech: Time, Place, Manner, and Commercial Vendors
BP 5570	Student Credit Card Solicitation
AP 5610	Voter Registration
BP 5700	Intercollegiate Athletics
AP 5700	Intercollegiate Athletics
BP 5800	Prevention of Identify Theft in Student Financial Transactions
AP 5800	Prevention of Identify Theft in Student Financial Transactions

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Chapter 5: Board Policies and Administrative Procedures

Student Services

1 BP 5010 ADMISSIONS AND DUAL ENROLLMENT

2 References:

- 3 Education Code, Sections 76000, 76001, 76002, and 76038
- 4 Labor Code, Section 3077;
- 5 34 CFR 668.16(p) (U.S. Department of Education regulations on the Integrity of
- 6 Federal Student Financial Aid Programs under Title IV of the Higher Education
- 7 Act of 1965, as amended);
- 8 ACCJC Accreditation Standard II.C.6

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

- 11 • Any person over the age of 18 and possessing a high school diploma or its
12 equivalent.
- 13 • Other persons who are over the age of 18 years and who, in the judgment of the
14 President/Superintendent or designee, are capable of profiting from the instruction
15 offered.
- 16 • Persons who are apprentices as defined in Labor Code, Section 3077.
- 17 • Secondary school students and other special admit students who are able to
18 demonstrate their ability to benefit from college education and who meet the
19 specified admissions and enrollment criteria per applicable Education Code, state
20 regulations, and Board policies and administrative procedures.

21 The District may deny or place conditions on a student’s enrollment upon a finding by the
22 Board or designee that the applicant has been expelled within the preceding five years or
23 is undergoing expulsion procedures in another California community college district, and
24 that the applicant continues to present a danger to the physical safety of the students and
25 employees of the District.

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

29 Admissions to Special Programs

30 In addition to meeting the academic standards for admission to the College, students
31 wishing to enroll in a special course of study must satisfy additional admissions
32 requirements. Specific criteria for admission to those programs shall be approved by the
33 President/Superintendent.

34 **Denial of Requests for Admission for Special Admit Students**

35 If the District denies a request for special full-time or part-time enrollment by a pupil who
36 is identified as highly gifted, the Board of Trustees will record its findings and the reason
37 for denying the request in writing within 60 days. The written recommendation and denial
38 shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at
39 least 30 days after the pupil submits the request to the District.

40 The President/Superintendent or designee shall establish procedures for evaluation of
41 requests for special full-time or part-time enrollment by a pupil who is identified as highly
42 gifted.

43 **Claims for State Apportionment for Concurrent Enrollment**

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

47 The President/Superintendent shall establish procedures regarding compliance with
48 statutory and regulatory criteria for concurrent enrollment.

49 The College Catalog, which is updated annually, contains the most recent information
50 regarding admissions.

51 Office of Primary Responsibility: Vice President, Student Services

52 Also see AP 5010 titled Admissions and Concurrent Enrollment

Date Adopted: May 16, 2007

Dates Revised: June 13, 2012, January 28, 2019

Student Services

1 **AP 5010 ADMISSIONS AND DUAL ENROLLMENT**

2 **References:**

- 3 Education Code, Sections 76000, 76001, and 76002
4 34 CFR 668.16(p) (U.S. Department of Education regulations on the Integrity of
5 Federal Student Financial Aid Programs under Title IV of the Higher Education
6 Act of 1965, as amended);
7 ACCJC Accreditation Standard II.C.6

8 The President/Superintendent or designee shall establish procedures for evaluating the
9 validity of a student’s high school completion if the District or the United States
10 Department of Education has reason to believe that the high school diploma is not valid
11 or was not obtained from an entity that provides secondary school education.

12 **Admissions Eligibility**

13 The authority to oversee the admission of eligible students is delegated to the Dean of
14 Admissions, Records and Services under the direction of the Vice President of Student
15 Services. Students eligible for regular admission to the College must be 18 years of age
16 or older and possess a high school diploma, GED, certificate of proficiency or equivalent.
17 In addition, any apprentice, as defined in Section 3077 of the Labor Code, or any other
18 person who is over 18 years of age who, in the judgment of the District, is capable of
19 profiting from the instruction offered at the College may be admitted.

20 **Residency**

21 Each person applying for admission or enrollment in a California Community College is
22 classified as a “resident” or “nonresident” for purposes of admission and/or tuition
23 calculation.

24 **Resident** – a “resident” is a person who is eligible to establish California residency for
25 tuition purposes or who has resided within California for at least one year and who
26 established a legal residence in California prior to the residency determination date.

27 **Nonresident** – a “nonresident” student is one who has not resided in the state for
28 more than one year prior to the residency determination date and who has not
29 established legal residence or who is not eligible to establish California residency for
30 tuition purposes.

31 **Admission of International Students**

32 The College accepts applications from students holding or attempting to obtain the F-1
33 Student Visa. The following items are required from international applicants:

- 34
 - Completed International Student application and fee;

- 35 • High school transcripts, showing graduation, from an institution equivalent to an
36 accredited U.S. high school.
- 37 • For applicants whose native tongue is not English, the minimal score on the Test
38 of English as a Foreign Language (TOEFL) or an equivalent score on the Cerritos
39 College Placement test or other standardized proficiency test before being
40 admitted.
- 41 • Negative tuberculosis (TB) test results.
- 42 • Notarized statement of support from a financial sponsor accompanied by a certified
43 letter from the sponsor's bank, verifying in U.S. dollars sufficient funds to meet all
44 the student's educational and financial needs.
- 45 • Valid Passport, appropriate F-1 visa and I-94 form.
- 46 • Purchase, including by the student and all dependents, of international student
47 medical insurance.

48 International student admissions procedures will be provided in the College Catalog,
49 schedule of classes, and website.

50 The College Catalog, which is updated annually, contains the most recent information
51 regarding admissions.

52 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Dates Revised: May 7, 2012; February 11, 2019
(Replaces former Cerritos CCD Policy 4100)

Student Services

1 **AP 5011 TRACKS OF ADMISSION AND DUAL ENROLLMENT OF**
2 **HIGH SCHOOL AND OTHER YOUNG STUDENTS: COLLEGE**
3 **AND CAREER ACCESS PATHWAYS (CCAP) TRACK AND**
4 **NON-COLLEGE AND CAREER ACCESS PATHWAYS (NON-**
5 **CCAP) TRACK**

6 **References:**

7 Education Code, Sections 11300, 48800, 48800.5, 48802, 49011, 66010.4,
8 76001, 76002, 76004, 87010, and 87011

9 The College authorizes the admission of Special Admit students and “highly-talented” K-
10 12 minor students without high school diplomas, who can benefit from “advanced
11 scholastic or career/technical work.” The responsibility to make the determination of the
12 student’s preparation belongs to the K-12 school district in which the student is enrolled.

13 Authority to restrict the admission or enrollment of a Special Admit part-time or full-time
14 student in any session based on age, grade-level completion, current school
15 performance, or assessment and placement procedures in conformance with
16 matriculation regulations remains the prerogative of the College.

17 All courses will be taken for college credit. Subject to college and school district
18 compliance with applicable regulations, and if followed procedures provided herein, pupils
19 may receive dual credit.

20 The parent or guardian of a pupil not enrolled in a public school retains the ability to
21 directly petition the President/Superintendent for the pupil’s Special Admit admission on
22 a part-time or full-time basis.

23 When both College and Career Access Pathways (CCAP) and Non-College and Career
24 Access Pathways (Non-CCAP) enrollment opportunities are provided by the college, it
25 must adhere to the overall 10% full-time equivalent student (FTES) cap for all Special
26 Admit students.

27 **Non-CCAP Track Dual Enrollment of High School Juniors and Seniors (N-CCAP)**
28 Cerritos College will admit N-CCAP high school juniors and seniors for enrollment to the
29 College who are eligible to participate based on the criteria established below.

30 The student must be recommended by his/her high school principal or designee. As part
31 of the approval process, the principal must verify through consent and signature on the
32 College Bridge Form that the recommended student can benefit from college instruction.

33 A parent/guardian consent and signature on the College Bridge Form, verifying
34 parental/guardian approval of student's participation, must be submitted in addition to the
35 College application. Parents/guardians must also acknowledge on the Dual Enrollment
36 Form that the student will be expected to conform to all College policies.

37 Cerritos College will admit N-CCAP high school juniors and seniors who meet the
38 following conditions:

39

40

Academic Eligibility

- 41 • N-CCAP student admission may be limited for reasons of age or grade level.
- 42 • For all courses attempted, N-CCAP students must complete the College
43 assessment/placement process and meet the stated prerequisite and or co-
44 requisite for the desired course.
- 45 • For summer sessions, N-CCAP student admission is further limited to high school
46 principal recommendation to be provided only if the pupil demonstrates adequate
47 preparation in the discipline to be studied, the pupil exhausts all opportunities to
48 enroll in an equivalent course at school of attendance, and if the total number of
49 such pupils does not exceed 5% of that grade level.
- 50 • Students with a verifiable disability (verification to be provided by school of origin)
51 will be referred to Disabled Student Programs and Services for assessment and
52 recommendation.

Limitations on Enrollment

- 53 • A N-CCAP student may be permitted to enroll in up to 11.99 units. Exceptions
54 may be made, subject to consideration and approval by the Dean of Admissions,
55 Records and Services.
- 56 • Such students may not enroll in physical education courses.
- 57 • Such students' enrollment may be limited for reasons of age or grade level.
- 58 • Such students who have previously enrolled and who have dropped their courses
59 and/or have not made satisfactory progress will not be allowed to continue
60 enrollment.
- 61 • Such students will not receive priority enrollment status.
- 62 • Such students will be charged all applicable fees charged to regularly admissible
63 students, with the exception of California Community College enrollment fees
64 (neither the in-state, per unit charge nor the non-resident tuition and capital outlay,
65 per unit charges).
- 66

Dual Enrollment, Non-CCAP Track Students Through the 10th Grade (N-CCAP K-10)

67 Cerritos College will admit highly gifted elementary students and secondary students
68 through the 10th grade level for enrollment to the College if they are eligible to participate
69 based on the criteria below:
70
71

72 **Academic Eligibility**

- 73 • N-CCAP K-10 student admission may be limited for reasons of age or grade level.
- 74 • For all courses attempted, N-CCAP K-10 students must complete the College
75 assessment/placement process and meet the stated prerequisite and or co-
76 requisite for the desired course.
- 77 • For summer sessions, N-CCAP K-10 student admission is further limited to high
78 school principal recommendation to be provided only if the pupil demonstrates
79 adequate preparation in the discipline to be studied, the pupil exhausts all
80 opportunities to enroll in an equivalent course at school of attendance, and if the
81 total number of such pupils does not exceed 5% of that grade level.
- 82 • Students with a verifiable disability (verification to be provided by school of origin)
83 will be referred to Disabled Student Programs and Services for assessment and
84 recommendation.

85 **Limitations on Enrollment**

- 86 • N-CCAP K-10 students may be permitted to enroll in up to 4 units each term.
- 87 • Such student enrollment in courses is based on space availability with College
88 instructor signature required prior to enrollment.
- 89 • Such students may not enroll in physical education courses.
- 90 • Such students who have previously enrolled and who have dropped their
91 courses and/or have not made satisfactory progress will not be allowed to
92 continue in the Special Admit Program.
- 93 • Such students will not receive priority enrollment status.
- 94 • Such students will be charged all applicable fees charged to regularly
95 admissible students, with the exception of California Community College
96 enrollment fees (neither the in-state, per unit charge nor the non-resident tuition
97 and capital outlay, per unit charges).

98 **Summer Enrollment of K-12 Students**

99 To be considered for admission as a Special Admit summer session student, the student
100 must meet the eligibility standards as established in Education Code Sections 48800 and
101 76001. Students will not be admitted unless they have availed themselves of all
102 opportunities to enroll in equivalent courses at their schools of attendance.

103 Refer also to the **Academic Eligibility** sections for N-CCAP and N-CCAP K-10 students
104 regarding summer sessions.

105 The number of such persons recommended shall not be in excess of five percent of the
106 total number of students who have completed a particular grade immediately prior to the
107 time of recommendation.

108 **Minors Who Are Not Enrolled in a School Program**

109 The Cerritos College President/Superintendent, or designee, may admit students who are
110 not enrolled in a public school into any class for which the student may qualify.
111 Qualifications and eligibility for participation are listed below:

- 112 • Parent/guardian approval shall include acknowledgement by the
113 parent/guardian that he/she understands that he/she will be expected to
114 conform to all College policies.
- 115 • Cerritos College may admit minors who are not high school graduates who
116 meet the following conditions:
- 117 ○ Complete the Cerritos College admission application
 - 118 ○ Submit the appropriate College form (Non-Enrolled Minor Form) for the
119 approval by the Cerritos College President/Superintendent, or designee,
120 stating the following:
 - 121 • Grade level of student.
 - 122 • Parental/guardian approval for the student to enroll in a College-level
123 class.
 - 124 • Verifiable demonstration of the student's ability to benefit from
125 advanced scholastic or career/technical work.
 - 126 • A statement indicating the exact college-level class(es) in which the
127 student is requesting enrollment at Cerritos College.
 - 128 • The student must enroll in a course of instruction of a scope and
129 duration sufficient to satisfy the requirements of law.
 - 130 • If the College denies a request for Special Admit part-time or full-time
131 enrollment at a community college for a pupil who is identified as highly gifted,
132 the College shall record its findings and the reason(s) for denial of the request
133 in writing within 60 days. The written recommendation and denial shall be
134 issued to the student at least 30 days after the request has been submitted.
135 (Education Code, Section 76001(b))
 - 136 • The attendance of a pupil at a community college as a Special Admit part-time
137 or full-time student pursuant to this section is authorized attendance, for which
138 the community college shall be credited or reimbursed pursuant to Education
139 Code, Sections 48802 and 76002.

140 **Classes on High School Campuses**

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

145 If the class is offered on a high school campus, the class may not be held during the time
146 the campus is closed to the general public, as defined by the school board. If the class
147 is a physical education class, no more than ten percent of the enrollment of the class may
148 consist of Special Admit part-time or full-time students.

149 **Additional Regulations**

150 To be considered for admission as a Special Admit part-time or full-time student, the
151 student must meet the eligibility standards established in Education Code, Section
152 48800.05. Special Admit part-time and full-time students are given low enrollment priority
153 in accordance with AB 967, except for students attending a middle college high school if

154 the student is seeking to enroll in a course that is required for the student's middle college
155 high school program.

156 State regulations provide that Special Admit student enrollment in physical education
157 courses shall not exceed five percent of the District's total reported full-time equivalent
158 enrollment of Special Admit part-time and full-time students; however, Cerritos College
159 does not permit enrollment of such students in physical education courses.

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

161 The District may enter into a CCAP partnership with a school district partner that is
162 governed by a CCAP partnership agreement approved by the governing boards of both
163 districts. As a condition of, and before adopting a CCAP partnership agreement, the
164 governing board of each district, at an open public meeting of that board, shall present
165 the dual enrollment partnership agreement as an informational item. The governing board
166 of each district, at a subsequent open public meeting of that board, shall take comments
167 from the public and approve or disapprove the proposed agreement.

168 If the governing board has adopted all of the legal requirements of Education Code
169 Section 76004 in order to participate in a College and Career Access Pathways (CCAP)
170 partnership with the governing board of a school district for the purpose of offering or
171 expanding dual enrollment opportunities for students who may not already be college
172 bound or who are underrepresented in higher education, with the goal of developing
173 seamless pathways from high school to community college for career technical education
174 or preparation for transfer, improving high school graduation rates, or helping high school
175 pupils achieve college and career readiness, the District may enter into a CCAP
176 partnership.

177 The CCAP partnership agreement shall be filed with the Chancellor of the California
178 Community Colleges and with the California State Department of Education before the
179 start of the CCAP partnership, and shall:

- 180 • outline the terms of the CCAP partnership and shall include, but not necessarily
181 be limited to, the total number of high school students to be served and the total
182 number of full-time equivalent students projected to be claimed by the community
183 college district for those students; the scope, nature, time, location, and listing of
184 community college courses to be offered; and criteria to assess the ability of pupils
185 to benefit from those courses.
- 186 • establish protocols for information sharing, in compliance with all applicable state
187 and federal privacy laws, joint facilities use, and parental consent for high school
188 pupils to enroll in community college courses.
- 189 • identify a point of contact for the participating community college district and school
190 district partner.
- 191 • certify that any community college instructor teaching a course on a high school
192 campus has not been convicted of any sex offense as defined in Education Code
193 Section 87010, or any controlled substance offense as defined in Education Code
194 Section 87011.

- 195 • certify that any community college instructor teaching a course at the partnering
196 high school campus has not displaced or resulted in the termination of an existing
197 high school teacher teaching the same course on that high school campus.
- 198 • certify that a qualified high school teacher teaching a course offered for college
199 credit at a high school campus has not displaced or resulted in the termination of
200 an existing community college faculty member teaching the same course at the
201 partnering community college campus.
 - 202 ○ qualified high school teacher, for the purpose of this Administrative
203 Procedure, means a high school teacher who meets the minimum
204 qualifications to teach college courses that are offered through dual
205 enrollment. The high school teacher will be considered according to
206 established Cerritos College selection procedures and if selected, will
207 become an adjunct faculty member of Cerritos College. The faculty member
208 will abide and be covered by the faculty collective bargaining agreement
209 and the policies and procedures of Cerritos College.
- 210 • include a certification by the participating community college district of all of the
211 following:
 - 212 ○ a community college course offered for college credit at the partnering high
213 school campus does not reduce access to the same course offered at the
214 partnering community college campus;
 - 215 ○ a community college course that is oversubscribed or has a waiting list shall
216 not be offered in the CCAP partnership; and
 - 217 ○ participation in a CCAP partnership is consistent with the core mission of the
218 community colleges pursuant to Education Code Section 66010.4, and that
219 pupils participating in a CCAP partnership will not lead to enrollment
220 displacement of otherwise eligible adults in the community college.
- 221 • certify that both the school district and community college district partners comply
222 with local collective bargaining agreements and all state and federal reporting
223 requirements regarding the qualifications of the teacher or faculty member
224 teaching a CCAP partnership course offered for high school credit.
- 225 • specify both of the following:
 - 226 ○ which participating district will be the employer of record for purposes of
227 assignment monitoring and reporting to the county office of education; and,
 - 228 ○ which participating district will assume reporting responsibilities pursuant to
229 applicable federal teacher quality mandates.
- 230 • certify that any remedial course taught by community college faculty at a partnering
231 high school campus shall be offered only to high school students who do not meet
232 their grade level standard in math, English, or both on an interim assessment in
233 grade 10 or 11, as determined by the partnering school district, and shall involve
234 a collaborative effort between high school and community college faculty to deliver
235 an innovative remediation course as an intervention in the student's junior or senior
236 year to ensure the student is prepared for college-level work upon graduation.

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

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

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

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

250 The District may assign priority for enrollment and course registration to a pupil seeking
251 to enroll in a community college course that is required for the pupil's CCAP partnership
252 program that is equivalent to the priority assigned to a pupil attending a middle college
253 high school as described in Education Code Section 11300 and consistent with middle
254 college high school provisions in Education Code Section 76001.

255 The District may limit enrollment in a community college course solely to eligible high
256 school students if the course is offered at a high school campus during the regular school
257 day and the community college course is offered pursuant to a CCAP partnership
258 agreement.

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

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

267 The governing board of the District exempts CCAP Special Admit part-time students from
268 the following fee requirements:

- 269 • Student representation fee (Education Code Section 76060.5)
270 • Nonresident tuition fee and corresponding permissible capital outlay fee and/or
271 processing fee (Education Code Sections 76140, 76141, 76142)
272 • Transcript fees (Education Code Section 76223)
273 • Course enrollment fees (Education Code Section 76300)
274 • Apprenticeship course fees (Education Code Section 76350)
275 • Child development center fees (Education Code Section 79121)

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

279 The attendance of a high school pupil at a community college as a Special Admit part-
280 time or full-time student pursuant to this section is authorized attendance for which the
281 community college shall be credited or reimbursed pursuant to Education Code Section
282 48802 or 76002, provided that no school district has received reimbursement for the same
283 instructional activity.

284 For each CCAP partnership agreement entered into pursuant to this section, the District
285 shall report annually to the Chancellor of the California Community Colleges, the
286 Legislature, the Director of Finance, and the State Superintendent of Public Education all
287 of the following information:

- 288 • The total number of high school pupils, by schoolsite, enrolled in each CCAP
289 partnership, aggregated by gender and ethnicity, and reported in compliance with
290 all applicable state and federal privacy laws.
- 291 • The total number of community college courses, by course category and type and
292 by schoolsite, enrolled in by CCAP partnership participants.
- 293 • The total number and percentage of successful course completions, by course
294 category and type and by schoolsite, of CCAP partnership participants.
- 295 • The total number of full-time equivalent students (FTES) generated by CCAP
296 partnership community college district participants.

297 The College Catalog, which is updated annually, contains the most recent information
298 regarding the admission and enrollment of high school and other young students. This
299 document is updated annually for currency and correctness.

300 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007

Dates Revised: October 15, 2012; October 9, 2017; February 11, 2019

(Replaces former Cerritos CCD Policies 4102.1 and 4102.2)

Student Services

1 AP 5012 INTERNATIONAL STUDENTS

2 References:

- 3 Education Code, Sections 76141, 76140, 76000, and 76142;
- 4 Title 5, Section 54045;
- 5 Title 8 U.S.C., Section 1101 et seq.

6 Under Department of Homeland Security regulations, Cerritos College is authorized to
7 enroll students on F-1 visa for the A.A. degree and transfer programs. To be considered
8 for admission, an international student must complete the following required application
9 packet items available in the International Student Center:

- 10 • International Student application and fee;
- 11 • Complete high school, secondary, college and or university graduation
12 transcripts equivalent to an accredited U.S. high school;
- 13 • All applicants whose native language is not English must meet the minimal
14 score on the Test of English as a Foreign Language (TOEFL) or an equivalent
15 score on the Cerritos College self-reporting tool or other standardized
16 proficiency test before being admitted to an academic/undergraduate degree
17 program;
- 18 • Negative tuberculosis (TB) test results;
- 19 • statement of support from a financial sponsor accompanied by a certified letter
20 from the sponsor's bank, verifying in U.S. dollars that sufficient funds to meet
21 all the student's educational and financial needs.
- 22 • Valid Passport, appropriate F-1 visa and I-94 form;
- 23 • All F-1 students and dependents must purchase International student medical
24 insurance; and
- 25 • Upon admission, the F-1 student is issued the SEVIS I-20 and is required to
26 adhere to all federal regulations regarding their immigration status. The Office
27 of International Student Services will report required events into the SEVIS
28 program as mandated by United States Citizenship and Immigration Service
29 (USCIS).

30 The calculation of nonresident tuition fee applicable to noncitizens who have not or cannot
31 establish residence, shall result in an amount not to exceed the amount expended by the
32 District for capital outlay in the preceding fiscal year divided by the total full-time
33 equivalent students. This fee cannot exceed 50 percent of the nonresident tuition
34 charged other nonresidents.

35 The Cerritos College Office of International Student Services maintains the most recent
36 information regarding International Students. The printed and web-based materials are
37 updated periodically.

38 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Date Revised: January 28, 2019

(Replaces former Cerritos CCD Policy 4102.3)

Student Services

1 **AP 5013 STUDENTS IN THE MILITARY**

2 **References:**

3 Education Code, Sections 68074, 68075, 68075.5, and 68075.7;
4 Title 5, Sections 54041, 54042, 54050, 55023, 55024, and 58620;
5 Military and Veterans Code Section 824; and
6 38 U.S. Code Section 3679

7 **Residence Determinations for Military Personnel and Dependents**

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

15 An undergraduate student who is a natural or adopted child, stepchild, or spouse who is
16 a dependent of a member of the armed forces of the United States stationed in this state
17 on active duty shall be entitled to resident classification. Such student shall retain resident
18 classification if he or she is thereafter transferred on military orders to a place outside of
19 California, so long as the student remains continuously enrolled in the District.

20 A veteran who was discharged or released from at least 90 days of active service less
21 than three years before the date of enrollment in a course commencing on or after July
22 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled
23 to resident classification.

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

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

30 A parent who is a federal civil service employee and his or her natural or adopted
31 dependent children are entitled to resident classification if the parent has moved to this
32 state as a result of a military mission realignment action that involves the relocation of at
33 least 100 employees. This classification shall continue until the student is entitled to be

34 classified as a resident, so long as the student continuously attends an institution of public
35 higher education.

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

46 **Withdrawal Procedures for Members of the Military**

47 A student who is a member of an active or reserve United States military service and who
48 receives orders compelling a withdrawal from courses shall be permitted to withdraw upon
49 verification of such orders. A withdrawal symbol of "MW" will be assigned on the student's
50 transcript. Military withdrawal shall not be counted in progress probation, dismissal
51 calculations, or in calculating the permitted number of withdrawals. In no case may a
52 military withdrawal result in a student being assigned an "FW" grade. In no case may a
53 college require a student who is required to report for military duty to withdraw from a
54 course by a specified date in order to receive a full refund of the tuition and fees the
55 student paid to the college for the academic term in which the student was required to
56 report for military service. In order to retain catalog rights, a student must re-apply for
57 admission within one semester of completion of active duty.

58 The Cerritos College Catalog contains the most recent information regarding students in
59 the military. This document is updated annually.

60 Also see AP 5055 titled Enrollment Priorities and Limitations and AP 5075 titled Class
61 Adds and Drops

62 Office of Primary Responsibility: Vice President, Student Services

Date Approved: October 15, 2007

Dates Revised: February 25, 2008; October 15, 2012

Student Services

1 **BP 5015 RESIDENCE DETERMINATION**

2 **References:**

3 Education Code, Sections 68040, 68060-68083, and 76140;
4 Title 5, Sections 54000 et seq.

5 Students shall be classified at the time of each application for admission or registration
6 as a resident or nonresident student.

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

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

15 The President/Superintendent shall enact procedures to assure that residence
16 determinations are made in accordance with Education Code and Title 5 regulations.

17 Office of Primary Responsibility: Vice President, Student Services

18 Also see Procedure 5015 titled Residence Determination

Date Adopted: May 16, 2007

Date Revised: April 11, 2011

(Replaces former Cerritos CCD Policy 4102)

Student Services

1 AP 5015 RESIDENCE DETERMINATION

2 References:

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

6 Residence Classification

7 Residency classifications shall be made for each student at the time applications for
8 admission are accepted and whenever a student has not been in attendance for more
9 than one semester. A student previously classified as a nonresident may be reclassified
10 as of any residence determination date. Residence classifications are to be made in
11 accordance with the following provisions:

- 12 • A residence determination date is that day immediately preceding the opening day
13 of instruction for the semester or summer during which the student proposes to
14 attend.
- 15 • Residence classification is the responsibility of the Dean of Admissions, Records
16 and Services.
- 17 • Students will be notified of residence determination within 14 calendar days of
18 submission of application.

19 The District shall publish the residence determination date and summary of the rules and
20 regulations governing residence determination and classification in the District catalog or
21 addenda thereto.

22 Rules Determining Residence

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

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

- 31 • Every person who is married or eighteen years of age, or older, and under no legal
32 prohibition to do so, may establish residence.
- 33 • A person may have only one residence.

- 34 • A residence is the place where one remains when not called elsewhere for labor
35 or other special or temporary purpose and to which one returns in seasons of
36 repose.
- 37 • A residence cannot be lost until another is gained.
- 38 • The residence can be changed only by the union of act and intent.
- 39 • A man or a woman may establish his or her residence. A woman's residence shall
40 not be derivative from that of her husband.
- 41 • The residence of the parent with whom an unmarried minor child maintains his/her
42 place of abode is the residence of the unmarried minor child. When the minor lives
43 with neither parent, the minor's residence is that of the parent with whom the last
44 place of abode was maintained, provided the minor may establish his/her
45 residence when both parents are deceased and a legal guardian has not been
46 appointed.
- 47 • The residence of an unmarried minor who has a living parent cannot be changed
48 by the minor's own act, by the appointment of a legal guardian, or by
49 relinquishment of a parent's right of control.

50 **Determination of Resident Status**

51 A resident is a student who has been a bona fide resident of the state for more than one
52 year immediately preceding the residence determination date. A bona fide resident is a
53 person whose residence is in California as determined above except:

- 54 • A student who is a minor and remains in this state after the parent, who was
55 previously domiciled in California and has established residence elsewhere, shall
56 be entitled to retain resident classification until attaining the age of majority and
57 has resided in the state the minimum time necessary to become a resident, so long
58 as continuous attendance is maintained at an institution.
- 59 • A student who is a minor and who provides evidence of being entirely self-
60 supporting and actually present in California for more than one year immediately
61 preceding the residence determination date with the intention of acquiring a
62 residence therein, shall be entitled to resident classification until he/she has
63 resided in the state the minimum time necessary to become a resident.
- 64 • A student who has not been an adult for more than one year immediately preceding
65 the residence determination date for the semester for which the student proposes
66 to attend an institution shall have the immediate premajority-derived California
67 residence, if any, added to the post-majority residence toward obtaining the one
68 year of California residence.
- 69 • A student holding a valid credential authorizing service in the public schools of this
70 state, who is employed by a school district in a full-time position requiring
71 certification qualifications for the college year in which the student enrolls in an
72 institution, shall be entitled to resident classification if such student meets any of
73 the following requirements:
 - 74 ○ He/she holds a provisional credential and is enrolled in courses necessary to
75 obtain another type of credential authorizing service in the public schools.
 - 76 ○ He/she holds a credential issued pursuant to Education Code Section 44250
77 and is enrolled in courses necessary to fulfill credential requirements.

- 78 ○ He/she is enrolled in courses necessary to fulfill the requirements for a fifth year
79 of education prescribed by subdivision (b) of Education Code Section 44259.
80 ○ A student holding a valid emergency permit authorizing service in the public
81 schools of this state, who is employed by a school district in a full-time position
82 requiring certification qualifications for the academic year in which the student
83 enrolls at an institution in courses necessary to fulfill teacher credential
84 requirements, is entitled to resident classification only for the purpose of
85 determining the amount of tuition and fees for no more than one year.
86 Thereafter, the student's residency status will be determined under the other
87 provisions of this procedure.
- 88 ● A student who is a full-time employee of the California State University, the
89 University of California or a California community college, or of any state agency
90 or a student who is a child or spouse of a full-time employee of the California State
91 University, the University of California or a California community college, or of any
92 state agency may be entitled to resident classification, until the student has resided
93 in the state the minimum time necessary to become a resident.
 - 94 ● A student who is a natural or adopted child, stepchild, or spouse who is a
95 dependent of a member of the armed forces of the United States stationed in this
96 state on active duty and is in attendance at, or has been admitted to the District
97 shall be entitled to resident classification. If the member of the armed forces of the
98 United States later transfers on military orders to a place outside this state, or
99 retires as an active member of the armed forces of the United States, the student
100 dependent shall not lose his/her resident classification so long as he or she
101 remains continuously enrolled in the District.
 - 102 ● A student who is a member of the armed forces of the United States stationed in
103 this state on active duty, except a member of the Armed Forces assigned for
104 educational purposes to a state-supported institution of higher education, is
105 entitled to resident classification only for the purpose of determining the amount of
106 tuition and fees. If the student later transfers on military orders to a place outside
107 this state, the student shall not lose his or her resident classification, so long as he
108 or she remains continuously enrolled in the District.
 - 109 ● A student who was a member of the armed forces of the United States stationed
110 in this state on active duty for more than one year immediately prior to being
111 discharged from the armed forces is entitled to resident classification for the length
112 of time he/she lives in this state after being discharged up to the minimum time
113 necessary to become a resident.
 - 114 ● A veteran who was discharged or released from at least 90 days of active service
115 less than three years before the date of enrollment in a course commencing on or
116 after July 1, 2015, and his/her dependents, regardless of the veteran's state of
117 residence is entitled to resident classification.
 - 118 ● An individual who is the child or spouse of a person who, on or after September
119 11, 2001, died in the line of duty while serving on active duty as a member of the
120 Armed Forces who resides in California.
 - 121 ● An individual who is entitled to transferred Post-9/11 GI Bill program benefits by
122 virtue of their relationship to a member of the uniformed services who is serving
123 on active duty.

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- A student who is a minor and resides with his or her 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 covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in parts 1-4 of this bulleted item shall be fully exempt from non-resident fees, including nonresident tuition and the capital outlay fee charged of nonresident students.
 1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of discharge from a period of active duty service of 90 days or more.
 2. A spouse or child entitled to transferred education benefits who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the transferor's discharge from a period of active duty service of 90 days or more.
 3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.
 4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria above within this bulleted item **and** that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code while living in California. Eligibility determination is subject to the "Certificate of Eligibility" (COE) of the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement [TOE] to basic educational assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214, Certificate of Release or Discharge from Active Duty, of the qualifying individual may also be of assistance in confirming "covered individual" status as it shows the effective date of the veteran's discharge from active service.
 - 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

169 administered by the Bureau of Indian Affairs located within the community college
170 district.

- 171 • A student who is a federal civil service employee and his or her natural or adopted
172 dependent children are entitled to resident classification if the parent has moved
173 to this state as a result of a military mission realignment action that involves the
174 relocation of at least 100 employees. This classification shall continue until the
175 student is entitled to be classified as a resident, so long as the student continuously
176 attends an institution of public higher education.
- 177 • A student who resides in California and is 19 years of age or under at the time of
178 enrollment, who is currently a dependent or ward of the state through California's
179 child welfare system, or was served by California's child welfare system and is no
180 longer being served either due to emancipation or aging out of the system, may be
181 entitled to resident classification until he/she has resided in the state the minimum
182 time necessary to become a resident.
- 183 • A student who lives with a parent who earns a livelihood primarily by performing
184 agricultural labor for hire in California and other states, and the parent has
185 performed such labor in this state for at least two months per year in each of the
186 two preceding years, and the parent resides in this District and the parent of the
187 student has claimed the student as a dependent on his state or federal personal
188 income tax return if he/she has sufficient income to have personal income tax
189 liability shall be entitled to resident classification.
- 190 • A student who demonstrates financial need, has a parent who has been deported
191 or was permitted to depart voluntarily, moved abroad as a result of that deportation
192 or voluntary departure, lived in California immediately before moving abroad,
193 attended a public or private secondary school in the state for three or more years,
194 and upon enrollment, will be in his/her first academic year as a matriculated
195 student in California public higher education, will be living in California, and will file
196 an affidavit with the District stating that he/she intends to establish residency in
197 California as soon as possible.
- 198 • A student who has a special immigrant visa that has been granted status under
199 Section 1244 of Public Law 110-181 or under Public Law 109-163, or is a refugee
200 admitted to the United States under Section 1157 of Title 8 of the United States
201 Code, and who, upon entering the United States, settled in California, shall be
202 exempt from paying the nonresident tuition fee required by Section 76140 for the
203 length of time he/she lives in this state up to the minimum time necessary to
204 become a resident.

205 **Right to Appeal**

206 Students who have been classified as nonresidents have the right to a review of their
207 classification. Any student, following a final decision of residence classification by the
208 Dean of Admissions, Records and Services, may make written appeal to the Vice
209 President of Student Services within 30 calendar days of notification of the final decision
210 by the District regarding classification.

211 **Appeal Procedure**

212 An appeal should be submitted to the Dean of Admissions, Records and Services who
213 must forward it to the Vice President of Student Services within five working days of
214 receipt. Copies of the original application for admission, the residency questionnaire, and
215 evidence or documentation provided by the student, with a cover statement indicating
216 upon what basis the residence classification decision was made, must be forwarded with
217 the appeal.

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

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

223 **Reclassification**

224 A student previously classified as a nonresident may be reclassified as of any residence
225 determination date. A residence determination date is that day immediately preceding
226 the opening day of instruction for the semester or summer during which the student
227 proposes to attend.

228 Residency Questionnaires must be completed for reclassification. Residency
229 Questionnaires must be submitted to the Admissions, Records and Services Office prior
230 to the semester for which reclassification is to be effective. Extenuating circumstances
231 may be considered in cases where a student failed to complete the Residency
232 Questionnaire for reclassification prior to the residency determination date. In no case,
233 however, may a student receive a nonresident tuition refund after the second week of the
234 semester or after 10% of a session, whichever is less. Written documentation may be
235 required of the student in support of the reclassification request.

236 A questionnaire to determine financial independence must be submitted with the petition
237 for reclassification. Determination of financial independence is not required for students
238 who were classified as nonresidents by the University of California, the California State
239 University, or another community college district.

240 An applicant shall be considered financially independent for purposes of residence
241 reclassification if he or she meets all of the following requirements:

- 242 • Has not and will not be claimed as an exemption for state and federal tax purposes
243 by his or her parent in the calendar year prior to the year the reclassification
244 application is made;
- 245 • Has not lived and will not live for more than six weeks in the home of his or her
246 parent during the calendar year the reclassification application is made.

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

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

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

257 The Dean of Admissions, Records and Services will make a determination, based on the
258 evidence and issue notice to the student not later than 14 days of receipt of the petition
259 for reclassification.

260 Applicants/students have the right to appeal according to the procedures above.

261 **Non-Citizens**

262 The District will admit any non-citizen who is 18 years of age or a high school graduate.
263 If non-citizens are present in the United States illegally or with any type of temporary visa,
264 they will be classified as nonresidents and charged nonresident tuition unless they meet
265 the exceptions contained below.

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

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

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

283 Additionally, the following requirements must be met:

- 284 • graduation from a California high school or attainment of the equivalent thereof; or
285 completed an associate degree from a California Community College; or
286 completed the minimum requirements at a California Community College, or fulfill
287 the minimum transfer requirements established for the University of California or

288 the California State University for students transferring from a campus of the
289 California Community Colleges;
290 • registration or enrollment in a course offered by the District for any term
291 commencing on or after January 1, 2002;
292 • completion of a questionnaire form prescribed by the Chancellor and furnished by
293 the District of enrollment, verifying eligibility for this nonresident tuition exemption;
294 and
295 • in the case of a student without lawful immigration status, the filing of an affidavit
296 that the student has filed an application to legalize his or her immigration status,
297 or will file an application as soon as he or she is eligible to do so.

298 Documents and information obtained in implementing this exemption are confidential.

299 The initial residency classification will be made at the time the student applies for
300 admission. Students may file residency questionnaires through the third week of the
301 semester to request a review of their residency status. Final residency determination for
302 non-citizens is made by the Admissions, Records and Services Office.

303 Refer also to AP 5020 titled Nonresident Tuition and AP 5030 titled Fees

304 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Dates Revised: April 11, 2011; October 15, 2012; May 11, 2015

Student Services

1 BP 5020 NONRESIDENT TUITION

2 References:

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

5 Nonresident students shall be charged nonresident tuition for all units enrolled.

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

11 The President/Superintendent shall establish procedures regarding collection, waiver,
12 and refunds of nonresident tuition.

13 The President/Superintendent is authorized to implement a capital outlay fee to be
14 charged only to persons who are both citizens and residents of foreign countries. The
15 Board of Trustees finds and declares that this fee does not exceed the amount expended
16 by the District for capital outlay in the preceding year divided by the total FTES in the
17 preceding fiscal year. The fee will be reviewed annually.

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

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

28 Students who would otherwise be charged this fee shall be exempt if they demonstrate
29 that they have a parent who has been deported or was permitted to depart voluntarily,
30 they moved abroad from California as a result of that deportation or voluntary departure,
31 and they attended a public or private secondary school in the state for three or more
32 years. Upon enrollment, students who qualify for this exemption must be in their first
33 academic year as a matriculated student in California public higher education, live in

- 34 California, and file an affidavit with the District stating that they intend to establish
35 residency in California as soon as possible.
- 36 Office of Primary Responsibility: Vice President, Student Services
- 37 Also see AP 5020 titled Nonresident Tuition

Date Adopted: May 16, 2007

Student Services

1 **AP 5020 NONRESIDENT TUITION**

2 **References:**

- 3 Education Code, Sections 68130.5, 68075.5(c) and 76140 et seq.;
- 4 Title 5, Section 54045.5;
- 5 VACA Act [38 U.S.C. 3679(c)], Section 702

6 **Nonresident Tuition:** Students who are not residents of California for one year prior to
7 the first day of the semester will be charged Nonresident Tuition at the Board-approved
8 rate per semester unit. Nonresident students must pay Nonresident Tuition in addition to
9 the California Community College Enrollment Fees. Calculation of such tuition shall be
10 done in compliance with applicable law and regulation to reflect the current expense of
11 education and that of the preceding fiscal year, and it shall reflect fees in contiguous
12 districts. Students who believe they should be reclassified as resident students have the
13 responsibility to request a change of their classification in the Admissions, Records and
14 Services Office prior to enrollment.

15 **Nonresident Capital Outlay Fee:** Nonresident students who are both citizens and
16 residents of a foreign country will be charged a Nonresident Capital Outlay Fee, in
17 addition to the Nonresident Tuition and the California Community College Enrollment Fee.

18 **Military Resident Exemption:** Nonresident U.S. military personnel on active duty in
19 California (except those assigned for education purposes to state-supported institutions
20 of higher education) are granted a waiver of Nonresident Tuition until they are discharged
21 from their military service. Their dependents are granted a waiver for a period of one year
22 from the date they enter California. Upon expiration of the waiver, evidence must be
23 provided as to the date the student surrendered his/her out-of-state residence to become
24 a resident of California. The student will be classified as a nonresident and charged
25 Nonresident Tuition until one year has elapsed since the out-of-state residence was
26 surrendered, except when the provisions of the VACA Act [38 U.S.C. 3679(c)], Section
27 702 apply as follows:

- 28 • A student who is covered by the federal Veterans Access, Choice, and
29 Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in
30 parts 1-4 of this bulleted item shall be fully exempt from non-resident fees,
31 including nonresident tuition and the capital outlay fee charged of nonresident
32 students.
- 33 1. A Veteran who lives in California (regardless of his/her formal state of
34 residence) and enrolls in Cerritos College within three years of discharge from
35 a period of active duty service of 90 days or more.

- 36 2. A spouse or child entitled to transferred education benefits who lives in
37 California (regardless of his/her formal state of residence) and enrolls in
38 Cerritos College within three years of the transferor's discharge from a period
39 of active duty service of 90 days or more.
- 40 3. A spouse or child using benefits under the Marine Gunnery Sergeant John
41 David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and
42 surviving spouses of service members who died in the line of duty while on
43 active duty) who lives in California (regardless of his/her formal state of
44 residence) and enrolls in Cerritos College within three years of the
45 Servicemember's death in the line of duty following a period of active duty
46 service of 90 days or more.
- 47 4. After expiration of the three year period following discharge or death as
48 described in 38 U.S.C. 3679(c), a student who initially qualifies under the
49 applicable requirements above will maintain "covered individual" status as long
50 as he or she remains continuously enrolled (other than during regularly
51 scheduled breaks between courses, semesters or terms) at the institution, even
52 if they enroll in multiple programs and shall continue to be exempt from paying
53 nonresident tuition and other fees, as provided by California EC §68075.5(c)
54 requiring that the District grant a full exemption from the nonresident fee for all
55 students verified to be "covered individuals" per the criteria above within this
56 bulleted item **and** that qualify to use Montgomery GI Bill-Active Duty or Post
57 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38,
58 U.S. Code while living in California. Eligibility determination is subject to the
59 "Certificate of Eligibility" (COE) of the veteran or eligible dependent (who is
60 made eligible through the Transfer of Entitlement [TOE] to basic educational
61 assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214,
62 Certificate of Release or Discharge from Active Duty, of the qualifying individual
63 may also be of assistance in confirming "covered individual" status as it shows
64 the effective date of the veteran's discharge from active service.

65 **High School Graduate Exemptions:** Students, other than nonimmigrant aliens under 8
66 U.S.C. 1101(a)(15), who meet the following requirements are exempt from paying
67 nonresident tuition:

- 68 • either high school attendance in California for three or more years OR
69 attainment of credits earned in California from a California high school
70 equivalent to three or more years of full-time high school coursework and a total
71 of three or more years of attendance in California elementary schools,
72 California secondary schools, or combination of those schools;
- 73 • graduation from a California high school or attainment of the equivalent thereof;
- 74 • registration or enrollment in a course offered for any term commencing on or
75 after January 1, 2002;
- 76 • completion of a questionnaire form prescribed by the Chancellor verifying
77 eligibility for this nonresident tuition exemption; and
- 78 • in the case of a student without lawful immigration status, the filing of an
79 affidavit that the student has filed an application to legalize his or her

80 immigration status, or will file an application as soon as he or she is eligible to
81 do so.

82 **Nonimmigrant Aliens:** Any nonimmigrant aliens granted “T” or “U” visa status under title
83 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii),
84 respectively, who meet the following requirements:

- 85 • high school attendance in California for three or more years;
- 86 • graduation from a California high school or attainment of the equivalent thereof;
- 87 • registration or enrollment in a course offered for any term or commencing on or
88 after January 1, 2002; and
- 89 • completion of a questionnaire form prescribed by the State Chancellor’s Office
90 verifying eligibility for this nonresident tuition exemption.

91 **College and Career Access Pathways (CCAP):** A special part-time student, other than
92 a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College
93 and Career Access Pathways (CCAP) partnership program and enrolled in no more than
94 15 units per term.

95 **Foreign Students:** Citizens and residents of a foreign country shall be charged a Board-
96 approved tuition and a Capital Outlay Fee. Foreign students may be exempt from the
97 Capital Outlay Fee if they meet the criteria in BP 5020 titled Nonresident Tuition.
98 Nonresident tuition and the Capital Outlay Fee are paid in addition to the enrollment fee
99 paid by all students. If the student believes he or she should be classified as a resident
100 student, it is their responsibility to request a change of their classification in the
101 Admissions, Records and Services Office prior to enrollment.

102 **September 11, 2001 Exemption:** If an individual who was killed in the terrorist attacks
103 on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the
104 crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or
105 if his or her dependent was a resident on that date and if he or she meets the financial
106 need requirement for the Cal Grant A Program, the dependent(s) of this individual may
107 be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies
108 until January, 1, 2013. If the dependent is a child, the exemption applies until the person
109 reaches the age of 30.

110 Refer also to AP 5015 titled Residence Determination and AP 5030 titled Fees

111 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Dates Revised: October 15, 2012; May 11, 2015

Student Services

1 **BP 5030 FEES**

2 **References:**

3 Education Code, Sections 76300 et seq. and references cited below;
4 ACCJC Accreditation Standard I.C.6

5 The Board of Trustees authorizes the following fees. The President/ Superintendent shall
6 establish procedures for the collection, deposit, waiver, refund, and accounting for fees
7 as required by law. The procedures shall also assure those who are exempt from or for
8 whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be
9 published in the District catalog.

10 **Enrollment Fee:**

11 Education Code, Section 76300

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

13 **Course Auditing Fees:**

14 Education Code, Section 76370

15 Persons auditing a course shall be charged a fee as provided for in law and as adopted
16 by the Board of Trustees. The fee amount shall be adjusted proportionally based upon
17 the term length. Students enrolled in classes to receive credit for 10 or more semester
18 credit units shall not be charged this fee to audit three or fewer units per semester.

19 **Health Fee:**

20 Education Code, Section 76355

21 All students shall be charged the health fee equally, including full and part-time students,
22 provided for in law and as adopted by the Board of Trustees. Students who depend
23 exclusively upon prayer for healing in accordance with the teachings of a bona fide
24 religious sect shall be considered for exemption of this fee.

25 **Parking Fee:**

26 Education Code, Section 76360

27 The parking fee for students and employees shall be set as provided for in law and as
28 adopted by the Board of Trustees.

29 **Instructional Materials and Instructional Materials Fees:**

30 Education Code, Section 76365; Title 5, Sections 59400 et seq.

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

35 In addition, students may be required to pay instructional materials fees which are
36 delineated in the class schedule.

37 **Physical Education Facilities Fees:**
38 Education Code, Section 76395

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

43 **Student Activities Fee:**

44 A student activities fee may be charged to credit students each semester and/or session
45 for the purpose of providing support for student programs and activities. A waiver of this
46 fee shall be made available to students.

47 **Transcript Fees:**
48 Education Code, Section 76223

49 The District shall charge a reasonable amount for furnishing copies of any student record
50 to a student or former student. The President/Superintendent is authorized to establish
51 the fee, which shall not exceed the actual cost of furnishing copies of any student record.
52 No charge shall be made for furnishing up to two transcripts of students' records or for
53 two verifications of various records. There shall be no charge for searching for or
54 retrieving any student record.

55 **International Students Application Processing Fee:**
56 Education Code, Section 76142

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

63 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007

Student Services

1 AP 5030 FEES

2 References:

- 3 Education Code Sections 70902(b)(9), 76300, 76300.5, and 66025.3;
- 4 Title 5 Sections 51012, 58520, 58629;
- 5 California Community College Chancellor’s Office (CCCCO) Student Fee
- 6 Handbook;
- 7 ACCJC Accreditation Standard I.C.6

8 Course Fees

9 **Required fees include**, and are as set out in the CCCCCO Student Fee Handbook and as
10 otherwise noted:

- 11 • **Enrollment** fees as set out in Education Code, Section 76300; Title 5, Sections
12 58500-58509 and 58600 et seq.
 - 13 ○ With waivers for:
 - 14 ▪ students eligible for Board of Governors Fee Waivers (BOGFW);
 - 15 ▪ dependents of certain deceased or disabled veterans and California
 - 16 National Guard members, and Congressional Medal of Honor recipients or
 - 17 certain children of recipients upon certification;
 - 18 ▪ the surviving spouse or child of a deceased person who met all of the
 - 19 requirements of Education Code, Section 68120 regarding active law
 - 20 enforcement service or active fire suppression and prevention;
 - 21 ▪ the dependent child of any individual killed in the September 11, 2001
 - 22 terrorist attacks, if the financial need, California residency, and age
 - 23 requirements are met;
 - 24 ▪ Special Admit and College Bridge students, except those granted
 - 25 permission to enroll in 12 or more units, as set out in Administrative
 - 26 Procedure 5011 titled Admission and Concurrent Enrollment of High School
 - 27 and Other Young Students; and
 - 28 ▪ contract education students.
- 29 • **Baccalaureate degree pilot program** fees (Title 5 Section 58520)
- 30 • **Nonresident tuition** with these permissive exemptions (Education Code, Sections
31 76140 and 76300), and as set out in the CCCCCO Student Fee Handbook and as
32 otherwise noted:
 - 33 ○ All students, other than nonimmigrant aliens under 8 U.S.C. 1101(a)(15), who
34 meet the following requirements:
 - 35 ▪ high school attendance in California for three or more years;
 - 36 ▪ graduation from a California high school or attainment of the equivalent
37 thereof;
 - 38 ▪ registration or enrollment in a course offered for any term commencing on
39 or after January 1, 2002;

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- completion of a questionnaire form prescribed by the Chancellor verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
 - **Exemptions from nonresident tuition** include, as set out in the CCCC Student Fee Handbook and as otherwise noted:
 - Students taking noncredit classes as set out in Education Code, Section 76380
 - Apprentices taking classes of related and supplemental instruction as set out in Education Code, Section 76380 and Labor Code, Section 3074
 - Students who are members of the armed forces of the United States stationed or domiciled in California on active duty, except those assigned to California for educational purposes, as well as veterans for up to two years following discharge from a military installation in California with an affidavit as set out in Education Code, Sections 68075 and 68075.5
 - Certain children who are, or a spouse who is a, dependent(s) of a member of the armed forces of the United States stationed or domiciled in California on active duty
 - A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in parts 1-4 of this bulleted item shall be fully exempt from non-resident fees, including nonresident tuition and the capital outlay fee charged of nonresident students.
 1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of discharge from a period of active duty service of 90 days or more.
 2. A spouse or child entitled to transferred education benefits who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the transferor's discharge from a period of active duty service of 90 days or more.
 3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.
 4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be

88 “covered individuals” per the criteria above within this bulleted item **and**
89 that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill
90 education benefits (Chapters 30 and 33, respectively, of Title 38, U.S.
91 Code while living in California. Eligibility determination is subject to the
92 “Certificate of Eligibility” (COE) of the veteran or eligible dependent (who
93 is made eligible through the Transfer of Entitlement [TOE] to basic
94 educational assistance under Chapters 30 and 33 of Title 38, U.S.C.).
95 The DD214, Certificate of Release or Discharge from Active Duty, of the
96 qualifying individual may also be of assistance in confirming “covered
97 individual” status as it shows the effective date of the veteran’s
98 discharge from active service.

- 99 ▪ Certain parents, and certain of their children, who are federal civil service
100 employees and who moved to California resulting from military realignment
101 involving relocation of at least 100 employees as set out in Education Code,
102 Section 68084
- 103 ▪ Certain job transferees as set out in Education Code, Section 761434
- 104 ▪ Nonresident minor students taking a class for high school credit
- 105 ▪ The dependent child of any individual killed in the September 11, 2001
106 terrorist attacks, if the financial need, California residency, and age
107 requirements are met;
- 108 ▪ Students auditing a credit course
- 109 • **Nonresident tuition** shall be charged of nonresident students in credit contract
110 education courses
- 111 • **Nonresident tuition** shall be charged of College Bridge and Special Admit
112 students who are nonresidents as set out in Administrative Procedure 5011 titled
113 Admission and Concurrent Enrollment of High School and Other Young Students

114 **Fees authorized by law include**, and are as set out in the CCCC Student Fee
115 Handbook and as otherwise noted:

- 116 • **Noncredit courses** fees as set out in Education Code, Sections 76380 and 84757
- 117 • **Community service courses** fees as set out in Education Code, Section 78300
- 118 • **Auditing of courses** fees as set out in Education Code, Section 76370
- 119 • **Instructional materials** fees as set out in Education Code, Section 73365; Title
120 5, Sections 59400-59408; and Appendix A of the CCCC Student Fee Handbook
- 121 • **Athletic insurance** fees
- 122 • **Non-District physical education facilities** fees as set out in Education Code,
123 Section 76395
- 124 • **Cross-Enrollment with CSU or UC** fees as set out in Education Code, Sections
125 66752 and 66753

126 **Fees for Services**

127 **Permitted Fees include**, and are as set out in the CCCC Student Fee Handbook and
128 as otherwise noted:

- 129 • **Health** fees as set out in Education Code, Section 76355
- 130 • **Parking** fees as set out in Education Code, Section 76360
- 131 • **Transportation** fees as set out in Education Code, Sections 76361

- 132 • **Student representation** fees as set out in Education Code, Section 76060.5; Title
- 133 5, Sections 54801-54805
- 134 • **Student Center** fees as set out in Education Code, Section 76375; Title 5, Section
- 135 58510
- 136 • **Student records** fees as set out in Education Code, Section 76223
- 137 • **Dormitory fees** as set out in Education Code, Section 81670
- 138 • **Child care** fees as set out in Education Code, Sections 79121 et seq. and 66060
- 139 • **Foreign citizen/resident capital outlay** fees as set out in Education Code,
- 140 Sections 68130.5 and 76141
- 141 • **Foreign citizen/resident application processing** fees as set out in Education
- 142 Code, Sections 76140 and 76142
- 143 • **Use of facilities financed by revenue bonds** fees as set out in Education Code,
- 144 Sections 86375, 81901(b)(3) and 81956
- 145 • **Credit by Examination** fees as set out in Education Code, Section 76300; Title 5,
- 146 Section 55050
- 147 • **Refund processing** fees as set out in Title 5, Section 58508
- 148 • **Telephone/Internet registration** fees as set out in Education Code, Section
- 149 70902(a)
- 150 • **Physical fitness test** fees
- 151 • **Instructional video lease/deposit** fees
- 152 • **Credit card use** fees
- 153 • **International student medical insurance** fees
- 154 • **Criminal background check** fees
- 155 • **Special certificate provision** fees

156 **Permissive Optional Fees** (at Cerritos):

- 157 • **Student activities** fees as set out in the CCCC Student Fee Handbook
- 158 • **Technology** fees as set out in the CCCC Student Fee Handbook

159 **Prohibited practices:**

- 160 • **Late application** fees as set out in the CCCC Student Fee Handbook
- 161 • **Add/drop** fees as set out in the CCCC Student Fee Handbook
- 162 • **Mandatory student activities** fees except permissive optional fees as set out in
- 163 the CCCC Student Fee Handbook
- 164 • **Mandatory student identification cards** fees as set out in the CCCC Student
- 165 Fee Handbook
- 166 • **Nonresident application** fees as set out in the CCCC Student Fee Handbook
- 167 • **Field trip** fees as set out in the CCCC Student Fee Handbook
- 168 • **Fees for dependents of certain Veterans** as set out in Education Code, Section
- 169 66025.3 and as set out in the CCCC Student Fee Handbook
- 170 • **Required or funded services** fees as set out in the CCCC Student Fee
- 171 Handbook
- 172 • **Refundable deposits**, applicable to classes, as set out in the CCCC Student
- 173 Fee Handbook
- 174 • **Distance education (Internet access)** fees other than the statutorily authorized
- 175 enrollment fee or an optional fee as set out in the CCCC Student Fee Handbook

- 176 • **Mandatory mailings** fees as set out in the CCCC Student Fee Handbook
- 177 • **Mandatory practice rooms use** fees as set out in the CCCC Student Fee
- 178 Handbook
- 179 • **Apprenticeship courses** fees as set out in Education Code, Section 76350
- 180 • **Technology** fees except permissive optional fees as set out in the CCCC
- 181 Student Fee Handbook
- 182 • **Late payment** fees as set out in Title 5, Sections 58502 and 59410
- 183 • **Nursing/healing arts student liability/malpractice insurance** fees as set out in
- 184 Title 5, Section 55304 and the CCCC Student Fee Handbook
- 185 • **Cleaning** fees as set out in the CCCC Student Fee Handbook
- 186 • **Breakage** fees as set out in the CCCC Student Fee Handbook
- 187 • **Test proctoring** fees as set out in the CCCC Student Fee Handbook

188 **Collection and Refund of Fees**

- 189 • The College shall collect fees raised by an act of the legislature and made effective
- 190 on or after the date a student has enrolled in an upcoming or current term.
- 191 • The College shall refund fees collected in error.
- 192 • The College shall refund fees that are refundable because of a reduction in the
- 193 educational program of the College.
- 194 • The College shall refund fees that are refundable because of the student's
- 195 reduction in units or withdrawal from an educational program, in compliance with
- 196 Title 5 Section 58508.
- 197 • The College shall refund fees that are refundable because of changes in law or
- 198 regulation authorizing and establishing enrollment fees.
- 199 • The College shall provide notice to students of availability of exemptions from
- 200 certain mandatory, authorized and permissive fees.

201 **Waiver of Fees**

202 The District may waive enrollment fees which were not collected in a previous session
203 where the enrollment fees were not collected as a result of the District's error in awarding
204 a Board of Governors Fee Waiver to an ineligible student and not through the fault of the
205 student, and to collect the enrollment fee would cause the student undue hardship.

206 The Cerritos College Catalog and Schedule of Classes contain the most current
207 information regarding fees. These documents are updated regularly.

208 Refer also to AP 5015 titled Residence Determination and AP 5020 titled Nonresident
209 Tuition

210 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007

Dates Revised: October 15, 2012; May 6, 2013; May 11, 2015

Student Services

1 AP 5031 INSTRUCTIONAL MATERIALS FEES

2 References:

3 Education Code Section 76365;
4 Title 5, Sections 59400 et seq.;

5 Students may be required to purchase instructional materials required for a credit or non-
6 credit course. Such materials shall be of continuing value to a student outside of the
7 classroom setting and shall not be solely or exclusively available from the District.

8 There are strict limitations on charging a “required instructional materials” fee. Such
9 materials include, but are not limited to textbooks, tools, equipment, clothing, and those
10 materials which are necessary for a student’s career/technical training and employment.

11 Required instructional materials shall not include materials used or designed primarily for
12 administrative purposes, class management, course management, or supervision.

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

18 Instructors shall take reasonable steps to minimize the cost and ensure the necessity of
19 instructional materials.

20 The District will publish these regulations in the college catalog.

21 Definitions

22 • “Required instructional materials” are items that the student must obtain or
23 possess as a condition of registration, enrollment, or entry into a class; or any items
24 the instructor determines necessary to achieve the required objectives of a course.

25 • “Solely or exclusively available from the District” means that instructional materials
26 are not available except through the District, or that the District requires that
27 instructional materials be purchased or obtained by it. Instructional materials shall
28 not be considered to be solely or exclusively available from the District if they are
29 provided to the student at the District’s actual cost and 1) the instructional materials
30 are otherwise generally available but are provided solely or exclusively by the
31 District for health and safety reasons or 2) the instructional materials are provided

32 in lieu of other generally available but more expensive materials that would
33 otherwise be required.

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

39 Auditing students shall not be permitted to use instructional materials paid for by students
40 who are not auditing the class such that auditing students are effectively subsidized by
41 regular students.

42 It shall be permissible for the College to sell to students those materials necessary for the
43 making of articles by persons in the class. Such materials are to be sold to the student
44 at the cost to the College, and the article shall become the property of the student.

45 An across-the-board or per unit instructional materials fee is prohibited.

46 If specific course objectives for independent study have not been finalized at the point
47 students register for a course, instructional materials fees shall not be assessed at
48 registration, as such fees must be directly related to course objectives.

49 Students may only be required to pay for instructional materials as provided above.

50 If instructional materials fees are charged or are proposed to be charged, the originating
51 office, department, and/or manager shall review the permissibility of such fee(s) according
52 to the following rubric:

- 53 1. What personal property (material) does the student need? If a fee is charged,
54 what does the student get for the fee?
- 55 2. How does this material relate to the required objectives of the course? The
56 District should be able to identify a specific course objective that cannot be met
57 but for the use of the materials at issue.
- 58 3. Does the material have continuing value outside the classroom?
- 59 4. Is the amount of materials the students must supply, or the amount that they
60 receive in exchange for the fee that is charged, consistent with the amount of
61 material necessary to meet the required objectives of the course?
- 62 5. If the District charges a fee rather than having students furnish the materials, why
63 do the students have to pay a fee to the District rather than supply the materials
64 themselves? Is the District the only source of the materials? If not, is there some
65 health or safety reason for the District to supply the materials? If not, will the
66 District supply the material more cheaply than the material can be obtained
67 elsewhere AND at the District's actual cost?

68 **Establishing Required Materials and Related Fees**

69 Periodically, the Vice President of Academic Affairs or designee conducts a review of
70 materials fees. Materials fees for courses are published in the College's Schedule of
71 Classes. When new courses are initiated by faculty and a materials fee is recommended,
72 the recommended materials fee shall be reviewed by the Vice President of Academic
73 Affairs or designee to ensure compliance with regulations.

74 The Cerritos College Catalog, which is updated annually, contains the most recent
75 information regarding instructional materials fees.

76 Offices of Primary Responsibility: Vice President, Student Services
77 Vice President, Academic Affairs
78 Vice President, Business Services

Date Approved: June 11, 2007

Dates Revised: September 24, 2012; January 28, 2013

Student Services

1 **BP 5035 WITHHOLDING OF STUDENT RECORDS**

2 **Reference:**

3 Title 5, Section 59410

4 Students or former students who have been provided with written notice that they have
5 failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and
6 registration privileges withheld until and if the outstanding obligation is paid or otherwise
7 settled.

8 Office of Primary Responsibility: Vice President, Student Services

9 Also see AP 5035 titled Withholding of Student Records

Date Adopted: May 16, 2007

Student Services

1 **AP 5035 WITHHOLDING OF STUDENT RECORDS**

2 **Reference:**

3 Title 5, Section 59410

4 The Dean of Admissions, Records and Services shall withhold grades, transcripts,
5 diplomas, and registration privileges from any student or former student who fails to pay
6 a proper financial obligation to the District until and if the outstanding obligation is paid or
7 otherwise settled. The student shall be given written notification and the opportunity to
8 explain to the issuing office if the financial obligation is in error.

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

15 The Dean of Admissions, Records and Services, upon proper notification and justification
16 by administrators in charge of student discipline, may withhold student records,
17 registration, and/or counseling privileges for students who are under suspension,
18 academic or progress probation, or are in violation of any disciplinary contract.

19 The Cerritos College Catalog contains the most current information regarding the
20 withholding of student records. This document is updated regularly.

21 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Student Services

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

3 **References:**

- 4 Education Code, Sections 76200 et seq.;
- 5 Title 5, Sections 54600 et seq.;
- 6 20 U.S. Code Section 1232g(j);
- 7 ACCJC Accreditation Standard II.C.8

8 Each student enrolled shall have a permanent record containing his/her academic history.

9 The President/Superintendent shall establish procedures to assure that student records
10 are maintained in compliance with applicable state and federal laws relating to the privacy
11 of student records.

12 The President/Superintendent may direct the implementation of appropriate safeguards
13 to assure that student records cannot be accessed or modified by any person not
14 authorized to do so.

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

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

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

23 Directory information may include:

- 24 • Name
- 25 • Major field of study
- 26 • Class level
- 27 • Dates of attendance

- 28 • Degrees and awards received
- 29 • Participation in officially recognized activities and sports
- 30 • Weight and height of members of athletic teams, and previous education institutions
31 attended
- 32 Office of Primary Responsibility: Vice President, Student Services
- 33 Also see Procedure 5040 titled Student Records, Directory Information, and Privacy.

Date Adopted: May 16, 2007

Date Revised: June 18, 2008

(Replaces former Cerritos CCD Policy 4103)

Student Services

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

3 **References:**

- 4 Education Code, Sections 76200 et seq.;
- 5 Title 5, Sections 54600 et seq.;
- 6 U.S. Patriot Act;
- 7 Civil Code, Section 1798.85;
- 8 ACCJC Accreditation Standard II.C.8

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

11 Cerritos College shall maintain student records in a manner to ensure the privacy of all
12 such records and shall not, except as otherwise herein authorized, permit any access to
13 or release of information therein.

14 **Release of Student Records**

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

- 17 • Student records shall be released pursuant to a student's signed and dated written
18 consent.
- 19 • "Directory information" may be released in accordance with the definitions in Board
20 Policy 5040 titled Student Records, Directory Information, and Privacy. There is no
21 requirement to release Directory Information. Requests for Directory Information
22 on a student or group of students should be referred to the Dean of Admissions,
23 Records and Services.
- 24 • Student records shall be released pursuant to a judicial order or a lawfully issued
25 subpoena, following submittal to the Dean of Admissions, Records and Services
26 and review by legal counsel to the District.
- 27 • Student records shall be released pursuant to a federal judicial order that has been
28 issued regarding an investigation or prosecution of an offense concerning an
29 investigation or prosecution of terrorism following submittal to the Dean of
30 Admissions, Records and Services and review by legal counsel to the District.
- 31 • Student records may be released to District officials and employees of the District
32 only when they have a legitimate educational interest to inspect the record.
 - 33 ○ A legitimate educational interest is defined as existing when an authorized
34 College official, acting within the scope and authority of his/her employment or
35 other authorized relationship with the District, has determined that there is a
36 permissible reason to access one or more education records, including but not

37 limited to: academic counseling, student disciplinary processes, college safety
38 and security needs, degree and other academic achievement checks and
39 reviews, College-authorized research, and other such reasons as may be
40 approved by the Dean of Admissions, Records and Services.

- 41 • Authorized District officials must successfully complete the Cerritos College
42 Student Education Records Privacy Protection Protocol
43 (<https://ouc-secure.cerritos.edu/admissions-and-records/secure/ferpa-quiz.htm>)
44 ○ An annual reminder will be sent to the campus
- 45 • Authorized District officials are (1) Student Services, Research and Planning, and
46 other academic managers and assigned staff in their departments; (2) Counselors;
47 (3) full-time Faculty; (4) full-time and selected hourly staff; and, (5) on a case-by-
48 case basis, other agencies or individuals authorized by the Dean of Admissions,
49 Records and Services.

50 Student records may be released to authorized representatives of the Comptroller
51 General of the United States, the Secretary of Education, an administrative head of an
52 education agency, state education officials, or their respective designees or the United
53 States Office of Civil Rights, where that information is necessary to audit or evaluate a
54 state or federally supported educational program or pursuant to state or federal law. Such
55 release may be made following submittal to the Dean of Admissions, Records and
56 Services and review by legal counsel to the District. Exceptions are that when the
57 collection of personally identifiable information is specifically authorized by federal law,
58 any data collected for such purposes shall be protected in a manner that will not permit
59 the personal identification of students or their parents by other than the officials authorized
60 to gather and receive it, and any personally identifiable data shall be destroyed when no
61 longer needed for that audit, evaluation, and enforcement of federal legal requirements.

62 Student records may be released to officials of other public or private schools or school
63 systems, including local, county or state correctional facilities where education programs
64 are provided, where the student seeks or intends to enroll or is directed to enroll. The
65 release is subject to the conditions in Education Code, Section 76225. Such release may
66 be made following submittal to the Dean of Admissions, Records and Services and, when
67 necessary, review by legal counsel to the District.

68 Student records may be released to agencies or organizations in connection with a
69 student's application for, or receipt of, financial aid, provided that information permitting
70 the personal identification of those students may be disclosed only as may be necessary
71 for those purposes as to financial aid, to determine the amount of the financial aid, or
72 conditions that will be imposed regarding financial aid, or to enforce the terms or
73 conditions of financial aid. The Dean of Student Support Services, or designee, is
74 authorized to release such records.

75 Student records may be released to organizations conducting studies for, or on behalf of,
76 accrediting organizations, educational agencies or institutions for the purpose of
77 developing, validating, or administering predictive tests, administering financial aid
78 programs, and improving instruction, if those studies are conducted in such a manner as

79 will not permit the personal identification of students or their parents by persons other
80 than representatives of those organizations and the information will be destroyed when
81 no longer needed for the purpose for which it is conducted. Requests for the release of
82 student records for such purposes shall be submitted to the Director of Research and
83 Planning for review and recommendation to the Executive Council for authorization.

84 Student records may be released to appropriate persons in connection with an
85 emergency if the knowledge of that information is necessary to protect the health or safety
86 of a student or other persons, subject to applicable state or federal law. In time of
87 emergency, various college officials may be in a position to release such information.
88 Whenever possible, without endangering health or safety, such releases should be
89 carried out by the Dean of Admissions, Records and Services.

90 The following information shall be released to the federal military for the purposes of
91 federal military recruitment: student names, addresses, telephone listings, dates and
92 places of birth, levels of education, major(s), degrees received, prior military experience,
93 and/or the most recent previous educational institutions enrolled in by the students. Such
94 release may be made following submittal of an authorized request to the Dean of
95 Admissions, Records and Services and, when necessary, review by legal counsel to the
96 District.

97 **Charge for Transcripts or Verifications of Student Records**

98 A student/former student shall be entitled to two free copies of the transcript of his/her
99 record and two free verifications of various student records. Additional copies shall be
100 made available to the student, or to an addressee designated by him/her, at the
101 established rate per copy. Students may request special processing of a transcript.

102 **Electronic Transcripts**

103 The District may elect to implement a process for the receipt and transmission of
104 electronic student transcripts.

105 **Use of Social Security Numbers**

106 The District shall not do any of the following:

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

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

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

131 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

**Dates Revised: June 18, 2008; October 15, 2012; April 29, 2014; February 11,
2019**

(Replaces former Cerritos CCD Policies 4103.1, 4103.2, 4103.3)

Student Services

1 **AP 5045 STUDENT RECORDS: CHALLENGING CONTENT AND**
2 **ACCESS LOG**

3 **References:**

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

6 **Challenging Content**

7 Any student may file a written request with the Dean of Admissions, Records and Services
8 to correct or remove information recorded in his or her student records that the student
9 alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference;
10 (3) a conclusion or inference outside of the observer's area of competence; or (4) not
11 based on the personal observation of a named person with the time and place of the
12 observation noted.

13 Within 30 days of receipt of the request, the Dean of Admissions, Records and Services
14 shall meet with the student and the employee who recorded the information in question,
15 if any, if the employee is presently employed by the District. Should the employee no
16 longer be employed, the Dean of Admissions, Records and Services will meet with the
17 student. The Dean of Admissions, Records and Services shall then sustain or deny the
18 allegations.

19 If the Dean of Admissions, Records and Services sustains any or all of the allegations,
20 he or she shall order the correction or removal and destruction of the information. If the
21 Dean of Admissions, Records and Services denies any or all of the allegations and
22 refuses to order the correction or removal of the information, the student, within 30 days
23 of the refusal, may appeal the decision in writing to the President/Superintendent or
24 designee. If the President/ Superintendent or designee denies any or all of the allegations
25 and refuses to order the correction or removal of the information, the student, within 30
26 days of the refusal, may appeal the decision in writing to the Board of Trustees.

27 Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with
28 the student and the employee who recorded the information in question, determine
29 whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of
30 the allegations, it shall order the President/ Superintendent or designee, to immediately
31 correct or remove and destroy the information. The decision of the Board of Trustees
32 shall be final.

33 If the final decision is unfavorable to the student, the student shall have the right to submit
34 a written statement of his or her objections to the information. This statement shall

35 become a part of the student's record until the information objected to is corrected or
36 removed.

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

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

46 **Access Log**

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

- 50 • Students seeking access to their own records;
- 51 • Parties to whom directory information is released;
- 52 • Parties for whom written consent has been executed by the student;
- 53 • College employees designated as College officials having a legitimate educational
54 interest, as defined in Administrative Procedure 5040 titled Student Records and
55 Directory Information.

56 The log or record shall be open to inspection only by the student and the Dean of
57 Admissions, Records and Services, and to the Comptroller General of the United States,
58 the Secretary of Education, an administrative head of an education agency, and state
59 educational authorities as a means of auditing the operation of the system.

60 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Student Services

1 **BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM**

2 **References:**

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

6 The District shall provide Student Success and Support Program services to students for
7 the purpose of furthering equality of educational opportunity and academic success. The
8 purpose of Student Success and Support Program services is to bring the student and
9 the District into agreement regarding the student's educational goal through the District's
10 established programs, policies, and requirements. Procedures for the implementation of
11 Student Success and Support Program functions, including mandatory new student
12 matriculation, shall be established.

13 Office of Primary Responsibility: Vice President, Student Services

14 Also see AP 5050 titled Student Success and Support Program

Date Adopted: May 16, 2007

Dates Revised: June 18, 2008; June 8, 2011; November 18, 2013

(Replaces former Cerritos CCD Policy 4505)

Student Services

1 AP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

2 References:

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

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

10 A student entering into an educational plan will do all of the following:

- 11 • identify an education and career goal;
- 12 • identify a course of study;
- 13 • complete an assessment/placement process to determine appropriate course
14 placement;
- 15 • complete orientation;
- 16 • participate in the development of the student educational plan no later than the first
17 term;

18 The College’s Student Success and Support Program services include, but are not limited
19 to, all of the following:

- 20 • orientation on a timely basis, information concerning campus procedures,
21 academic expectations, financial assistance, and any other appropriate matters;
- 22 • assessment/placement, orientation, and counseling upon admission, which shall
23 include, but not be limited to, all of the following:
 - 24 ○ completion of assessment/placement instruments to determine student
25 competency in computational and language skills;
 - 26 ○ assistance to students in the identification of aptitudes, interests, and
27 educational objectives, including, but not limited to, associate of arts
28 degrees, transfer for baccalaureate degrees, and career and technical
29 certificates and licenses;
 - 30 ○ evaluation of student study and learning skills;
 - 31 ○ referral to specialized support services as needed, including, but not limited
32 to, federal, state, and local financial assistance; health services; mental
33 health services; campus employment placement services; Extended
34 Opportunity Programs and Services; campus child care services; programs
35 that teach English as a second language; and services for students with
36 disabilities;
 - 37 ○ advisement concerning course selection; and

38 O follow-up services, and required advisement or counseling for students who
39 are enrolled in remedial courses, who have not declared an educational
40 objective as required, or who are on academic probation.

41 The District shall not use any assessment/placement instruments except those
42 specifically authorized by the Board of Governors of the California Community Colleges.

43 ***Cerritos AOC: Mandatory Assessment/Placement, Orientation, and Counseling***

44 English, math, and ESL assessment/placement; new student orientation; and counseling
45 are highly recommended for all students and mandatory for first-time college students
46 who wish to enroll in their first term, subject to established exemption criteria.

47 *Cerritos AOC Exemption Criteria*

48 Students may be exempted from *Cerritos AOC*, or components of *Cerritos AOC*, if they
49 have any one of the following:

- 50 • an associate's degree or higher earned from an accredited college or university in
51 the United States;
- 52 • 60 units completed at an accredited college or university in the United States;
- 53 • full-time enrollment status at another college, university, or high school; or
- 54 • a declared educational goal of:
 - 55 ○ advancing in current job and/or career;
 - 56 ○ maintaining job/professional certification or licensure;
 - 57 ○ obtaining a high school diploma or GED; or
 - 58 ○ obtaining personal development.

59 Students may be exempt from the assessment/placement component of *Cerritos AOC* if
60 they have completed college coursework in English or ESL, or mathematics, with a grade
61 of "C" or the equivalent, or better.

62 These exemption criteria shall not be used to exempt students from course prerequisites.

63 **Challenges, Appeals, and Violations of Matriculation Regulations**

64 Student challenge of duly adopted matriculation regulations or appeal of individual
65 determinations is subject to consideration by a Cerritos College counselor and/or the
66 Academic Records and Standards Committee.

67 Assessment/placement, orientation, counseling, prerequisites or co-requisites, and/or
68 any other matriculation regulation believed to have been applied in a discriminatory
69 manner is subject to investigation, adjudication, and referral by the Director of Diversity,
70 Compliance, and Title IX Coordinator.

71 Also see AP 4260 titled Prerequisites and Co-requisites, AP 5052 titled Open Enrollment,
72 AP 5530 titled Student Rights and Grievances

73 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Dates Revised: June 18, 2008; May 9, 2011; February 11, 2019

Student Services

1 **BP 5052 OPEN ENROLLMENT**

2 **Reference:**

3 Title 5, Section 51006

4 All courses, course sections, and classes of the College shall be open for enrollment to
5 any person who has been admitted to the College. Enrollment shall be limited to students
6 meeting properly validated prerequisites and co-requisites. Exemptions for state or
7 federal statutes or regulations shall be established and the President/Superintendent
8 shall establish procedures to establish exemptions for other practical considerations.

9 The President/Superintendent shall assure that this policy is published in the catalog and
10 schedule of classes.

11 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007

Student Services

1 **AP 5052 OPEN ENROLLMENT**

2 **References:**

3 Title 5, Sections 51006, 58106, and 58108

4 All courses of the District shall be open to enrollment in accordance with Board Policy
5 5052 titled Open Enrollment and a priority system consistent with Procedure 5055 titled
6 Enrollment Priorities and Limitations. Enrollment shall be limited to students meeting
7 properly validated prerequisites and co-requisites, or due to other non-evaluative,
8 practical considerations as determined by the President/ Superintendent or designee.

9 No student is required to confer or consult with or required to receive permission to enroll
10 in any class offered by the District, except as provided for in Procedure 5055 titled
11 Enrollment Priorities and Limitations and those other District programs that utilize
12 authorized restricted enrollment.

13 Students are not required to participate in any pre-registration activities not uniformly
14 required. No registration procedures shall be used that result in restricting enrollment to
15 a specialized clientele, except as provided for in Procedure 5055 titled Enrollment
16 Priorities and Limitations and those other District programs that utilize authorized
17 restricted enrollment.

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

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

23 Challenges are submitted to the Dean of Admissions, Records and Services for official
24 consideration.

25 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007

Student Services

1 **BP 5055 ENROLLMENT PRIORITIES AND LIMITATIONS**

2 **References:**

3 Title 5, Sections 51006, 58106, and 58108

4 All courses of the District shall be open for enrollment to admitted students. Registration
5 shall be subject to a published priority system. Enrollment shall be limited to students
6 meeting properly validated prerequisites and co-requisites.

7 Additional enrollment limitations may be established by the President/Superintendent for
8 state and federal statutes, or regulations, or other practical considerations.

9 The President/Superintendent shall establish procedures to establish exemptions and
10 exceptions for the above limitations, including processes for student challenge. Each of
11 these procedures and processes shall comply with Title 5 Regulations.

12 The President/Superintendent shall assure that this policy is published in the catalog and
13 schedule of classes.

14 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007

Student Services

1 **AP 5055 ENROLLMENT PRIORITIES AND LIMITATIONS**

2 **References:**

3 Education Code Sections 66025.8, 66025.9, 66025.91, 66025.92, 66025.95,
4 78212, and 78125;
5 Title 5 Sections 55530, 55531 58106, and 58108

6 **I. Purpose**

7 The purpose of establishing enrollment priorities is to support students endeavoring to
8 reach their educational goals at Cerritos College by providing priority enrollment to
9 groups of students (as listed herein) with special needs and/or who are in continuing
10 student status, as long as satisfactory progress is made.

11 **II. Priority Enrollment Criteria and Conditions**

12 A. Priority shall be set in compliance with California's *Student Success Act of 2012*,
13 Title 5 §58108 *Registration and Enrollment Procedures*, and other applicable laws
14 and regulations. Subject to approved appeals and exemptions, the following are
15 effective with enrollment for the fall 2014 semester.

- 16 1. New students not otherwise exempt, including those in any state-provided priority
17 enrollment groups, must complete assessment, orientation, and counseling with
18 at least an abbreviated student education plan (A-SEP), in order to receive
19 priority enrollment.
- 20 2. First time, beginning with fall 2014 enrollment, students who have identified a
21 course of study, been assessed to determine appropriate course placement,
22 completed an orientation program provided by the college, and participated in
23 counseling, advising, or another education planning service including at least an
24 abbreviated student education plan (A-SEP), are required to complete a
25 comprehensive student education plan (C-SEP) after completing 15 units of
26 degree-applicable credit course work, or prior to the end of the third (3rd) semester
27 of enrollment, resources permitting.
- 28 3. Continuing students, including those in any state-provided priority enrollment
29 groups, except eligible current and former foster youth, are subject to loss of the
30 enrollment priority for which they would ordinarily be eligible if they are on
31 progress probation for two consecutive semesters.
- 32 4. Continuing students, including those in any state-provided priority enrollment
33 groups, except eligible current and former foster youth, are subject to loss of the
34 enrollment priority for which they would ordinarily be eligible if they are on
35 academic probation for two consecutive semesters.
- 36 5. Continuing students, including those in any state-provided priority enrollment
37 groups, except eligible current and former foster youth, are subject to loss of the
38 enrollment priority for which they would ordinarily be eligible if they have earned

39 100 degree-applicable, non-basic skills and non-ESL units. Units for high unit
40 majors and programs may be disregarded to the extent they exceed the number
41 of units required for non-high unit majors and programs. Units from credit by
42 exam, advanced placement, International Baccalaureate, or other similar
43 programs may also be exempted.

44 B. Subject to the above, continuing student enrollment appointments shall be set on the
45 basis of units earned and cumulative grade point average at Cerritos College.

46 C. Students subject to enrollment priority exclusion shall have a negative service
47 indicator, appearing as a Hold in Student Center in *MyCerritos*, placed on their
48 enrollment account. The effect shall be to place the student's access to enroll at the
49 end of the enrollment cycle in the period known as Open Enrollment.

50 D. Students excluded from enrollment priority shall be notified of options they may have,
51 and/or are advised to exercise. See also the section of this procedure titled Appeals
52 and Exemptions.

53 III. Additional Criteria for Enrollment Priority of Certain Students

54 A. Students who are otherwise specified by statute.

55 B. Students whose instructional program requires time off-campus or blocks of time
56 associated with scheduled classes for such activities as practice, meetings,
57 counseling, and off-campus time, which limit the choice of class periods.

58 IV. Student Groups with Priorities:

59 A. **Tier 1** Enrollment appointments for students in Tier 1 groups shall be set tier-wide
60 based on units earned and cumulative grade point average, consistent with
61 applicable regulations.

62 **Armed Forces Personnel and Recent Veterans:** students who are any member
63 or former member of the Armed Forces of the United States, who is a resident of
64 California, for any academic term, within four years of leaving active duty.
65 (Education Code Section 66025.8)

66 **Foster Youth:** students formally deemed eligible current or former foster youth, or
67 homeless youth, who are up to and including 24 years of age. (Education Code
68 Section 66025.9)

69 **EOPS:** students formally enrolled in Extended Opportunity Programs and
70 Services. (Education Code Section 66025.91)

71 **DSPS:** students who by their specific disabilities are enrolled in Disabled Student
72 Programs and Services. (Education Code Section 66025.91)

73 **CalWORKs:** students formally enrolled in the CalWORKs Program. (Education
74 Code Section 66025.92)

75 **B. Tier 2** Enrollment appointments for students in Tier 2 groups shall be set tier-wide
76 based on units earned and cumulative grade point average, consistent with
77 applicable regulations.

78 **Scholars' Honors Students:** students who have been officially admitted to the
79 College's Scholars' Honors Program each term and are currently enrolling in
80 Scholars' Honors Program courses and/or Scholars' Honors contracts.

81 **Student Athletes:** students who have been identified as eligible to participate in
82 intercollegiate athletics.

83 **Mandatory Enrollment Requirement Students:** students in compliance with
84 program requirements who must maintain full-time status, with completion time
85 requirements, in order to remain in Cerritos College programs and/or who are in
86 grant-funded programs with enrollment priority requirements.

87
88 **Matriculated Students:** students who, prior to their first semester of enrollment,
89 completed the Admission, Orientation, Assessment, and Advisement components
90 of Matriculation.

91 **Trial, Grant-funded, or Other Special Groups for Student Success:** students
92 in groups identified for enhanced and/or expedited student success measures
93 where trial, grant-funded, and/or other special, short-term measures are employed.

94 **C. Tier 3** Enrollment appointments for students in Tier 3 groups shall be set in the
95 order of the groups as listed and based on units earned and cumulative grade point
96 average within those groups, consistent with applicable regulations.

97 **Continuing Students:** students who were enrolled in the previous academic year
98 or summer session. Students who do not attend summer session will not lose
99 continuing student status. The definition includes non-credit students who are
100 matriculating to credit student status.

101 **Returning Students:** students who have completed at least one unit of credit at
102 Cerritos College and are returning after a break of no more than one semester
103 excluding summer session.

104 **D. Tier 4** Enrollment appointments for students in Tier 4 groups shall be set in the
105 order of the groups as listed and based on units earned and cumulative grade point
106 average within those groups, consistent with applicable regulations.

107 **College Bridge Students:** high school juniors and seniors, as provided for and
108 limited in, Board Policy 5010 titled Admissions and Concurrent Enrollment and
109 Administrative Procedure 5011 titled Admission and Concurrent Enrollment of High
110 School and Other Young Students.

111 **Special Admit (Grades K-10) Students:** talented elementary and secondary
112 students through the 10th Grade, as provided for and limited in, Board Policy 5010
113 titled Admissions and Concurrent Enrollment and Administrative Procedure 5011
114 titled Admission and Concurrent Enrollment of High School and Other Young
115 Students.

116 **V. Enrollment Limitations**

117 Enrollment in courses and programs may be limited to students meeting properly
118 established prerequisites and co-requisites. (See Board Policy and Administrative
119 Procedure 4260 titled Prerequisites and Co-requisites)

120 **VI. Additional Enrollment Limitations (including, but not be limited to):**

- 121 A. health and safety considerations;
- 122 B. faculty workload;
- 123 C. availability of qualified instructors;
- 124 D. funding limitations;
- 125 E. regional planning;
- 126 F. legal requirements;
- 127 G. facility limitations; and
- 128 H. accreditation, regulatory, and policy requirements.

129 **VII. Priorities When Enrollment Must be Limited**

- 130 A. first come, first served, or other non-evaluative selection techniques, provided all
131 prerequisite and/or course requisites have been met;
- 132 B. in the case of intercollegiate competition, honors courses, or public performance
133 courses, allocating available seats to those students judged most qualified;
- 134 C. limiting enrollment to any selection procedure expressly authorized by statute; and
- 135 D. limiting enrollment in one or more sections to students enrolled in one or more other
136 courses, provided that a reasonable percentage of all sections of the course do not
137 have such restrictions.

138 **VIII. Additional Conditions May Be Applicable to Order of Enrollment**

139 Course sections funded other than by state apportionment, such as contract education,
140 grant-funded programs, and certain fee-based sections (as permitted by law).

141 **IX. Appeals and Exemptions**

142 It is the intent of these procedures to support and promote student success, including
143 program completion, through access to needed courses. Petitions for appeals of, or
144 exemption from, the implementation of these procedures are subject to consideration
145 by the Committee on Academic Records and Standards or its designee.

- 146 A. Students may appeal the loss of enrollment priority due to extenuating
147 circumstances or where a student with a disability applied for, but did not receive
148 reasonable accommodation in a timely manner. Extenuating circumstances are
149 verified cases of accidents, illnesses or other circumstances beyond the control of
150 the student.
- 151 B. Students who have demonstrated significant academic improvement may appeal
152 the loss of priority enrollment status. Significant academic improvement is defined

153 as achieving no less than the minimum grade point average and progress standard
154 established in Title 5 §55031 within a term. The minimum academic standard is a
155 2.0 grade point average, once the student has attempted 12 semester units; the
156 minimum progress standard is greater than 50% of all units enrolled in being other
157 than “W”, “I”, “NP”, or “NC”, once the student has enrolled in a total of at least 12
158 semester units.

159 C. Students may request reinstatement of enrollment priority if an institutional mistake
160 was made.

161 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007
Dates Revised: June 18, 2008; February 1, 2010; September 26, 2011; January 23, 2012; October 15, 2012; November 4, 2013; April 28, 2014

Student Services

1 **AP 5070 ATTENDANCE ACCOUNTING**

2 **References:**

3 Title 5, Sections 55757, 55758, 58000 et seq.

4 Attendance accounting requirements include the following areas:

- 5 • Computation of units of full time equivalent student (FTES) based on the type of
- 6 course, the way the course is scheduled, and the length of the course
- 7 • Selection of a single primary term length for credit courses
- 8 • Reporting of FTES during the “first period” (between July 1 and December 31) and
- 9 “second period” (between July 1 and April 15)
- 10 • Compliance with census procedures prescribed by the state Chancellor’s Office
- 11 for all credit courses, including work experience, independent study, and credit
- 12 courses being reported on an actual attendance basis
- 13 • Preparation of census day procedure tabulations
- 14 • Preparation of actual student contact hours of attendance procedure tabulations
- 15 • Preparation (as applicable) of actual apprentice hours of teaching procedure
- 16 tabulations
- 17 • Preparation of support documentation regarding all course enrollment, attendance
- 18 and disenrollment information.
- 19 • Computation of FTES that includes only the attendance of students while they are
- 20 engaged in educational activities required of students and while they are under the
- 21 immediate supervision and control of an academic employee of the District
- 22 authorized to render service in that capacity.
- 23 • Scheduling at least 175 instructional days during the fiscal year.

24 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

(Replaces former Cerritos CCD Policies 4104 and 4104.1)

Student Services

1 **AP 5075 CLASS ADDS AND DROPS**

2 **References:**

3 Title 5, Sections 55024 and 58004

4 **Adding Open Classes**

5 Students may add classes during the enrollment appointment period, during the open
6 enrollment period, and prior to the add deadline.

7 Prerequisites and/or co-requisites will be checked at the time of official enrollment into a
8 class.

9 **Adding Closed Classes/Placement on Wait List:**

- 10 • A student may attempt an add as listed above. If the class is closed, he/she may
11 opt to be placed on the wait list, if available.
- 12 • The student must attend the closed class on the first day of the class in order to
13 be considered for enrollment in the class.
- 14 • The student must have met any prerequisite and/or co-requisite.
- 15 • Only the instructor may authorize an add to a closed class. The instructor is
16 responsible for adding any students to a closed class, electronically.

17 **Petitions**

18 After student add and instructor add deadlines have expired, classes may only be added
19 by formal request from the student to the Dean of the Division in which the course is
20 assigned.

- 21 • The student must secure a “Late Add Petition” from the Division Office. The Late
22 Add Petition must be completed before securing the signatures indicated below.
- 23 • The student must secure the following signatures:
 - 24 ○ Instructor signature
 - 25 ○ Division Dean signature

26 Completed and signed Late Add Petitions must be submitted to the Dean of Admissions,
27 Records and Services.

28 **Course Repetition Exceptions**

29 Students who have previously attempted a course twice are subject to course enrollment
30 denial due to excessive course repetition regulations.

31 Students who were enrolled twice in a course and received the following grades or
32 symbols D, F, NP, or W in any combination and who wish to re-enroll in the same course

33 are required to petition the Academic Records and Standards Committee for approval or
34 denial of an additional enrollment.

35 **Wait List**

36 All classes have limited capacity wait lists. Students are limited to 10 units of wait list
37 assignment. Prerequisites and co-requisites must be met and all holds and/or time
38 conflicts must be cleared. All applicable fees must be paid at the time of placement on
39 the wait list.

40 **Withdrawals**

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

45 Instructors shall clear their rolls of “no-show” students no later than the second class
46 meeting for all students. “No-shows” are defined as students who did not attend the very
47 first day of class.

48 Instructors shall clear rosters of “inactive students” no later than the fourteenth week of
49 classes or 75% of the term, whichever is less.

50 “Inactive students” include:

- 51 • Students identified as no-shows
- 52 • Students who officially withdraw
- 53 • Students who are no longer attending classes and are therefore dropped by the
54 instructor
- 55 • Students who are no longer attending distance education classes, as determined
56 by regular and substantive interaction between student and faculty, and are
57 therefore dropped by the instructor

58 **Withdrawals after 75% of Term or Fourteenth Week:**

59 The Board of Trustees authorizes withdrawal from class(es) due to documented
60 circumstances beyond the control of the student after the last day of the fourteenth week
61 (or 75% of the term, whichever is less) and delegates such authority to the
62 President/Superintendent or designee to administer.

63 **Limitations on “W” Symbols**

64 Students are permitted to withdraw and receive a “W” in a course no more than two times.
65 Subject to petition approval by the Academic Records and Standards Committee,
66 students may be permitted to enroll in a course after receiving two “W” symbols if the total
67 number of possible “W” symbols received for the course could not exceed four. Students
68 who have received three “W”s in a course are ineligible to enroll in that course again.

69 In the case of multiple withdrawals, the District offers interventions. Students are notified
70 when they fall either into progress probation or progress dismissal status. Students in

71 progress probation or progress dismissal status are invited to meet with a counselor,
72 attend a Success Workshop or a Tune-up Workshop, and the maximum units permitted
73 is limited based on grade point average and course completion rate.

74 These procedures may change from time to time and may be superseded by current state
75 and federal laws and regulations.

76 Also see AP 4225 titled Course Repetition and AP 5013 titled Students in the Military

77 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007

Dates Revised: June 18, 2008; May 20, 2009; November 5, 2012

Student Services

1 **BP 5110 COUNSELING**

2 **Reference:**

- 3 Education Code Section 72620;
- 4 Title 5, Section 51018;
- 5 ACCJC Accreditation Standard II.C.5

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

7 The President/Superintendent shall establish procedures to assure the provision of
8 counseling services including academic, career, and personal counseling that is related
9 to the student's education as per Title 5, Section 51018.

10 Office of Primary Responsibility: Vice President, Student Services

11 Also see AP 5110 titled Counseling

Date Adopted: May 16, 2007
(Replaces former Cerritos CCD Policy 4500)

Student Services

1 **AP 5110 COUNSELING**

2 **References:**

- 3 Education Code, Section 72620;
4 Title 5, Section 51018;
5 ACCJC Accreditation Standard II.C.5

6 The counseling services available in the District's counseling program include at least the
7 following:

- 8 • Academic counseling, in which the student is assisted in assessing, planning, and
9 implementing his or her immediate and long-range academic goals;
10 • Career counseling, in which the student is assisted in assessing his or her
11 aptitudes, abilities, and interests, and is advised concerning current and future
12 employment trends;
13 • Personal counseling, in which the student is assisted with personal, family, or other
14 social concerns, when that assistance is related to the student's education; and
15 • Coordination with the counseling aspects of other campus services, including but
16 not limited to, those services provided in programs for students with special needs,
17 skills testing programs, financial assistance programs, and job placement services.

18 **Confidentiality of Counseling Information**

19 Information of a personal nature disclosed by a student 12 years of age or older in the
20 process of receiving counseling from a counselor is confidential and shall not become
21 part of the student record without the written consent of the person who disclosed the
22 confidential information. However, the information shall be disclosed when permitted by
23 applicable law, including but not limited to:

- 24 • disclosure as necessary to report child abuse or neglect;
25 • reporting to the President/Superintendent or other persons when the counselor
26 has reason to believe that disclosure is necessary to avert a clear and present
27 danger to the health, safety, or welfare of the student or other persons living in the
28 college community;
29 • reporting information to the President/Superintendent or other persons as
30 necessary when the student indicates that a crime involving the likelihood of
31 personal injury or significant or substantial property losses will be or has been
32 committed; and
33 • reporting information to one or more persons specified in a written waiver by the
34 student.

35 Office of Primary Responsibility: Vice President, Student Services

Student Services

1 **BP 5120 TRANSFER CENTER**

2 **References:**

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

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

9 The President/Superintendent shall assure that a Transfer Center Plan is implemented
10 that identifies appropriate target student populations, is designed to increase the transfer
11 applications of underrepresented students, and complies with law and regulations.

12 Office of Primary Responsibility: Vice President, Student Services

13 Also see AP 5120 titled Transfer Center

Date Adopted: May 16, 2007

Student Services

1 **AP 5120 TRANSFER CENTER**

2 **References:**

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

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

8 Plan components include, but are not limited to:

- 9 • Services to be provided to students;
- 10 • Facilities;
- 11 • Staffing;
- 12 • An advisory committee;
- 13 • Evaluation and reporting; and
- 14 • Transfer path requirements for each articulated baccalaureate major.

15 The Transfer Center Plan is updated every two years by the Transfer Center Director(s)
16 in consultation with the Transfer Center Advisory Committee, reviewed by the Dean of
17 Counseling Services and the Vice President of Student Services, and submitted to the
18 Board of Trustees. The Plan is reviewed semi-annually for completion of activities to
19 meet its goals and objectives.

20 The Dean of Counseling Services and the Transfer Center Director(s) implement
21 procedures that focus upon assisting on-going efforts to strengthen the transfer function,
22 coordination of outreach efforts, and of special programs for the improvement of
23 educational opportunity among underrepresented students.

24 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

(Replaces former Cerritos CCD Policy 4501.2)

Student Services

1 BP 5130 FINANCIAL AID

2 References:

- 3 Education Code, Sections 66021.6 and 76300
- 4 20 U.S. Code, Sections 1070 et seq.;
- 5 34 CFR, Section 668 (U.S. Department of Education regulations on the Integrity
- 6 of Federal Student Financial Aid Programs under Title IV of the Higher Education
- 7 Act of 1965, as amended);
- 8 ACCJC Accreditation Standard III.D.15

9 A program of financial aid to students will be provided, which may include, but is not
10 limited to, scholarships, grants, loans, and work/employment programs. All awards and
11 disbursement to students will be, at a minimum, in accordance with state and federal
12 statutes and regulations.

13 All financial aid programs will adhere to guidelines, procedures, and standards issued by
14 the funding agency and will incorporate state, federal, and other applicable regulatory
15 requirements. To be certified for participation in federal Title IV, HEA programs, the
16 institution will adhere to the Institutional Eligibility Regulations, 34 CFR 600 and the
17 Student Assistance General Provisions Regulations, 34 CFR 668.

18 The institution will ensure that a program is eligible before awarding federal student aid
19 funds to students in that program. The Eligibility and Certification Approval Report
20 (ECAR) will contain the most critical data elements that form the basis of Cerritos
21 College's approval and a list of the highest level of programs offered, any non-degree
22 programs or short-term programs, and any additional locations that have been approved
23 for the Federal Student Aid (FSA) Programs.

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

26 Misrepresentation

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

30 The President/Superintendent shall establish procedures for regularly reviewing the
31 District's website and other informational materials for accuracy and completeness and
32 for training District employees and vendors providing covered services concerning the
33 District's educational programs, financial charges, and employment of graduates to
34 ensure compliance with this policy.

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

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

41 Office of Primary Responsibility: Vice President, Student Services

42 Also see AP 5130 titled Financial Aid

Date Adopted: May 16, 2007

Dates Revised: June 13, 2012; November 18, 2013

(Replaces former Cerritos CCD Policy 4703)

Student Services

1 AP 5130 FINANCIAL AID

2 References:

- 3 Education Code, Sections 66021.6, 66025.9 and 76300;
- 4 Title 5, Sections 55031, 58600 et seq.
- 5 20 U.S. Code, Sections 1070 et seq.;
- 6 34 CFR, Section 668 (U.S. Department of Education regulations on the Integrity of
- 7 Federal Student Financial Aid Programs under Title IV of the Higher Education Act
- 8 of 1965, as amended);
- 9 ACCJC Accreditation Standard III.D.15

10 Cerritos College offers a full array of financial aid programs in the form of grants,
11 employment, loans, and scholarships. These funds are intended to assist students with
12 the cost of education, which include: fees, books, supplies, food, housing, transportation,
13 and personal expenses.

14 The Financial Aid Office provides students and the community a better understanding of
15 financial aid programs and services available that can help students with fees, books,
16 supplies, transportation, housing, and other related educational expenses.

17 Basic Student Eligibility Requirements for Federal Student Aid

- 18 • Be enrolled as a regular student in an eligible program which includes certificate,
19 associate in arts degree, or transfer programs
- 20 • Cannot also be enrolled in elementary or secondary school
- 21 • Have a high school diploma or equivalent
- 22 • Maintain satisfactory academic progress
- 23 • Meet enrollment status requirements
- 24 • Have resolved any drug conviction issue
- 25 • Be a U.S. citizen or eligible non-citizen
- 26 • Have resolved any default on a FSA loan or overpayment
- 27 • Have a valid social security number
- 28 • Males ages 18-25 must register with the Selective Service System or meet
29 exemption requirements
- 30 • Resolve any conflicting information
- 31 • Submit all required documentation that may be requested by the Financial Aid
32 Office

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

34 **Application Process**

35 Step 1 – Apply

- 36 • Submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
- 37 • Cerritos College Federal School Code is 001161
- 38 • If not a U.S. citizen or eligible non-citizen and qualify for AB 540 / AB 2000 / SB 68
- 39 status, submit a California Dream Act Application at www.caldreamact.org to apply
- 40 for state aid.

41 Step 2 – Submit Forms

- 42 • View To Do List on MyCerritos or read missing information letter, which lists
- 43 required documents to complete student file
- 44 • Download required forms from www.cerritos.edu/finaid
- 45 • Submit the required forms to the Financial Aid Office in person, by mail, e-mail, fax,
- 46 or drop-box

47 Step 3 – View Awards

- 48 • Review award notification on the MyCerritos Message Center
- 49 • View awards on MyCerritos
- 50 • Meet Satisfactory Academic Progress (SAP) standards to receive awards

51 Step 4 – Receive Disbursement

- 52 • Receive refund selection kit and select refund choice online at
- 53 www.refundselection.com using the personal access code
- 54 • The Financial Aid Office will disburse grants, scholarships, and/or loans
- 55 • View account activity online at MyCerritos for refund status

56 **Important Dates**

- 57 • **October 1** – FAFSA and California Dream Act Application becomes available for
- 58 upcoming award year. Submit financial aid application online at www.fafsa.gov.
- 59 • **March 2** – Cal Grant application deadline. Submit both FAFSA or California
- 60 Dream Act Application and GPA Verification forms.
- 61 • **March through April** – View To Do's on MyCerritos. Submit all required
- 62 documentation to the Financial Aid Office.
- 63 • **July** – Financial Aid Office sends award notification to students via MyCerritos
- 64 Message Center.

65 **Federal Programs**

- 66 • **Federal Pell Grants** are awarded to eligible undergraduate students. The amount
- 67 of money awarded is based upon a student's Expected Family Contribution (EFC),
- 68 the number of units enrolled, and the cost of attendance.

- 69 • **Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded to
- 70 eligible undergraduate students with exceptional financial need. It is awarded on
- 71 a "first-come, first-served" basis and is dependent upon funds available. Students
- 72 must have a zero EFC and be enrolled in at least six units to receive funds.

73 • **Federal Work-Study (FWS)** is a program with limited funding which provides
74 employment to help pay for part of a student’s educational costs. This program is
75 based on financial need and, if awarded, is part of a student’s award package.
76 Students on FWS may work approximately 15 hours per week on or off campus.
77 Students must submit a separate FWS application in addition to the FAFSA to
78 apply for FWS.

79 • **William D. Ford Federal Direct Subsidized and Unsubsidized Loans** must be
80 repaid. Students must complete a FAFSA first. Once a student receives a financial
81 aid award notification, the student may apply for a student loan at
82 <http://www.cerritos.edu/financial-aid/programs/loans.htm>. The amount of loans
83 range from \$3,500 to \$10,500 per academic year. Loan amounts will be
84 determined at the time the Financial Aid Office certifies a loan application.

85 Both entrance and exit counseling are requirements of the William D. Ford Federal
86 Direct Loan Program. Students must maintain at least half-time enrollment status
87 to receive a loan. Once a student receives loan funds, the student must maintain
88 reasonable progress toward a certificate, associate degree, or transfer program.

89 In reviewing a request for any loan, the Financial Aid Office may use “professional
90 judgment” to deny a student a loan on a case-by-case basis. If denied a loan, a student
91 will receive a letter from the Financial Aid Office indicating the reason(s) for the loan
92 denial.

93 **State Programs**

94 • **California College Promise Grant** is a program that provides assistance to cover
95 community college enrollment fees. To be eligible, a student must be a California
96 resident or eligible AB 540 / AB 2000 / SB 68, AB1899, and/or a California resident
97 homeless youth and must qualify under one of the following conditions:
98 1. Student or parent must currently be receiving Temporary Assistance for Needy
99 Families (TANF), CalWORKs, Supplemental Security Income (SSI), State
100 Supplemental Program (SSP), or General Assistance (GA). Documentation is
101 required.
102 2. Student must meet income standards based on family size. Documentation
103 may be required.
104 3. Student must have applied for FAFSA and demonstrate financial need.
105 4. Student must qualify for one of the special classifications.

106 • **The Cal Grant Program** is a state-funded educational opportunity program to
107 assist students in paying for a college education. There are entitlement awards as
108 well as competitive awards. Application deadlines are in early March and
109 September for community college students. Types of Cal Grants can be found at
110 www.csac.ca.gov or www.calgrants.org.

111 All basic Cal Grant eligibility requirements are as follows:

- 112 1. be a California resident or AB 540 / AB 2000 / SB 68;
- 113 2. be a U.S. citizen or eligible non-citizen;

- 114 3. meet U.S. Selective Service requirements;
- 115 4. attend a qualifying California postsecondary institution;
- 116 5. be enrolled at least half-time;
- 117 6. maintain satisfactory academic progress as defined at the school of
- 118 attendance;
- 119 7. have family income and assets below the established ceilings;
- 120 8. not be in default on any student loan;
- 121 9. not owe any federal or state grant refund; and
- 122 10. not have a bachelor's or professional degree before receiving a Cal Grant
- 123 (except for extended Cal Grant A or B awards for a teaching credential
- 124 program).

125 • **Student Success Completion Grant** is a state grant awarded to Cal Grant

126 students who take 12 units or more units per semester and have financial need.

127 This grant provides an incentive to encourage students to complete their

128 educational goal sooner by taking 15 units or more. Students who enroll in 15

129 units or more will receive an increased award amount.

130 • **Extended Opportunity Program and Services (EOPS)** is a state-funded

131 program to provide educationally and economically disadvantaged students

132 assistance, including grants, EOPS nomination waivers, admission waivers to UCs

133 and CSUs, and transfer assistance. Moreover, the EOPS Program provides a

134 number of retention programs such as Supplemental Instruction (SI), learning

135 communities in the Achievement in Mathematics (AIM) program, and Summer

136 Bridge program. All three programs involve social and academic integration

137 activities for students outside of the classroom. Courses in these programs are

138 taught by a faculty member and faculty counselor.

139 Admission into the EOPS Program requires that a student meet either California

140 College Promise Grant A or B standards, complete a FAFSA or California Dream

141 Act Application, enroll in 12 units, meet with an EOPS counselor three times during

142 each semester, and have earned less than 70 degree applicable units from all

143 colleges/universities attended.

144 • **CARE Grants** are available to students who are current recipients of TANF, in

145 CalWORKs, single, head of household, have at least one child under the age of

146 14, enrolled in 12 units or more, and have been admitted into the EOPS Program.

147 Students wishing to enter the program must attend a Mini-Conference/Orientation

148 and workshops and may be eligible for a grant and/or service.

149 Scholarships

150 Scholarships do not have to be repaid. The Financial Aid Office is the steward of a

151 number of scholarships that may or may not require financial need. Applications are

152 available in the Financial Aid Office. For information on scholarships, visit

153 www.cerritos.edu/finaid/scholarship.htm .

154 **Concurrent Enrollment**

155 Students are only eligible to receive financial aid at one college and/or university each
156 enrollment period, with the exception of scholarships and the California College Promise
157 Grant. Students attending more than one college and/or university at the same time
158 should check with each institution regarding its rules about scholarship eligibility. If a
159 student receives financial aid from more than one college or university during the same
160 enrollment period, they may be ineligible to receive funds and may be required to pay
161 back the money to at least one of the institutions, and may be assigned to the Department
162 of Education for collections.

163 **Disbursements**

164 Financial Aid disbursements are calculated based on a student's Expected Family
165 Contribution (EFC), financial aid need, the availability of funds, and the number of units
166 in which the student is enrolled each semester.

167 For students enrolled in courses which are less than 18 weeks in length during the fall or
168 spring semester(s), units will be counted toward the total units for the entire semester.
169 Financial Aid disbursements will first be applied to cover any mandatory charges on the
170 student's account and the remaining balance will be refunded to the student via electronic
171 disbursement.

172 Students enrolled in distance education programs (online courses) may experience a
173 delay in their Title IV financial aid disbursement until the student has participated in the
174 distance education program for a longer and more substantiated period of time (i.e., until
175 an exam has been given, completed and graded, or a paper has been submitted).

176 Students who are on Warning, Probation, or Termination status may experience a
177 financial aid disbursement delay in their next semester until all grades are posted and
178 Satisfactory Academic Progress is evaluated.

179 Waitlist courses are not and will not be considered as officially enrolled units. There is a
180 limit on repeated coursework for purposes of determining the enrollment status. If a
181 student passes a course, one repetition may be included in his/her enrollment status.
182 However, any subsequent repetition may not be included in the enrollment status.

183 Students awarded financial aid will be sent a refund selection kit. They will go to
184 www.refundselection.com to choose their refund choice. Students can have an electronic
185 deposit go to their own bank account or choose a BankMobile Vibe account. Students
186 are sent an e-mail notification when their refund is processed and disbursed.

187 **Pell Grant Adjustments**

188 The Financial Aid Office will check student enrollment status on the census date for each
189 semester. A Pell Grant adjustment may be made based on a student's enrollment status
190 at that time. If a student's enrollment status (full-time, three-quarter time, half-time, less
191 than half-time) has increased, it may result in an increase to the Pell Grant award. If a
192 student is due an additional Pell Grant, the grant will be disbursed to his/her
193 account. If a student's enrollment status has decreased, the student may owe a

194 repayment of Pell Grant funds. Classes added after the census date will not be funded,
195 including late start classes. Students can view the census date for each term on the
196 Financial Aid Office's disbursement schedule page at www.cerritos.edu/finaid.

197 **Withdrawals, Incompletes, Repeated Courses, and Transfer Credit**

198 Incompletes, no pass courses, courses noted as excluded, repeated courses, and
199 withdrawals are counted as attempted units in calculating the pace of progress. Courses
200 noted as excluded on the transcripts are not counted for purposes of the cumulative GPA.
201 Grades removed through academic renewal are still counted for pace of progress and
202 GPA requirements. Transfer credits are counted as attempted units and completed units
203 toward the 150% maximum time frame.

204 **Return of Title IV Funds**

205 Students who withdraw from all courses or fail to receive at least one passing grade within
206 the semester, will be required to repay all or some of the following:

- 207 • Federal financial aid including Pell Grant, Supplemental Education Opportunity
208 Grant (SEOG), and/or Loans.
- 209 • All registration fees (per unit fee, student identification fee, student health fee, lab
210 fees) for each of the classes the student was enrolled in, even if those fees were
211 covered by the California College Promise Grant.

212 Students who fail to attend the first class meeting, or are reported as a "no show" by the
213 instructor(s), will be required to repay all financial aid received. Students will also be
214 responsible for repaying the entire amount of the registration fees (per unit fee, student
215 identification fee, student health fee, lab fees) for all of the units in which the student was
216 enrolled, even if those fees were covered by the California College Promise Grant.
217 Students' academic records will be placed on "hold" status until repayment is made. In
218 the event students are required to repay financial aid funds, the Financial Aid Office will
219 notify the student in writing of the amount they owe. Failure to pay will result in being
220 referred to collections.

221 **Satisfactory Academic Progress (SAP) Standards**

222 To be eligible for financial aid, students must make satisfactory academic progress toward
223 their educational goals. The Financial Aid Office monitors progress using both qualitative
224 and quantitative standards at the end of each semester. It is the student's responsibility
225 to make sure that they meet these standards. Below is an explanation of each standard:

- 226 • **Grade Point Average (GPA) Requirement (Qualitative)**
227 Students are required to maintain at least a 2.0 cumulative GPA. The GPA
228 standard is used at all times in the determination of financial aid eligibility, even if
229 students do not receive financial aid.
- 230 • **Unit Completion Requirement – Pace of Progress (Quantitative)**
231 Students are required to complete 70% of the units in which they have attempted.
232 The cumulative units completed will be divided by the cumulative units attempted
233 to calculate the pace of progress. All units are considered in this calculation. Units
234 for which a grade of W, I, NP, NC, and/or F was received are considered as units
235 attempted, but not completed. Military withdrawals (MW) will not be counted.

236 • Maximum Time Frame Requirement (Quantitative)
237 Students must complete their educational program within a maximum time frame
238 of 150% of the published program's required units. For example, associate in arts
239 degree and transfer programs generally require 60 units. Therefore, 150% of the
240 required units for those programs would be 90 units.

241 Students will be required to meet with a counselor and create an educational plan
242 based on their educational program once the student attempts the following:
243 ○ 60 units (excluding remedial and ESL units) for associate in arts degree or
244 transfer programs
245 ○ 30 units (excluding remedial and ESL units) for a certificate program

246 If at any point in time it is determined that the student cannot complete his/her
247 educational program within the 150% time frame, the student will be immediately
248 disqualified from financial aid (with the exception of the California College Promise
249 Grant). It is the student's responsibility to read and understand the Financial Aid
250 Satisfactory Academic Progress (SAP) Standards.

251 • Warning
252 Students will be placed on warning status after a semester if they have not met the
253 unit completion requirement and/or the 2.0 GPA requirement. If placed on financial
254 aid warning status, students may remain eligible for financial aid. Students will
255 receive a notification of their status on MyCerritos Message Center and how to
256 avoid disqualification.

257 • Disqualification
258 Students will be placed on disqualification status after ~~remaining~~ a semester on
259 warning status if they still have not met the unit completion requirement and/or the
260 2.0 GPA requirement. If placed on disqualification status, students will no longer
261 be eligible to receive financial aid, with the exception of the California College
262 Promise Grant.

263 • Reestablishing Eligibility
264 Students may reestablish their eligibility by meeting the 2.0 cumulative Grade Point
265 Average (GPA) requirement (Qualitative) and 67% Unit Completion requirement –
266 Pace of Progress (Quantitative) standards.

267 **SAP Appeals Process**

268 If students are disqualified due to GPA, Unit Completion, and/or Maximum Time Frame,
269 they have the option to appeal their status. The appeal should include the following:

- 270 • A statement explaining in detail your situation and reason(s) for not meeting the
271 SAP standards with supporting documentation.
- 272 • A statement explaining what has changed in your situation and how you plan to
273 improve your progress to meet the SAP standards.
- 274 • Proof of completion of the 2 GetSAP counseling sessions: 1.) Impact of SAP and
275 2.) SAP Appeal Process. Sessions can be completed at cerritos.get-

276 counseling.com. If you completed the videos in the prior year, you do not need to
277 complete them again.

278 Students must submit their appeal to the Financial Aid Office by the appropriate deadline
279 for the semester you are appealing.

280 All appeals will be reviewed by the Dean of Student Support Services or designee and
281 approved for probation, referred for an academic plan, or denied based on the student's
282 individual circumstances.

283 If the appeal is approved, student will be placed on probation status for the semester.

284 If student will not be able to meet the SAP standards at the end of the subsequent
285 semester, the appeal may be denied. All decisions are final and there is no higher appeal.

286 If there are grade changes for a prior semester, notify the Financial Aid Office by
287 submitting a written statement along with your transcripts to document the change. The
288 Financial Aid Office will review and make a correction to your SAP status if approved.

289 The Financial Aid Office will notify students regarding their eligibility for financial aid.

290 The Financial Aid Office's Policies and Procedures Manual contains the most recent
291 information regarding financial aid. This document is reviewed and updated periodically.
292 The Financial Aid website, the current Cerritos College Catalog, and Class Schedule also
293 include key financial aid information including resources, services, processes, and
294 procedures.

295 **Misrepresentation**

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

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

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

308 These procedures may change from time to time and may be superseded by current state
309 and federal laws and regulations.

310 **Loss of Eligibility for California College Promise Grant**

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

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

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

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

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

337 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Dates Revised: May 7, 2012; November 18, 2013; May 9, 2016; February 11, 2019

(Replaces former Cerritos CCD Policies 4703.1 and 4703.2)

Student Services

1 BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

2 References:

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

5 It is the policy of the Cerritos Community College District to maintain Disabled Student
6 Programs and Services to promote the academic success and personal enrichment of
7 students with diverse needs by facilitating equal access to educational opportunities in an
8 integrated college setting; encouraging the interaction and full participation of all students
9 with disabilities, and recognizing the importance of self-advocacy and independence in
10 such students' pursuit of their academic careers.

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

13 The Disabled Student Programs and Services (DSPS) program shall be the primary
14 provider for academic adjustments, auxiliary aids, services, or instruction that facilitate
15 equal educational opportunities for students with disabilities who can profit from
16 instruction as required by federal and state laws.

17 DSPS services shall be available to students with verified disabilities. The services to be
18 provided include, but are not limited to, reasonable accommodations, academic
19 adjustments, electronic information and technology accessibility, accessible facilities,
20 equipment, instructional programs, and counseling.

21 No student with disabilities is required to participate in the DSPS program.

22 The District shall respond in a timely manner to accommodation requests involving
23 academic adjustments. The President/Superintendent shall establish a procedure to
24 implement this policy which, at a minimum, provides for an individualized review of each
25 such request, and permits interim decisions on such requests pending final resolution by
26 the appropriate administrator or designee.

27 The President/Superintendent shall ensure that the DSPS program conforms to all
28 requirements established by the relevant law and regulations.

29 Also see AP 5140 titled Disabled Student Programs and Services

30 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Dates Revised: October 24, 2012; February 5, 2014

Student Services

1 **AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES**

2 **References:**

3 Title 5, Sections 56000 et seq. and 56027

4 Under the general direction of the Vice President of Student Services, the Dean of
5 Disabled Student Programs and Services is responsible for developing and administering
6 regulations and procedures for DSPS. The Dean is further responsible for the
7 implementation of all applicable state and federal requirements specific to students with
8 disabilities.

9 Certificated DSPS specialists will implement procedures to assure an organized and
10 functioning program of services for assigned disability management categories.
11 Classified DSPS paraprofessionals will implement procedures under the general
12 guidance of the DSPS certificated specialist.

13 **Regulations and Procedures**

14 In accordance with state and federal statutes, the Cerritos Community College District
15 supports the development of programs and implementation of special services for
16 students with disabilities to assist them in matriculating at and remaining in college and
17 to profit from their educational experiences.

18 **Student Rights and Responsibilities**

19 Students with disabilities receiving support services or instruction shall not preclude the
20 student from participating in any other course, program or activity offered by the college.
21 All Records maintained by DSPS personnel pertaining to students with disabilities shall
22 be protected from disclosure and shall be subject to all other requirements for handling
23 of student records.

24 Students receiving support services or instruction from DSPS shall: (1) comply with the
25 student code of conduct adopted by the college and all other regulations applicable to
26 student conduct; (2) be responsible in their use of DSPS services and adhere to written
27 service provision policies and procedures adopted by DSPS; and (3) make measurable
28 progress toward the goals established in the academic accommodation plan. DSPS
29 policies may include provisions for suspension or termination of DSPS services where a
30 student fails to comply with their responsibilities. Such policies shall provide written notice
31 to the student prior to the suspension or termination and shall afford the student an
32 opportunity to appeal the decision. Each student shall be given a copy of this policy upon
33 first applying for services from DSPS.

34 **Delivery of DSPS Services**

35 DSPS Services will be available but not limited to: students with the following disabilities:
36 physical disability, deaf and hard of hearing, blind and low vision, learning disability,
37 acquired brain injury (ABI), Attention Deficit Hyperactivity Disorder (ADHD), Intellectual
38 Disability, Autism Spectrum, mental health disability, and other health conditions and
39 disabilities.

40 Support services and assistive technology which are designed to mitigate the educational
41 limitations resultant from a disability will be made available to enable students to
42 participate in the regular activities, programs, and classes at Cerritos. It should also be
43 noted that Information and Communication Technology, Instructional Materials,
44 Instructional Programs, and accessible facilities represent a broader institutional
45 responsibility because access is an institutional responsibility. Students' verified
46 disabilities and educational limitations will be identified by the appropriate DSPS
47 professional staff and described in the academic accommodation plan. The academic
48 accommodation plan will be developed in consultation with the student via an interactive
49 process.

50 Students with disabilities have the right to receive reasonable academic adjustments,
51 auxiliary aids, and services in order to create an educational environment where they
52 have equal access to instruction without fundamentally altering any course, educational
53 program, or degree. Students with disabilities are not required to register with DSPS.
54 The college's assigned 504/508/ADA Coordinator is the contact point for students with
55 professionally verified disabilities not participating in DSPS who need reasonable
56 accommodations in order to equally participate in the regular educational programs of the
57 college. However, for reasonable accommodations in the academic environment to be
58 implemented, the student must request such accommodations from a DSPS professional
59 or 504/508/ADA Coordinator in a timely manner prior to the activity to be accommodated.

60 Educational assistance classes may be made available to address the educational
61 limitations of students with disabilities who would be unable to benefit from regular college
62 classes even with appropriate academic adjustments, auxiliary aids, and services. Staff
63 providing such instruction shall meet appropriate state minimum qualification
64 requirements.

65 **Academic Adjustments, Auxiliary Aids, and Services for Students with Disabilities**

66 The District maintains a policy and procedure for responding, in a timely manner, to
67 accommodation requests from students with disabilities involving academic adjustments,
68 auxiliary aids, and services. This procedure provides for an individualized review of each
69 request. For reasonable accommodations in the academic environment to be
70 implemented, the student must request such accommodation from a DSPS professional
71 in a timely manner. The procedure permits the 504/508/ADA Coordinator to make an
72 interim decision pending a final resolution.

73 **DSPS Program Plan**

74 The District maintains a plan for the provision of programs and services to students with
75 disabilities designed to assure that they have equality of access to District classes and

76 programs. The Program Plan will define the long-range goals and short-term measurable
77 objectives for the program and activities to accomplish the goals.

78 **DSPS Staffing**

79 The Dean of Disabled Student Programs and Services shall be responsible for the day-
80 to-day operation of DSPS and meet the minimum qualifications established in Section
81 56048. All persons employed in DSPS as counselors or instructors of students with
82 disabilities shall meet the minimum qualifications Section 53414 of Title 5.

83 **DSPS Advisory Committee**

84 The DSPS shall establish an advisory committee which shall meet not less than once per
85 year. The advisory committee shall, at a minimum, include students with disabilities and
86 representatives of the disability community and agencies or organizations serving
87 persons with disabilities.

88 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Dates Revised: September 24, 2012; December 2, 2013; February 11, 2019

(Replaces former Cerritos CCD Policy 4600)

Student Services

1 **BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

2 **References:**

3 Education Code, Sections 69640 – 69656;
4 Title 5, Sections 56200 et seq.

5 The Extended Opportunity Programs and Services (EOPS) is established to provide
6 support services and programs that are in addition to the traditional student services
7 programs in order to assist students who have educational and economic disadvantages
8 to succeed academically in the College. The services may include, but are not limited to,
9 priority registration, outreach, recruitment, orientation, assessment, tutorial services,
10 counseling and advising, book vouchers, transportation support, and financial assistance.

11 The President/Superintendent and the Vice President of Student Services in consultation
12 with the EOPS Director shall assure that the EOPS Program conforms to all requirements
13 established by the relevant law and regulations.

14 Office of Primary Responsibility: Vice President, Student Services

15 Also see AP 5150 titled Extended Opportunity Programs and Services

Date Adopted: May 16, 2007
(Replaces former Cerritos CCD Policy 4702)

Student Services

1 AP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

2 References:

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

5 Extended Opportunity Programs and Services (EOPS) is a state-funded program
6 designed for the recruitment and retention of California residents who are affected by
7 language, social, and economic disadvantages.

8 EOPS assists students in reaching their educational goals through academic support and
9 financial assistance. EOPS students are generally characterized as full-time, low income,
10 non-traditional students who come to the college environment educationally under-
11 prepared and who may not achieve their fullest academic potential without EOPS
12 intervention.

13 To be eligible for EOPS, a student must:

- 14 • Be a California resident;
15 • Be enrolled as a full-time student;
16 • Have fewer than 70 degree applicable units completed;
17 • Complete a Free Application for Federal Student Aid (FAFSA) application and qualify
18 to receive a Board of Governors Fee Waiver under Method A or B or have a zero
19 Expected Family Contribution (EFC);
20 • Complete an EOPS Application and attend an orientation or information session;
21 • Meet with the EOPS counselor twice each semester;
22 • Be admitted into the program and approved for EOPS services; and
23 • Be educationally disadvantaged, as determined by the EOPS Director or designee.
24 In making that determination, the EOPS Director shall consider one of the following
25 factors:

- 26 1. Not qualified at the college of attendance for enrollment into the minimum level
27 English or mathematics course that is applicable to the associate degree;
28 2. not have graduated from high school or obtained the General Education
29 Diploma (G.E.D.);
30 3. graduated from high school with a grade point average below 2.50 on a 4.00
31 scale;
32 4. been previously enrolled in remedial education; and/or
33 5. other factors set forth in the District's plan submitted to the Chancellor's Office
34 pursuant to Title 5, Section 56270.

35 The only factors approved by the Chancellor's Office for criteria #5 (above) are:

- 36 a. The student is a first generation college student (neither parent has
37 successfully attended college); or
38 b. The student is a member of an underrepresented group targeted by
39 District/College student equity goals; or
40 c. The student and/or the parents are non-native English speakers; or
41 d. The student is an emancipated foster youth.

42 An EOPS applicant needs only to meet one of the five criteria to be considered
43 educationally disadvantaged. “It is the intent and purpose of the Legislature in
44 establishing the California Community College Extended Opportunity Programs and
45 Services (EOPS) to encourage local community colleges to establish and implement
46 programs directed to identifying those students affected by language, social, and
47 economic handicaps.”

48 EOPS adheres to the Rules and Regulations set forth by the California Education Code
49 Chapter 2.5 of Division 8, Part VI of Title 5 of the State of California Education Code.
50 Additional program information is contained in the yearly Program Plan for EOPS and the
51 Cerritos College EOPS website.

52 **Delivery of EOPS**

53 Delivery of EOPS and grants is subject to admission into EOPS which is based on a
54 student meeting a number of Title 5 regulations, such as full-time student status, eligibility
55 standards, Financial Aid and EOPS Matriculation Standards, and Grant Provisions.
56 Progress standards must conform to Federal regulations under Section 668. Allowance
57 to cover food and drinks through either meal tickets or food served at EOPS general
58 student functions. EOPS early registration is allowed for EOPS students through Title 5,
59 Section 56232[c].

60 **Program and Services**

61 EOPS Programs recognize the importance of integrating the student into the social and
62 academic domains of the college.

63 The Cooperative Agencies Resources for Education (CARE) Program is part of EOPS.
64 CARE offers additional services to disadvantaged, single, and head of household
65 students receiving public assistance by coordinating with local social service agencies
66 and providing career employment services and childcare assistance. Some of the
67 services that are available to CARE students that are in addition to what they receive as
68 EOPS students are: specialized workshops, community referrals, personal counseling,
69 car repair services and gas cards, meal vouchers, childcare study time grants, and school
70 supplies above what is given for EOPS students.

71 EOPS offers an array of services to increase student retention and to support completion
72 of students’ educational goals. Support services may include, but are not limited to,
73 priority registration, academic, career, and personal counseling, peer advising, tutoring,
74 workshops and special events, counseling courses, learning community classes, transfer

75 assistance, book grants, school supplies, bus tokens/transportation assistance, university
76 application fee waivers, and financial assistance.

77 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Date Revised: February 11, 2019

(Replaces former Cerritos CCD Policies 4702.1 and 4702.2)

Student Services

1 **BP 5160 ASSESSMENT CENTER**

2 **References:**

3 None

4 The following services will be provided in the Assessment Center: testing (placement,
5 career/technical, and aptitude), career counseling, job placement services, reentry
6 services, and work evaluation for the students and community members of the District.
7 These services will help to identify classes, training, and jobs that will be most satisfying
8 to the participants in meeting their career goals.

9 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

(Replaces former Cerritos CCD Policy 4200)

Student Services

1 **BP 5170 VETERANS AFFAIRS**

2 **References:**

3 Education Code, Sections 70902 and 89036

4 A Veterans Resource Center shall oversee programs authorized under state and federal
5 law to ensure that United States military veteran students receive services and benefits
6 to which they are entitled by law.

7 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Date Revised: January 28, 2019

Student Services

1 **AP 5170 VETERANS AFFAIRS**

2 **References:**

3 Education Code, Sections 70902 and 89036

4 **Program and Services**

5 The Veterans Resource Center oversees five different programs: (1) Chapter 30 - new
6 GI Bill/Active Duty Educational Assistance Program; (2) Chapter 31 - Vocational
7 Rehabilitation; (3) Chapter 1607 - VEAP Veterans Educational Assistance Program
8 (contributory program); (4) Chapter 35 - Survivor's and Dependents Educational
9 Assistance Program; and (5) Chapter 1606 - new GI Bill/Selected Reserve Educational
10 Assistance Program.

11 **Delivery of Services**

12 Delivery of services is based upon students meeting a number of conditions, such as: (1)
13 eligibility; (2) determination and review of previous benefits received; (3) verification of
14 previous college work completed; (4) counseling; (5) confirmation that benefits received
15 or granted are credited to academic work in declared work; and (6) certification of current
16 enrollment and units attempted.

17 In accordance with state and federal statutes, the Veterans Resource Center ensures
18 that U.S. veterans receive the full help and assistance that they are entitled by law. The
19 Veterans Resource Center is responsible for the certification of veteran students for their
20 educational benefits. In this capacity, the Veterans Resource Center acts as liaison
21 between veterans and the Veterans Administration.

22 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Date Revised: January 28, 2019

(Replaces former Cerritos CCD Policies 4501.2, 4704, and 4704.3)

Student Services

1 **BP 5180 STUDENT ACTIVITIES**

2 **References:**

3 Education Code, Sections 70902, 76060, 76061, and 76062

4 The Cerritos Community College District is committed to the development of students as
5 citizens and residents of the world, the United States, and the communities in which we
6 live. To encourage full participation in the government and community structures by its
7 alumni, the District offers programs and activities outside the formal classroom structure
8 including student leadership and governance opportunities.

9 An awareness of the complex and diverse backgrounds of the community college student
10 must be reflected in student governance and activities.

11 The President/Superintendent shall establish procedures to ensure that there is a current
12 handbook that guides the operations of the Student Activities area.

13 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

(Replaces former Cerritos CCD Policy 4802)

Student Services

1 **AP 5180 STUDENT ACTIVITIES**

2 **Reference:**

3 Education Code, Section 70902

4 The President/Superintendent shall establish procedures to ensure that there is a current
5 handbook that guides the operations of the Student Activities area.

Date Approved: May 21, 2007

(Replaces former Cerritos CCD Policy 4801)

Student Services

1 **BP 5200 STUDENT HEALTH SERVICES**

2 **References:**

3 Education Code, Sections 76401 and 76355

4 Student health services shall be provided to promote well-being through health programs
5 and services.

6 Office of Primary Responsibility: Vice President, Student Services

7

8 Also see AP 5200 titled Student Health Services

Date Adopted: May 16, 2007

(Replaces former Cerritos CCD Policy 4807)

Student Services

1 **AP 5200 STUDENT HEALTH SERVICES**

2 **References:**

- 3 Education Code, Section 76401 and 76355;
4 Title 5, Section 53411

5 Any information of a personal nature disclosed by a student (or the parent or guardian of
6 a patient 12 years of age or older) in the process of receiving care from a health
7 professional is confidential with exceptions as dictated by law.

8 **Scope of Services**

- 9 1. Clinical services providing short-term basic care and services necessary for the
10 treatment of acute illnesses and injuries;
11 2. mental health services including crisis management and short-term personal
12 counseling;
13 3. referrals to private providers or community services for conditions requiring
14 long-term management, such as alcohol abuse, substance abuse, eating
15 disorders and chronic mental illnesses; and
16 4. limited crisis management provided by a licensed mental health practitioner.

17 **Support Services**

- 18 1. Office procedures and medical records are managed by clerical personnel;
19 2. laboratory services are provided by license staff or a licensed, contracted
20 laboratory;
21 3. pharmaceuticals may be provided for sale with a prescription on a limited basis
22 and prescriptions may be provided for medications not available internally;
23 4. referrals may be provided for radiology, dental, optometric, and other services
24 not available internally; and
25 5. health education services are provided by registered nurses and other Student
26 Health Services personnel.

27 **Personnel**

- 28 • At minimum, management shall be provided by a registered nurse who
29 possesses a valid California license to practice as a registered nurse and either
30 a bachelor's degree in nursing; a California Public Health Nurse certificate and a
31 master's degree in health education, sociology, psychology, counseling, health
32 care administration, public health or community health; or a master's degree in
33 nursing and a California Public Health Nurse certificate.

- 34 • Clinical services including nursing, medical and mental health services shall be
35 provided by qualified and **appropriately** licensed health care professionals.

36 **Medical Records**

- 37 • Medical treatment records shall be afforded protected status **in accordance with**
38 **HIPAA regulations**. Records shall not be released without the written consent
39 of the patient, with exceptions as prescribed by law.
40 • Information concerning a patient shall be furnished in compliance with a court
41 order or a lawfully issued subpoena. A reasonable effort shall be made to notify
42 the patient in advance of compliance with a lawfully issued subpoena.
43 • Medical treatment records shall be stored in compliance with state and federal
44 guidelines.

45 **Physical Examinations**

46 Student Health Services may provide physicals for currently enrolled students. The
47 student will be pre-screened by the clinical staff, which may include height, weight, vital
48 signs, tuberculin skin test, RPR/VDRL, complete blood count, a urinalysis,
49 immunizations review, and comprehensive health history. If specifically required,
50 vision screening, and audiometric testing will be performed at no additional cost. The
51 student will be examined by a physician or nurse practitioner.

52 **Laboratory Tests**

53 Student Health Services may provide in-house laboratory testing and obtains
54 laboratory specimens to be sent to private reference laboratories for specific testing,
55 when requested by the student or ordered by a licensed physician or nurse
56 practitioner.

57 **Medication Dispensing**

58 Student Health Services may provide over-the-counter medications and prescription
59 medications ordered by a licensed physician or nurse practitioner. The cost to
60 students shall be based on the medications prescribed. A formulary of medications
61 may be maintained, for provision to students.

62 **Student Health Fee Waiver**

63 Students enrolling in credit classes in the District are assessed a health fee which
64 enables them to utilize the services provided by Student Health Services. As
65 provided in Education Code, Section 76355, students who meet any of the following
66 conditions may be exempted from paying the fee:

- 67 • are a part of an approved apprenticeship program;

- 68
- 69
- 70
- 71
- 72
- are dependent children or spouses of members of the California National Guard who are killed or permanently disabled while in the active service of the state; or
 - active members, supported by written verification, of a religious organization that depends exclusively upon prayer for healing.

73 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Student Services

1 **BP 5205 STUDENT INSURANCE**

2 **Reference:**

3 Education Code, Section 72506;
4 Title 5, Sections 55234, 55450, 55451

- 5 1. The District shall provide limited student accident insurance for all enrolled students.
- 6 2. The District shall provide limited student accident insurance for students participating
7 in intercollegiate athletics, intramurals, and/or physical education activity courses.
- 8 3. The District shall provide malpractice liability insurance for Health Occupations
9 Division students in clinical settings.
- 10 4. The District shall require that international students subscribe to the college's
11 designated international students health care provider.
- 12 5. The District shall require that the students enrolled in study abroad classes and/or
13 programs, including travel to and from the United States and while in other countries,
14 subscribe to the college's or designee's provider of health care and liability insurance.
15 Such insurance must be secured from a provider licensed to transact insurance
16 business in the foreign country(ies).

17 Offices of Primary Responsibility: Vice President, Student Services
18 Vice President, Business Services
19 Vice President, Academic Affairs

Date Adopted: June 6, 2007

(Replaces former Cerritos CCD Policy 4904)

Student Services

1 **BP 5210 COMMUNICABLE DISEASE**

2 **References:**

- 3 Education Code, Sections 76403, 72010, and 72011;
- 4 Business and Professions Code, Section 1680;
- 5 Health and Safety Code, Section 1250.11;
- 6 Family Educational Rights and Privacy Act;
- 7 Americans with Disabilities Act;
- 8 Health Insurance Portability and Accountability Act

9 The District shall not discriminate against any person with a chronic disease as defined
10 in the Americans with Disabilities Act, and California Government Code Section
11 1292i6.1(c) except as required by Federal or State Law for Public Safety.

12 The President/Superintendent shall establish procedures necessary to assure
13 cooperation with local public health officials in measures necessary for the prevention
14 and control of communicable diseases in students. Such procedures shall comply with
15 the Family Educational Rights and Privacy Act, the Americans with Disabilities Act, and
16 the Health Insurance Portability and Accountability Act.

17 The District will comply with all state and federally mandated health requirements relative
18 to infectious diseases, including:

- 19 • Cooperation with local health officers in measures necessary for the prevention
20 and control of communicable diseases in students, and
- 21 • Compliance with any immunization program required by State Department of
22 Health Services regulations.

23 Students are expected to comply with applicable OSHA (Occupational Safety and Health
24 Act) infection control regulations as well as comply with infection control policies of the
25 facility in which they provide services.

26 Appropriate steps shall be taken to ensure the safety of individuals who come in contact
27 with blood, blood products, and bodily fluids. Appropriate Programs and Offices of the
28 College will establish protocols in compliance with the guidelines from the United States
29 Centers for Disease Control and all other applicable laws for the handling of blood, blood
30 products, and bodily fluids.

31 Also see BP 7330 titled Communicable Disease

32 Office of Primary Responsibility: Vice President, Student Services

Student Services

1 **AP 5210 COMMUNICABLE DISEASE**

2 **References:**

3 Education Code, Section 76403

4 The District recognizes that response protocols for communicable diseases will vary
5 according to the nature and type of pathogen, known modes of transmission, best
6 practices for prevention, and established treatments.

7 In the event of the identification of a reportable communicable disease, appropriate
8 District officials will coordinate required responses at District-owned or operated facilities
9 and with Department of Health officials.

10 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

(Replaces former Cerritos CCD Policy 8014)

Student Services

1 **BP 5300 STUDENT EQUITY PLAN**

2 **References:**

3 Education Code, Sections 66030, 66250 et seq., and 72010 et seq.;

4 Title 5, Section 54220

5 The Board of Trustees is committed to assuring student equity in educational programs
6 and District services. The President/Superintendent shall establish and implement a
7 Student Equity Plan that meets the Title 5 standards for such a plan.

8 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007

Student Services

1 **AP 5300 STUDENT EQUITY PLAN**

2 **References:**

3 Education Code, Sections 66030, 66250 et seq., and 72010 et seq.;

4 Title 5, Section 54220

5 The District shall have a Student Equity Plan. Following approval by the Cerritos
6 Community College District Board of Trustees, the Plan is filed as required to the
7 California Community Colleges Chancellor's Office.

8 The production of the Student Equity Plan should entail:

- 9 • the active involvement of the constituent groups on campus;
- 10 • involvement by appropriate people from the community who can articulate the
11 perspectives and concerns of historically underrepresented groups; and
- 12 • campus-based research as to the extent of student equity.

13 The Student Equity Plan shall address:

- 14 • institutional barriers to equity;
- 15 • goals for access, retention, degree and certificate completion, English as a Second
16 Language (ESL) and basic skills completion, and transfer for each historically
17 underrepresented group;
- 18 • activities most likely to be effective to attain the goals, including coordination of
19 existing student equity related programs;
- 20 • sources of funds for the activities in the plan;
- 21 • a schedule and process for evaluation of progress toward the goals; and
- 22 • an executive summary that describes the groups for whom goals have been set,
23 the goals, the initiatives that the District will undertake to achieve the goals, the
24 resources budgeted for that purpose, and the District officer or employee who can
25 be contacted for further information.

26 The Student Equity Plan shall be developed, maintained, and updated under the
27 supervision of the Vice President of Student Services.

28 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007

Student Services

1 BP 5400 ASSOCIATED STUDENTS ORGANIZATION

2 References:

3 Education Code, Sections 76060, 76061, and 76062

4 Cerritos College authorizes the establishment of a student association which shall be
5 known as the Associated Students of Cerritos College (ASCC).

6 The President/Superintendent shall establish procedures that define the minimum
7 standards for the organization, membership, elections, and financial activities of the
8 ASCC to be contained in the ASCC Constitution and Bylaws.

9 The association shall be made up solely of the students within the college, with
10 stipulations of membership as determined by the association's constitution and bylaws.

11 The ASCC is recognized as the official voice for the students in District decision-making
12 processes.

13 The District shall recognize the rights and privileges of student organizations to conduct
14 programs and invite speakers providing they do not conflict with the rules and regulations
15 of the college.

16 The student association shall conduct itself in accordance with state and federal laws and
17 regulations, District policies and administrative procedures, and its constitution and
18 bylaws. The ASCC shall maintain minutes of its actions. It may conduct other activities
19 as approved.

20 Student clubs and organizations operate under the auspices of the ASCC.

21 All Student Activities programs and services shall be coordinated and approved by those
22 responsible for the management of the Student Activities Office. A procedural manual for
23 student organizations and activities shall be maintained by the Student Activities Office.

24 The Associated Students shall be granted the use of District premises per administrative
25 procedures. Such use shall not be construed as transferring ownership or control of the
26 premises.

27 Office of Primary Responsibility: Vice President, Student Services

28 Also see Administrative Procedure 5400 titled Associated Students Organization

Student Services

1 AP 5400 ASSOCIATED STUDENTS ORGANIZATION

2 Reference:

3 Education Code, Section 76060

4 The District shall have one Associated Students organization.

5 Both day and evening student representatives shall be encouraged to participate in
6 student government.

7 A governing body shall be elected that shall keep an account of its meetings,
8 expenditures, authorizations, and policies established.

9 A simple majority (50% + plus 1) of the elected voting members of the Associated
10 Students governing body shall constitute a quorum.

11 The Associated Student organization is granted permission to use such District facilities,
12 including office space, meeting and project spaces, and spaces for approved operations,
13 as may be authorized subject to the determination by the District of the availability and
14 suitability of such facilities for purposes specified by the Associated Student organization.
15 Unless otherwise determined by the President/Superintendent or designee, such District
16 facilities include, but are not necessarily limited to:

- 17 1) offices in the Student Activities Office suite in the Bookstore (BK) Building;
- 18 2) a shared student organizations and project room in the Student Activities Office
19 suite in the Bookstore (BK) Building;
- 20 3) other designated shared reception and meeting space in the BK Building as
21 determined by the President/Superintendent or designee;
- 22 4) designated shared student dining, recreation, and related spaces in the Student
23 Center Building; and/or
- 24 5) such other space(s) as may be determined from time to time due to construction
25 and construction-related maintenance, infrastructure, or other requirements as
26 determined by the President/Superintendent or designee.

27 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Student Services

1 **BP 5410 ASSOCIATED STUDENTS ELECTIONS**

2 **References:**

- 3 Education Code, Section 76061;
- 4 ASCC Code, Section II, subsections 2.86, 2.87;
- 5 ASCC Code Section III, Elections Code

6 The Associated Students of Cerritos College (ASCC) shall conduct elections to elect
7 officers and Senators annually, and may fill vacancies by appointment, in accordance
8 with procedures established in the ASCC Elections Code. All provisions of the ASCC
9 Elections Code shall comply with all applicable District, local, state, and federal laws and
10 regulations.

11 Any student elected as an officer or Senator in the ASCC shall meet the requirements as
12 stated in ASCC Constitution and Bylaws. At a minimum, any student elected or appointed
13 as an officer or Senator in the ASCC shall:

- 14 1. be enrolled in the College at the time of election or appointment in a minimum of
15 five semester units and throughout his or her term of office, except inter-sessions;
16 and
- 17 2. have and maintain a minimum 2.00 grade point average at the College at the time
18 of election or appointment and while in office.

19 The Associated Students may adopt higher standards for all student government
20 positions.

21 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Student Services

1 **BP 5420 ASSOCIATED STUDENTS FINANCE**

2 **References:**

3 Education Code, Sections 76063-76065

4 Associated Students of Cerritos College (ASCC) funds shall be deposited with and
5 disbursed by Business Services.

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

8 All funds shall be expended according to procedures established in the ASCC Financial
9 Code, subject to the policies and procedures of the District and approval of each of the
10 following three persons, which shall be obtained each time before any funds may be
11 expended:

- 12 • the President/Superintendent or designee;
13 • the employee who is the designated adviser of the particular student body
14 organization; and
15 • a representative of the student body organization.

16 The funds of the Associated Students shall be subject to an annual audit.

17 Office of Primary Responsibility: Vice President, Student Services

18 Also see AP 5420 titled Associated Students Finance

Date Adopted: May 16, 2007

Student Services

1 AP 5420 ASSOCIATED STUDENTS FINANCE

2 References:

3 Education Code, Sections 76063-76065

4 Associated Student Funds are maintained in accordance with the following procedures:

- 5 • The ASCC By-Laws that deal with finance shall be known as the Financial Code
6 and shall govern the financial matters of the ASCC.
- 7 • The ASCC Budget Book, financial records, and procedures are subject to annual
8 audit.
- 9 • The final ASCC Budget as approved by the Committee on Budget and Finance will
10 be submitted to the designated District administrator for review, ASCC Senate
11 approval, and review by the Board of Trustees.
- 12 • Funds must be deposited with and disbursed by Business Services. Transactions
13 must be accompanied by the proper forms detailing the source of the deposited
14 funds and providing required documentation for expenditures sufficient to provide
15 an audit trail. Associated Students of Cerritos College (ASCC) funds must be
16 maintained in ASCC bank accounts.
- 17 • Reports of the annual audit of the ASCC funds are prepared in conjunction with
18 the annual audit of District financials and submitted to the Board of Trustees.
- 19 • Audit information, except that containing personnel or other confidential
20 information, shall be released to the Director of Student Activities for the ASCC by
21 the Vice President of Business Services or designee.
- 22 • All collections of money for the Student Body shall either be deposited daily in
23 Business Services with a statement showing the source of the collections together
24 with a duplicate copy of the descriptive sub-receipt issued, or Business Services
25 may make arrangements for armored car pickup at the source of collection. All
26 money collected shall be deposited and shall not be used for miscellaneous
27 expense.
- 28 • All funds of any organization shall be deposited by Business Services in authorized
29 accounts. The deposit of such funds in any account not managed by Business
30 Services is strictly prohibited. Business Services shall supervise the accounts.
- 31 • The funds shall be deposited, loaned, or invested in one or more of the following
32 ways authorized by law and if authorized by the County of Los Angeles:
 - 33 ○ Deposits in trust accounts of the centralized State Treasury system pursuant
34 to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank
35 or banks whose accounts are insured by the Federal Deposit Insurance
36 Corporation.

- 37 ○ Investment certificates or withdrawable shares in state-chartered savings and
38 loan associations and savings accounts of federal savings and loan
39 associations, if the associations are doing business in this state and have their
40 accounts insured by the Federal Savings and Loan Insurance Corporation and
41 if any money so invested or deposited is invested or deposited in certificates,
42 shares, or accounts fully covered by the insurance.
- 43 ○ Purchase of any of the securities authorized for investment by Government
44 Code, Section 16430 or investment by the Treasurer in those securities.
- 45 ○ Participation in funds that are exempt from federal income tax pursuant to
46 Internal Revenue Code, Section 501(c)(3) and that are open exclusively to
47 nonprofit colleges, universities, and independent schools.
- 48 ○ Investment certificates or withdrawable shares in state or federal credit unions,
49 if the credit unions are doing business in this state and have their accounts
50 insured by the National Credit Union Administration and if any money so
51 invested or deposited is invested or deposited in certificates, shares, or
52 accounts fully covered by the insurance.
- 53 ○ Loans, with or without interest, to any student body organization established in
54 another community college of the District for a period not to exceed three years.
- 55 ○ Investment of money in permanent improvements to any community college
56 District property including, but not limited to, buildings, automobile parking
57 facilities, gymnasiums, swimming pools, stadia and playing fields, where those
58 facilities, or portions thereof, are used for conducting student extracurricular
59 activities or student spectator sports, or when those improvements are for the
60 benefit of the student body.
- 61 ● All funds shall be expended subject to such procedures as may be established by
62 the Associated Students subject to the approval of each of the following three
63 persons. Approval shall be obtained each time before any funds may be expended
64 from:
- 65 ○ the President/Superintendent or designee, generally the Director of Student
66 Activities;
- 67 ○ the officer or employee of the District who is the designated advisor of the
68 particular student body organization; and,
- 69 ○ a representative of the student body organization.

70 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

(Replaces former Cerritos CCD Policies 5005.6 and 5005.7)

Student Services

1 BP 5500 STANDARDS OF STUDENT CONDUCT

2 References:

3 Education Code, Sections 66300, 66301, 67386, 76033, and 76034;
4 ACCJC Accreditation Standards I.C.8 and 10 (*formerly II.A.7.b*)

5 The President/Superintendent shall establish procedures for the imposition of discipline
6 on students in accordance with the requirements for due process of the state and federal
7 laws and regulations.

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

11 A complainant or witness who participates in an investigation of sexual assault, domestic
12 violence, dating violence, or stalking will not be subject to disciplinary sanctions for a
13 violation of the District's student conduct policy at or near the time of the incident, unless
14 the District determines that the violation was egregious, including but not limited to, an
15 action that places the health or safety of any other person at risk or involves plagiarism,
16 cheating, or academic honesty.

17 Due process requires that in all significant disciplinary situations a student is informed of
18 charges against him/her, is given an opportunity to refute them, and has the opportunity
19 to appeal a decision.

20 The Board of Trustees shall consider any recommendation from the President/
21 Superintendent for expulsion. The Board of Trustees shall consider an expulsion
22 recommendation in closed session unless the student requests that the matter be
23 considered in a public meeting. Final action by the Board of Trustees on the expulsion
24 shall be taken at a public meeting.

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

27 Students enrolling in Cerritos College assume an obligation to abide by all District
28 regulations on District-owned or controlled property or at District-sponsored or supervised
29 functions.

30 Students who fail to adhere to District regulations are subject to disciplinary actions.

31 In all disciplinary actions, the student shall be informed of the nature of the charges
32 against him/her and given a fair opportunity to refute them. The District shall not be
33 arbitrary in its actions.

34 The following conduct while on District-owned or controlled property or at District-
35 sponsored or supervised functions shall constitute good cause for discipline, including but
36 not limited to the removal, suspension, or expulsion of a student.

- 37 1. Assault, battery, or any threat of force or violence, or causing, attempting to cause,
38 or threatening to cause physical injury to another person, in person or in an online
39 environment and, when the victim or victims are associated with the District,
40 whether or not the location is associated with the District.
- 41 2. Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or
42 other dangerous object or chemical, including but not limited to any facsimile
43 firearm, knife, or explosive on District-owned or controlled property or at District-
44 sponsored or supervised functions without the prior authorization of the
45 President/Superintendent or designee.
- 46 3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the
47 influence of, any controlled substance listed in Chapter 2 (commencing with
48 Section 11053) of Division 10 of the California Health and Safety Code, an
49 alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or
50 offering, arranging, or negotiating the sale of any drug paraphernalia, as defined
51 in California Health and Safety Code, Section 11014.5.
- 52 4. Committing or attempting to commit robbery or extortion.
- 53 5. Theft, attempted theft of, or willful damage to District property or property in the
54 possession of, or owned by, a member of the college community or knowingly
55 receiving stolen property or private property on District premises.
- 56 6. Willful or persistent smoking in any area where smoking has been prohibited by
57 law or by regulation of the District.
- 58 7. Committing sexual harassment as defined by law or by District policies and
59 procedures in person or in an online environment and, when the victim or victims
60 are associated with the District, whether or not the location is associated with the
61 District.
- 62 8. Engaging in harassing or discriminatory behavior based on national origin, religion,
63 age, gender, gender identity, gender expression, race or ethnicity, color, medical
64 condition, genetic information, ancestry, sexual orientation, marital status, physical
65 or mental disability, pregnancy, or because he or she is perceived to have one or
66 more of the foregoing characteristics, or based on association with a person or
67 group with one or more of these actual or perceived characteristics, or any other
68 status protected by law in person or in an online environment and, when the victim
69 or victims are associated with the District, whether or not the location is associated
70 with the District.
- 71 9. Engaging in intimidating conduct or bullying against another student through words
72 or actions, including direct physical contact; verbal assaults, such as teasing or
73 name-calling; social isolation or manipulation; and cyberbullying.
- 74 10. Willful misconduct that results in injury or death to a student, client, patient, visitor,
75 guest, or to District personnel or that results in cutting, defacing, or other injury to
76 any real or personal property owned by the District or on campus.

- 77 11. Endangering a student, client, patient, visitor, guest, or District employee or
78 contributing to or causing harm to the health, safety, and/or well-being of such
79 others.
- 80 12. Disruptive behavior, continual or willful disobedience and/or persistent defiance of
81 the authority, habitual profanity or vulgarity, or abuse of District personnel or where
82 the presence of the student causes a continuing danger to the physical safety of
83 students or others.
- 84 13. Cheating, or engaging in other academic dishonesty including copying from
85 another's work; discussion prohibited by the instructor; obtaining exam copies
86 without permission; and using notes, other information, or devices that have been
87 prohibited.
- 88 14. Misrepresentation and/or impersonation, including arranging for or allowing
89 another individual to impersonate or otherwise misrepresent himself or herself to
90 be a student generally or to be a particular student either in person or in an online
91 environment, and/or impersonating or otherwise misrepresenting oneself to be
92 another person in person or in an online environment.
- 93 15. Plagiarism, in individual or group work or in a student publication, including the act
94 of taking the ideas, words or specific substantive material of another and offering
95 them as one's own without giving credit to the source.
- 96 16. Dishonesty; forgery; alteration or misuse of District documents, records, or
97 identification; or knowingly furnishing false information to the District.
- 98 17. Unauthorized entry upon, into, or use of District facilities, either in person or in an
99 online environment.
- 100 18. Lewd, indecent or obscene conduct on District-owned or controlled property; at
101 District-sponsored or supervised functions; or directed at and for the purpose of
102 harming another individual or group associated with the District, whether carried
103 out in person or in an online environment, and whether or not the location is
104 associated with the District.
- 105 19. Engaging in expression that is obscene; libelous or slanderous; or that so incites
106 students as to create a clear and present danger of the commission of unlawful
107 acts on college premises, or the violation of lawful District administrative
108 procedures, or the substantial disruption of the orderly operation of the District.
- 109 20. Persistent, serious misconduct where other means of correction have failed to
110 bring about proper conduct.
- 111 21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for
112 any commercial purpose, of any contemporaneous recording of an academic
113 presentation in a classroom or equivalent site of instruction, including but not
114 limited to handwritten or typewritten class notes, except as permitted by any Board
115 policy or administrative procedure.
- 116 22. Unauthorized use of audio, video or other listening, recording or transmitting
117 device in any classroom, service area or District activity without prior consent of
118 the instructor, service area manager, or activity advisor except as necessary for
119 reasonable accommodation.
- 120 23. Failure, as a person involved in sexual activity, to ensure that he or she has the
121 affirmative consent of the other or others to engage in the sexual activity. Lack of
122 protest or resistance does not mean consent, nor does silence mean consent.
- 123 • Affirmative consent must be ongoing throughout a sexual activity and can be
124 revoked at any time. The existence of a dating relationship between the

125 persons involved, or the fact of past sexual relations between them, should
126 never by itself be assumed to be an indicator of consent. "Affirmative consent"
127 means affirmative, conscious, and voluntary agreement to engage in sexual
128 activity.

- 129 a. In the evaluation of complaints in any disciplinary process, it shall not be
130 a valid excuse to alleged lack of affirmative consent that the accused
131 believed that the complainant consented to the sexual activity under
132 either of the following circumstances:
133 i. The accused's belief in affirmative consent arose from the
134 intoxication or recklessness of the accused.
135 ii. The accused did not take reasonable steps, in the circumstances
136 known to the accused at the time, to ascertain whether the
137 complainant affirmatively consented.
- 138 b. In the evaluation of complaints in the disciplinary process, it shall not be
139 a valid excuse that the accused believed that the complainant
140 affirmatively consented to the sexual activity if the accused knew or
141 reasonably should have known that the complainant was unable to
142 consent to the sexual activity under any of the following circumstances:
143 i. The complainant was asleep or unconscious.
144 ii. The complainant was incapacitated due to the influence of drugs,
145 alcohol, or medication, so that the complainant could not understand
146 the fact, nature, or extent of the sexual activity.
147 iii. The complainant was unable to communicate due to a mental or
148 physical condition.

149 24. Sexual assault, defined as actual or attempted sexual contact with another person
150 without that person's consent, regardless of the victim's affiliation with the college;
151 *and, effective January 1, 2016, regardless of whether such conduct is related to*
152 *college activity or college attendance;* including, but not limited to, any of the
153 following: (1) Intentional touching of another person's intimate parts without that
154 person's consent or other intentional sexual contact with another person without
155 that person's consent. (2) Coercing, forcing, or attempting to coerce or force a
156 person to touch another person's intimate parts without that person's consent.
157 (3) Rape, which includes penetration, no matter how slight, without the person's
158 consent, of either of the following: (A) The vagina or anus of a person by any body
159 part of another person or by an object. (B) The mouth of a person by a sex organ
160 of another person.

161 25. Sexual exploitation, defined as a person taking sexual advantage of another
162 person for the benefit of anyone other than that person without that person's
163 consent, regardless of the victim's affiliation with the college; *and, effective*
164 *January 1, 2016, regardless of whether such conduct is related to college activity*
165 *or college attendance;* including, but not limited to, any of the following:
166 (1) Prostituting another person. (2) Recording images, including video or
167 photograph, or audio of another person's sexual activity, intimate body parts, or
168 nakedness without that person's consent. (3) Distributing images, including video
169 or photograph, or audio of another person's sexual activity, intimate body parts, or
170 nakedness, if the individual distributing the images or audio knows or should have
171 known that the person depicted in the images or audio did not consent to the
172 disclosure and objected to the disclosure. (4) Viewing another person's sexual

- 173 activity, intimate body parts, or nakedness in a place where that person would have
174 a reasonable expectation of privacy, without that person's consent, and for the
175 purpose of arousing or gratifying sexual desire.
- 176 26. Misrepresentation of oneself or of an organization to be an agent of the District.
- 177 27. Continued disruption on or off District property of the District's educational or
178 student services activities, administrative functions and procedures, public service
179 functions, authorized curricular or co-curricular activities, other functions, or
180 prevention of authorized guests from carrying out the purpose for which they are
181 on District property.
- 182 28. Abuse of any person or any possession of any person, on District-owned or
183 controlled property.
- 184 29. Violation of state or local laws, Board policies, or administrative procedures
185 concerning the registration of student organizations, the use of District facilities, or
186 the time, place, and manner of public expression.
- 187 30. Abusive behavior directed toward coercion of, or hazing of, or bullying of a member
188 of the college community, in person or in an online environment and, when the
189 victim or victims are associated with the District, whether or not the location is
190 associated with the District.
- 191 31. Violation of Board policies or administrative procedures governing the use of
192 student user accounts, computers, and telecommunication resources, including
193 but not limited to the unauthorized entry, opening, or viewing of a file; the
194 unauthorized use of another individual's identification and password; arranging for,
195 allowing, and/or impersonation of one person by another; sending obscene or
196 abusive messages or files; and/or use of computing facilities to interfere with the
197 work of another student or employee of District.
- 198 32. Engaging in physical or verbal disruption, intimidation, or harassment of such
199 severity or pervasiveness as to have the purpose or effect of unreasonably
200 interfering with a student's academic performance, or District employee's work
201 performance, or of creating an intimidating, hostile or offensive educational or work
202 environment, in person or in an online environment and, when the victim or victims
203 are associated with the District, whether or not the location is associated with the
204 District.
- 205 33. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct
206 with intent to follow, alarm, or harass another person, and which causes the person
207 to reasonably fear for his or her safety, and where the pattern of conduct persisted
208 after the person has demanded that the pattern of conduct cease.
- 209 34. Failure to identify oneself when requested to do so by District officials acting in the
210 performance of their duties.
- 211 35. Any other cause not listed above which is identified as "Good Cause" by the
212 Education Code or that disrupts the college, its mission, or campus life.

213 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Dates Revised: March 4, 2009; May 2, 2012; February 17, 2016

Business Services

1 **BP 5510 OFF-CAMPUS ACTIVITIES AND ORGANIZATIONS**

2 **Reference:**

3 34 CFR 668.46(b)(7)

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

7 Office of Primary Responsibility: Vice President, Business Services

Date Adopted: June 13, 2012

Business Services

1 **AP 5510 OFF-CAMPUS ACTIVITIES AND ORGANIZATIONS**

2 **Reference:**

3 34 CFR 668.46(b)(7)

4 The Campus Police Department does not provide law enforcement service to off-
5 campus organizations nor are any unauthorized activities off-campus recognized by
6 District authority.

7 Office of Primary Responsibility: Vice President, Business Services

Date Approved: June 13, 2012

Student Services

1 **AP 5520 STUDENT DISCIPLINE PROCEDURES**

2 **References:**

3 Education Code, Sections 66017, 66300, 72122, 76120, and 76030, et seq.;

4 Penal Code Section 626.4

5 Student Conduct Programs should contribute to the teaching of appropriate individual and

6 group behavior as well as to protecting the campus community from disruption and harm.

7 The Programs should be conducted in ways that will serve to foster the ethical

8 development and personal integrity of students and the promotion of an environment that

9 is in accord with the overall educational goals of the institution. This procedure will be

10 used in a fair and equitable manner, and not for purposes of retaliation. It is not intended

11 to substitute for criminal or civil proceedings that may be initiated by other agencies.

12 These Administrative Procedures are specifically not intended to infringe in any way on

13 the rights of students to engage in free expression as protected by the state and federal

14 constitutions, and by Education Code Section 76120, and will not be used to punish

15 expression that is protected.

16 The Office of Student Conduct and Grievances is responsible for the student conduct and

17 sanctioning procedures of the college. Inquiries should be directed to the Office of

18 Student Conduct and Grievances.

19 **STUDENT CONDUCT PROCEDURES AND SANCTIONS**

20 **Definitions**

21 **District** – The Cerritos Community College District.

22 **Day** – A day is defined as any day Monday through Friday that all normal College

23 business is conducted, both in the classroom and in the administrative offices. All

24 weekend days and College holidays are excluded.

25 **Student** – Any person currently enrolled as a student of the District.

26 **Instructor** – Any academic employee of the District in whose class a student subject

27 to discipline is or was enrolled, or counselor who is providing or has provided services

28 to the student, or other academic employee who has responsibility for the student's

29 educational program.

30 **Written or verbal reprimand** – An admonition to the student to cease and desist from
31 conduct determined to violate the Standards of Student Conduct. Written reprimands
32 may become part of a student's permanent record at the college. A record of the fact
33 that a verbal reprimand has been given may become part of a student's record at the
34 college for a period of up to one year.

35 **Disciplinary Probation** – A period on probation that may include, but is not limited
36 to, exclusion of the individual from designated co-curricular activities of the college for
37 a set period of time.

38 **Removal from class** – Exclusion of the student by an instructor for the day of the
39 removal and the next class meeting.

40 **Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the
41 President/Superintendent or designee for any person to remain on campus in
42 accordance with California Penal Code Section 626.4 where the
43 President/Superintendent or designee has reasonable cause to believe that such
44 person has willfully disrupted the orderly operation of the campus.

45 **Short-term Suspension** – Exclusion of the student by the President/Superintendent
46 or designee for good cause from one or more classes for a period of up to ten
47 consecutive days of instruction.

48 **Long-term Suspension** – Exclusion of the student by the President/Superintendent
49 or designee for good cause from one or more classes for the remainder of the school
50 term, or from all classes and activities of the college for one or more terms.

51 **Expulsion** – Exclusion of the student by the Board of Trustees from the District for
52 one or more terms.

53 **Short-term Suspensions, Long-term Suspensions, and Expulsions**

54 Before any disciplinary action to suspend, or expel is taken against a student, the
55 following procedures will apply:

- 56 • **Notice** – The President/Superintendent or designee will provide the student with
57 written notice of the conduct warranting the discipline. The written notice will
58 include the following:
 - 59 ○ the specific section of the Standards of Student Conduct that the student is
60 accused of violating.
 - 61 ○ a short statement of the facts supporting the accusation.
 - 62 ○ the right of the student to meet with the Dean of Student Services or designee
63 to discuss the accusation, or to respond in writing.
 - 64 ○ the nature of the discipline that is being considered.

65 • **Time limits** – The notice must be provided to the student within 20 days of the
66 date on which the administration of the college became aware of the conduct; in
67 the case of continuous, repeated, or ongoing conduct of which the administration
68 of the college has become aware, the notice must be provided within 20 days of
69 the date on which the administration became aware that the conduct occurred
70 which led to the decision to take disciplinary action.

71 • **Hearing Officer Meeting** – The student is to have a hearing with the Dean of
72 Student Services or designee serving as the district hearing officer. The hearing
73 must occur no sooner than five days after the notice is provided. At the meeting,
74 the student must again be told the facts leading to the accusation, and must be
75 given an opportunity to respond verbally or in writing to the accusation.

76 • **Short-term Suspension** – Within five days after the meeting described above, the
77 President/Superintendent or designee shall, pursuant to a recommendation from
78 the Dean of Student Services or designee, decide whether to impose a short-term
79 suspension, whether to impose some lesser disciplinary action, or whether to end
80 the matter. Written notice of the President/Superintendent’s or designee’s decision
81 shall be provided to the student. The notice will include the length of time of the
82 suspension, or the nature of the lesser disciplinary action. The
83 President/Superintendent or designee decision on a short-term suspension shall
84 be final.

85 • **Long-term Suspension** – Within five days after the meeting described above, the
86 President/Superintendent or designee shall, pursuant to a recommendation from
87 the Dean of Student Services or designee, decide whether to impose a long-term
88 suspension. Written notice of the President/Superintendent or designee decision
89 shall be provided to the student. The notice will include the right of the student to
90 request a formal hearing before the hearing panel before a long-term suspension
91 is imposed, and a copy of this policy describing the procedures for a hearing. The
92 request must be made in writing to the Vice President of Student Services or
93 designee.

94 • **Expulsion** – Within 10 days after the meeting described above, the
95 President/Superintendent or designee shall, pursuant to a recommendation from
96 the Dean of Student Services or designee, decide whether to recommend
97 expulsion to the Board of Trustees. Written notice of the decision shall be provided
98 to the student. The notice will include the right of the student to request a formal
99 hearing before the hearing panel before expulsion is imposed, and a copy of this
100 policy describing the procedures for a hearing. The request must be made in
101 writing to the Vice President of Student Services or designee.

102 A decision of the Board of Trustees to impose expulsion shall be reached no later than
103 the next regularly scheduled regular meeting of the Board after receipt of the
104 recommended decision.

105 **Disciplinary Decisions, Sanctions, and Conditions**

106 **Written or Verbal Reprimand** – May be initiated by any faculty or College manager
107 and sent in writing to the Office of Student Conduct and Grievances. The Disciplinary
108 Officer (Dean of Student Services or designee) shall determine if there exists good
109 and sufficient reason to initiate disciplinary action and the student should be notified
110 of such actions.

111 **Disciplinary Probation** – Initiated by the Dean of Student Services or designee. The
112 nature of the misconduct, dates, times, places, and the length of probation shall be
113 placed in writing. Written copies shall be sent to the student and copies filed with the
114 Office of Student Conduct and Grievances.

115 **Removal from Class** (Education Code Section 76032): Any instructor may order a
116 student removed from his/her class for the day of the removal and the next class
117 meeting. The instructor shall immediately report the removal to the Faculty
118 Coordinator for Student Conduct and Grievance and complete a Student Conduct
119 Incident Form. The Faculty Coordinator or designee shall arrange for a conference
120 between the student and the instructor regarding the removal. If the instructor or the
121 student requests, the Faculty Coordinator or designee shall attend the conference.
122 The student shall not be returned to the class during the period of the removal without
123 the concurrence of the instructor. Nothing herein will prevent the Faculty Coordinator,
124 or designee from recommending further disciplinary procedures in accordance with
125 these procedures based on the facts which led to the removal.

126 **Immediate Interim Suspension** (Education Code Section 66017): The
127 President/Superintendent or designee may order immediate suspension of a student
128 where he or she concludes that immediate suspension is required to protect lives or
129 property and to ensure the maintenance of order. In cases where an interim
130 suspension has been ordered, the time limits contained in these procedures shall not
131 apply, and all hearing rights, including the right to a formal hearing where a long-term
132 suspension or expulsion is recommended, will be afforded to the student within ten
133 days.

134 **Withdrawal of Consent to Remain on Campus:** The President/Superintendent or
135 designee may notify any person for whom there is a reasonable belief that the person
136 has willfully disrupted the orderly operation of the campus that consent to remain on
137 campus has been withdrawn. If the person is on campus at the time, he/she must
138 promptly leave or be escorted off campus. If consent is withdrawn by the Dean of
139 Student Services or designee, a written report must be promptly made to the
140 President/Superintendent or designee.

141 The person from whom consent has been withdrawn may submit a written request for
142 a hearing on the withdrawal within the period of the withdrawal. The request shall be
143 granted not later than seven days from the date of receipt of the request. The hearing

144 will be conducted in accordance with the provisions of this procedure relating to interim
145 suspensions.

146 In no case shall consent be withdrawn for longer than 14 days from the date upon
147 which consent was initially withdrawn.

148 All applicable conditions of a withdrawal of consent to remain on campus, suspension,
149 or expulsion in effect when a break occurs in the conducting of College business (both
150 in the classroom and in the administrative offices) remain in effect during the break
151 unless specifically excepted in writing by the President/Superintendent or designee.

152 A withdrawal of consent to remain on campus, suspension, or expulsion prohibits both
153 physical presence on the campus and at a facility or activity operated by the College
154 and any type of online or distance education presence or participation in classes,
155 activities, and/or operations of the College.

156 Any person as to whom consent to remain on campus has been withdrawn who
157 knowingly reenters the campus during the period in which consent has been
158 withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code
159 Section 626.4).

160 **Clearance to Return** – Prior clearance to return to the college (in-person and/or
161 online) may be required. Clearance requirements may include completion of
162 educational or other courses or processes as specified in the sanction decision. This
163 requirement may include confirmation that the individual is ready for the college
164 classroom and/or that the individual's continued presence on campus is not a threat
165 to himself/herself, others, and/or the property of the District or others.

166 **Hearing Panel**

167 The hearing panel for any disciplinary action subject to hearing by a panel shall be
168 composed of one administrator, two faculty members, and two students.

169 Unless he or she determines to keep the prior year's appointees in place, the president
170 of the Faculty Senate, and the President of ASCC shall each, at the beginning of the
171 academic year, establish a list of at least five persons who will serve on student
172 disciplinary hearing panels. The President/Superintendent or designee shall appoint
173 the hearing panel from the names on these lists plus the Dean of Student Services or
174 designee. However, no administrator, faculty member, or student who has any
175 personal involvement in the matter to be decided, who is a necessary witness, or who
176 could not otherwise act in a neutral manner shall serve on a hearing panel.

177 The hearing panel shall be responsible to the President/Superintendent for reviewing
178 and making a recommendation to the President/Superintendent or designee.

179 Membership of the hearing panel shall include the following:

- 180 1. Two members of the instructional staff appointed by the Faculty Senate.
- 181 2. Two ASCC Student Court Justices, or two other students who meet the
- 182 minimum eligibility requirements to hold office in the ASCC if such justices are
- 183 party to the matter at hand or are otherwise unavailable to serve, appointed by
- 184 the ASCC Court Chief Justice or by the Associated Students President, if the
- 185 Court Chief Justice is a party to the matter.
- 186 3. The Disciplinary Officer/Dean of Student Services or designee shall serve as
- 187 the Chairperson of the Hearing Panel, but will not vote except to break a tie.

188 **Procedures for a Hearing, Disposition, and Imposition of Sanctions**

- 189 1. Written notice of a hearing shall be mailed or delivered to the student. A hearing
- 190 must be held within ten days of the suspension if the suspension is immediate.
- 191 2. Notice shall include date and place of hearing, a statement of all charges, a copy
- 192 of applicable policies and procedures, the opportunity of the student to appear in
- 193 person, and the opportunity to present oral and documentary evidence.
- 194 3. Hearings shall be conducted in the manner consistent with the orderly conduct of
- 195 the affairs of the College, and which seems to the hearing panel to be most
- 196 conducive to the determination of the truth.
- 197 4. The members of the hearing panel shall be provided with a copy of the accusation
- 198 against the student and any written response provided by the student before the
- 199 hearing begins.
- 200 5. The facts supporting the accusation shall be presented by a college representative
- 201 who shall be the Dean of Student Services or designee.
- 202 6. The college representative and the student may call witnesses and introduce oral
- 203 and written testimony relevant to the issues of the matter.
- 204 7. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- 205 8. Unless the hearing panel determines to proceed otherwise, the college
- 206 representative and the student shall each be permitted to make an opening
- 207 statement. Thereafter, the college representative shall make the first presentation,
- 208 followed by the student. The college representative may present rebuttal evidence
- 209 after the student completes his/her evidence. The burden shall be on the college
- 210 representative to prove by the preponderance of the evidence that the facts alleged
- 211 are true.
- 212 9. The student may represent himself/herself, and may also have the right to be
- 213 represented by a person of his/her choice, except that the student shall not be
- 214 represented by an attorney unless, in the judgment of the hearing panel, complex
- 215 legal issues are involved. If the student wishes to be represented by an attorney,
- 216 a request must be presented not less than five days prior to the date of the hearing.
- 217 If the student is permitted to be represented by an attorney, the college
- 218 representative may request that legal counsel to the college participate in his/her
- 219 place. The hearing panel may also request legal assistance; any legal advisor
- 220 provided to the panel may sit with it in an advisory capacity to provide legal counsel
- 221 but shall not be a member of the panel nor vote with it.
- 222 10. Hearings shall be closed and confidential unless the student requests that it be
- 223 open to the public. If more than one student's case is under consideration, any and
- 224 all such other students must also request that the hearing be open to the public in

225 order to make it open to the public. Any such request must be made no less than
226 five days prior to the date of the hearing. Requests contrary to state or federal law
227 or to the safety of the college or participants shall not be approved, subject to
228 appeal to the President/Superintendent or designee.

229 11. In a closed hearing, witnesses shall not be present at the hearing when not
230 testifying, unless all parties and the panel agree to the contrary.

231 12. All testimony shall be taken under oath; the oath shall be administered by the
232 hearing panel chair. Written statements of witnesses under penalty of perjury shall
233 not be used unless the witness is unavailable to testify. A witness who refuses to
234 be tape recorded shall not be considered unavailable for the purposes of this
235 section.

236 13. The hearing shall be recorded by the District either by tape recording or
237 stenographic recording. The official recording shall be the only recording made.
238 No witness who refuses to be recorded may be permitted to give testimony. In the
239 event the recording is by tape recording, the hearing panel chair shall, at the
240 beginning of the hearing, ask each person present to identify themselves by name,
241 and thereafter shall ask witnesses to identify themselves by name. The recording
242 shall remain in the custody of the District at all times, unless released to a
243 professional transcribing service. The student may request a copy of the
244 recording. Transcripts may be redacted to comply with law, policies, and to protect
245 the privacy and/or safety of individuals.

246 14. Within five days following the close of the hearing, the hearing panel shall prepare
247 and send to the President/Superintendent or designee a written decision. The
248 decision shall include specific factual findings regarding the accusation, and shall
249 include specific conclusions regarding whether any specific section of the
250 Standards of Student Conduct were violated. The decision shall also include a
251 specific recommendation regarding the sanction to be imposed, if any. The
252 decision shall be based only on the record of the hearing, and not on matter outside
253 of that record. The record consists of the original accusation, the written response,
254 if any, of the student, and the oral and written evidence produced at the hearing.

255 **President/Superintendent's Decision:**

256 **Long-term suspension** – Within five days following receipt of the hearing panel's
257 recommended decision, the President/Superintendent or designee shall render a final
258 written decision. The President/Superintendent or designee may accept, modify, or
259 reject the findings, decisions and recommendations of the hearing panel. If the
260 President/Superintendent or designee modifies, or rejects the hearing panel's
261 decision, the President/Superintendent or designee shall review the record of the
262 hearing, and shall prepare a new written decision which contains specific factual
263 findings and conclusions. The decision of the President/Superintendent or designee
264 shall be final.

265 **Expulsion** – Within ten days following receipt of the hearing panel's recommended
266 decision, the President/Superintendent or designee shall render a written
267 recommended decision to the Board of Trustees. The President/Superintendent or

268 designee may accept, modify, or reject the findings, decisions and recommendations
269 of the hearing panel. If the President/Superintendent or designee modifies, or rejects
270 the hearing panel's decision, he/she shall review the record of the hearing, and shall
271 prepare a new written decision which contains specific factual findings and
272 conclusions. The President/Superintendent's or designee's decision for expulsion
273 shall be forwarded to the Board of Trustees.

274 **Board of Trustees Decision**

275 **Expulsion** – A decision of the Board of Trustees to impose expulsion shall be reached
276 no later than the next regularly scheduled regular meeting of the Board after receipt
277 of the recommended decision.

278 The Board shall consider an expulsion recommendation in closed session, unless the
279 student has requested that the matter be considered in a public meeting in accordance
280 with these procedures. (Education Code Section 72122)

281 The student shall be notified in writing, by registered or certified mail to the address
282 last on file with the District, or by personal service, at least three days prior to the
283 meeting, of the date, time, and place of the Board's meeting.

284 The student may, within forty-eight hours after receipt of the notice, request that the
285 hearing be held as a public meeting.

286 Even if a student has requested that the Board consider an expulsion recommendation
287 in a public meeting, the Board will hold any discussion that might be in conflict with
288 the right to privacy of any student other than the student requesting the public meeting
289 in closed session.

290 The Board may accept, modify, or reject the findings, decisions and recommendations
291 of the President/Superintendent and/or the hearing panel. If the Board modifies or
292 rejects the decision, the Board shall review the record of the hearing, and shall prepare
293 a new written decision which contains specific factual findings and conclusions. The
294 decision of the Board shall be final.

295 The final action of the Board on the expulsion shall be taken at a public meeting, and
296 the result of the action shall be a public record of the District.

297 **Time Limits** – Any times specified in these procedures may be shortened or lengthened
298 if there is mutual concurrence by all parties.

299 These procedures may change from time to time and may be superseded by current state
300 and federal laws and regulations. Otherwise, the College Catalog, which is updated
301 annually, contains the most recent information regarding student discipline procedures.

302 Also see BP 5500 titled Standards of Student Conduct

303 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Dates Revised: April 12, 2010; February 8, 2016

(Replaces former Cerritos College Policies 4806 and 4806.1)

Student Services

1 BP 5530 STUDENT RIGHTS AND GRIEVANCES

2 References:

- 3 Education Code, Section 76224(a);
- 4 Title IX, Education Amendments of 1972;
- 5 Sections 504 and 508 of the Rehabilitation Act of 1973;
- 6 Americans with Disabilities Act of 1990

7 The President/Superintendent shall establish procedures regarding student rights and
8 grievances in accordance with the requirements for due process as required by law.

9 The Board of Trustees shall consider an appeal of the President/Superintendent's
10 decision regarding a student grievance or recommendation regarding a student grade
11 grievance. The Board of Trustees shall consider an appeal of a student grievance
12 decision or student grade grievance recommendation in closed session unless the
13 student requests that the matter be considered in a public meeting. Final action by the
14 Board of Trustees on the grievance shall be taken at a public meeting.

15 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007

Student Services

1 AP 5530 STUDENT RIGHTS AND GRIEVANCES

2 References:

- 3 Education Code, Section 76224(a);
- 4 Title IX, Education Amendments of 1972;
- 5 34 Code of Federal Regulations Parts 106.1 et seq.;
- 6 Sections 504 and 508 of the Rehabilitation Act of 1973;
- 7 Americans with Disabilities Act of 1990;
- 8 ACCJC Accreditation Eligibility Requirement 20;
- 9 ACCJC Accreditation Standard IV.D.

10 Note: Complaints under Section 504, Section 508, and/or the Americans with Disabilities
11 Act are to be made to the Section 504/508/ADA Coordinator in the Disabled Student
12 Programs and Services Office or to the Diversity/Compliance/Title IX Officer in the Human
13 Resources Office. Complaints of sexual harassment and other illegal discrimination are
14 to be made to the Diversity/Compliance/Title IX Officer in the Human Resources Office or
15 the Vice President of Human Resources.

16 If a student files a grievance under this procedure that includes an allegation of unlawful
17 discrimination, including harassment or retaliation, the grievance, or portion of the
18 grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or
19 to the Vice President of Human Resources or designee per AP 3435, "Intake and
20 Processing of the Complaint," or to (ii) the Cerritos College Section 504/ADA Coordinator
21 per Administrative Procedure 3412, for attempted informal resolution or investigation.

22 STUDENT GRIEVANCE PROCEDURES

23 A student of the College may address grievances as applied to and regarding academic,
24 administrative, and instructional matters relating to students, and including, but not limited
25 to, any grievance dealing with any academic or management employee of the District.

26 A grievance shall herein be defined as any act depriving a student of any of the rights set
27 forth in the statement of "Student Rights and Responsibility," or any state, federal, or local
28 codes. Grades and grading grievances are addressed within this administrative
29 procedure. Student should refer to "Student Grade Grievance Procedure."

30 The determination of whether the Statement of Grievance presents sufficient grounds for
31 a hearing shall be based on the following:

- 32 • The statement contains facts which, if true, would constitute a grievance under
33 these procedures;
- 34 • The grievant is a student, which include applicants and former students;
- 35 • The grievant is personally and directly affected by the alleged grievance;

- 36 • The grievance was filed in a timely manner;
37 • The grievance is not clearly frivolous, clearly without foundation, or clearly filed for
38 purposes of harassment.

39 If the grievance does not meet each of the requirements, the Office of Student Conduct
40 and Grievance or ASCC Chief Justice or designee shall notify the student in writing of the
41 rejection of the request for a grievance hearing, together with the specific reasons for the
42 rejection and the procedures for appeal.

43 **GRIEVANCE PROCEDURE (EXCEPT GRADES AND GRADING, SEXUAL**
44 **HARASSMENT, AND OTHER ILLEGAL DISCRIMINATION):**

45 **STEP I - INFORMAL ACTION**

46 A. The student with a grievance shall first attempt to resolve the matter by informal
47 discussion with the employee(s) involved.

48 B. If the problem is not resolved in step I-A, the student shall then attempt to resolve
49 the matter by informal discussion with the person at the lowest level of supervisory
50 authority for the person with whom there is a complaint.

51 C. If the grievant still believes the issue has not been resolved satisfactorily after Step
52 I-B, a student Statement of Grievance Form may be obtained from the Office of
53 Student Conduct and Grievance. After completion of the Form, specifying the time,
54 place, nature of the complaint and remedy or correction requested, it should be
55 submitted to the Coordinator of Student Conduct and Grievance who will send a
56 copy of the written statement to the ASCC Supreme Court Chief Justice and the
57 Vice President of Academic Affairs. This statement must be submitted within 30
58 instructional days after the grievant has become aware of the act or condition on
59 which the complaint is based. An instructional day is defined as any day Monday
60 through Friday that all normal college business is conducted, both in the classroom
61 and administrative offices. All weekend days and college holidays are excluded.

62 D. The ASCC Chief Justice or Court designee shall attempt to resolve the problem
63 through informal meeting and discussion among the pertinent parties while
64 remaining neutral on all issues involved. This informal meeting and discussion is
65 intended to include the levels of management or administration concerned with the
66 problem and should be completed within ten instructional days, as such days are
67 defined herein. In the event the informal procedure fails, the formal procedure may
68 be implemented.

69 STEP II - FORMAL ACTION

70 A. PRELIMINARY STEPS

71 1. If the grievant does not believe the grievance has been resolved, the grievant may
72 request Step II-Formal Action through the ASCC Chief Justice. The Chief Justice
73 upon receiving the request of the grievant shall call a meeting of the Student
74 Grievance Hearing Committee. The Hearing Committee will be composed in the
75 following manner:

- 76 • ASCC Chief Justice or designee and two Court Justices or designees,
- 77 • the Vice President of Academic Affairs or administrative designee,
- 78 • the Faculty Senate President or Senate designee, and
- 79 • one Faculty Senate member, chosen by the Faculty Senate.

80 If replaced per section II.A.5. herein, the ASCC Chief Justice or designee or Court
81 Justices or designees substitute(s) shall be appointed by the ASCC Court.

82 2. The Chief Justice or designee shall serve as the Hearing Committee Chair, but shall
83 have no vote in committee decisions. The five voting members of the Hearing
84 Committee may be selected within the first six weeks of the academic year. Names
85 selected by the Faculty Senate are to be submitted to the Chief Justice. Members
86 of the Committee are to serve for an academic year.

87 3. The Vice President of Academic Affairs or administrative designee shall serve as
88 Hearing Committee Executive Secretary. The Executive Secretary, a voting
89 member of the committee, shall be responsible for keeping necessary records of
90 committee hearings and assist the ASCC Chief Justice in the conduct of the
91 hearing.

92 4. Grievance Committee members are to deal with all grievances in a confidential
93 manner, except when both parties agree to a public hearing or otherwise required
94 by law.

95 5. No person shall serve as a member of a Hearing Committee if that person has been
96 personally involved in any matter giving rise to the grievance, has made any
97 statement on the matters at issue, or could otherwise not act in a neutral manner.
98 Any party to the grievance may challenge for cause any member of the hearing
99 committee prior to the beginning of the hearing by addressing a challenge to the
100 Hearing Committee Chair, who shall determine whether cause for disqualification
101 has been shown. If the Hearing Committee Chair determines that sufficient
102 grounds for removal of a member of the committee have been presented, the
103 Hearing Committee Chair shall remove the challenged member or members and
104 request a substitute from the original appointing constituent group.

105 B. FORMAL HEARING

106 The Hearing Committee shall conduct its proceedings according to the following
107 procedures:

- 108 1. The Hearing Committee must meet within 15 instructional days after informal action
109 has been completed and the grievant has requested a formal hearing.
- 110 2. The Chair must notify the parties involved within five instructional days before the
111 hearing of the date, time, and location of the hearing and must include a copy of
112 the written complaint, a copy of the Statement of Student Rights and
113 Responsibilities, and copy of the Grievance Procedure.
- 114 3. Four members shall constitute a quorum by which Hearing Committee business
115 may proceed. The quorum must include at least one student member, one faculty
116 member, and one administrative member.
- 117 4. The members of the Hearing Committee shall be provided with a copy of the
118 grievance and any written response provided by the respondent before the hearing
119 begins.
- 120 5. Both parties shall have the right to present personal statements, testimony,
121 evidence, and witnesses. Formal rules of evidence shall not apply. Any relevant
122 evidence shall be admitted. Unless the Hearing Committee determines to proceed
123 otherwise, each party to the grievance shall be permitted to make an opening
124 statement. Thereafter, the grievant or grievants shall make the first presentation,
125 followed by the respondent or respondents. The grievant(s) may present rebuttal
126 evidence after the respondent(s)' evidence. The burden shall be on the grievant
127 or grievants to prove by substantial evidence that the facts alleged are true.
- 128 6. Each party shall have the right to be present, to be accompanied by the person of
129 his or her choice (who may not participate in the hearing), and to question
130 witnesses who are present. In a closed hearing, witnesses shall not be present at
131 the hearing when not testifying, unless all parties and the committee agree to the
132 contrary.
- 133 7. The hearing shall be recorded by the Coordinator of Student Conduct and
134 Grievance, either by audio recording or stenographic recording, and shall be the
135 only recording made. No witness who refuses to be recorded may be permitted to
136 give testimony. The audio or stenographic recording shall remain in the custody
137 of the District, at all times, unless released to a professional transcribing service.
138 Any recognized party to the grievance may request a copy of the recording.
- 139 8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each
140 person present to identify themselves by name, and thereafter shall ask witnesses
141 to identify themselves by name.

- 142 9. The Hearing Committee shall discuss the stated grievance(s), hear testimony,
143 examine witnesses, and receive all available evidence to the charge.
- 144 10. The hearing shall be closed to the public unless otherwise agreed upon in writing
145 by both parties.
- 146 11. The Hearing Committee shall make decisions in private. The Hearing Committee
147 shall write up findings and decisions. Copies of findings and decisions, including
148 majority and minority reports, are to be sent to each party and the appropriate Vice
149 President. The Hearing Committee's decision(s) shall be final unless appealed.
- 150 12. A recording of the proceedings shall be kept in a confidential file in the Office of
151 Student Conduct and Grievance and shall be available at all times to parties
152 directly involved. All documents, communications, and records dealing with the
153 processing of a grievance will be filed separately from the personnel files of the
154 participants. After a period of four years, the grievance file shall be destroyed.
- 155 13. Reprisals of any kind will not be taken by the District or any of its agents against
156 any party of interest or any other participant in the grievance procedure by reason
157 of such participation.
- 158 14. Evidence and testimony given in each case presented shall not be the sole cause
159 of initiating or filing further grievances.
- 160 15. If the grievant does not act within the time limits provided herein, the ability to
161 proceed with the grievance shall be terminated and no further action will be taken.
- 162 16. The number of instructional days indicated at each step herein should be
163 considered a maximum and every effort must be made to expedite the process.
164 Time limits may be extended by mutual consent in writing or by decision of the
165 Hearing Committee.
- 166 17. The Hearing Committee should attempt to reach a decision by discussion and
167 consensus on a workable solution. Voting should be a last course of action.
- 168 18. If in the course of the proceedings a student graduates before a solution is found,
169 the student shall not be denied full consideration under this policy. A student may
170 also submit a grievance after graduation if the grievance did not become known
171 until that time. However, it must be submitted within 30 instructional days after the
172 grievant should have reasonably become aware of the act or condition on which
173 the complaint is based.

174 APPEALS PROCESS

- 175 1. If a party wishes to formally appeal a recommendation of the Hearing Committee,
176 an appeal must be submitted within ten instructional days to the appropriate Vice

177 President, provided the appropriate Vice President is not a direct party to the
178 grievance. If the appropriate Vice President is a direct party to the grievance, and
179 either party is dissatisfied with the recommendation of the Hearing Committee, an
180 appeal may be submitted to a Vice President/Assistant Superintendent not a direct
181 party to the grievance.

182 2. Upon receiving the findings and recommendations of the Hearing Committee, and
183 after examination of the appeal as requested by either party, the appropriate Vice
184 President or alternate may accept or reject the Hearing Committee's decision.

185 3. If the appropriate Vice President or alternate rejects the Hearing Committee's
186 decision, he or she shall submit his or her decision with the stated reasons for
187 objections to the Hearing Committee within ten instructional days. The Hearing
188 Committee shall within ten instructional days reconsider its decision(s) and submit
189 its decisions to the appropriate Vice President for a final decision.

190 4. The appropriate Vice President shall transmit his or her final decision to the parties
191 within ten instructional days.

192 5. An appeal of the appropriate Vice President's decision may be submitted to the
193 President/Superintendent by either party within five instructional days of the
194 appropriate Vice President's decision. The President/Superintendent shall
195 transmit his or her final decision to the parties within ten instructional days.

196 6. An appeal of the President/Superintendent's decision may be submitted to the
197 Board of Trustees by either party within five instructional days of the
198 President/Superintendent's decision. The Board of Trustees may review an
199 appeal for two consecutive regular Board meetings before making a final
200 determination of the matter at the District level.

201 7. The President/Superintendent or designee, or the Board of Trustees may reject a
202 Hearing Committee decision only after reviewing a transcription of the involved
203 hearing.

204 **STUDENT GRADE GRIEVANCE PROCEDURE**

205 A student of the College may present a grade grievance. The California Education Code,
206 Section 76224, quoted below, states clearly the conditions upon which grades or grading
207 can be questioned.

208 "When grades are given for any courses of instruction taught in a community college
209 district, the grade given to each student shall be determined by the instructor of the course
210 and the determination of the student's grade by the instructor, in the absence of mistake,
211 fraud, bad faith, or incompetence, shall be final." "Mistake" may include, but is not limited
212 to, errors made by an instructor in calculating a student's grade and clerical errors.

213 STEP I – INDIVIDUAL ACTION

214 A student who believes a final course grade was assigned due to mistake, fraud, bad
215 faith, or incompetence shall meet with the faculty member to resolve his or her concern.

216 STEP II – MANAGEMENT ACTION

217 Note: If a student files a grade grievance that includes an allegation of unlawful
218 discrimination, including harassment or retaliation, the grievance, or portion of the
219 grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or
220 to the Vice President of Human Resources or designee per AP 3435, "Intake and
221 Processing of the Complaint" or to (ii) the Cerritos College Section 504/ADA Coordinator
222 per AP 3412, for attempted informal resolution or investigation.

223 1. The student will obtain a Grade Grievance Form from the Office of Student Conduct
224 and Grievance.

225 2. The student must return the Grade Grievance Form to the Office of Student Conduct
226 and Grievance within 30 instructional days after the completion of the course about
227 which the grade grievance is filed. An instructional day is defined as any day
228 Monday through Friday that all normal college business is conducted, both in the
229 classroom and in the administrative offices. All weekend days and college holidays
230 are excluded.

231 3. The Student Conduct and Grievance Coordinator will meet with the student and
232 review the completed Grade Grievance Form. The student must meet with the
233 Student Conduct and Grievance Coordinator within 10 instructional days of
234 submitting the form. If the student wishes to pursue the grievance, the Student
235 Conduct and Grievance Coordinator will sign and date the Form. In the absence
236 of the Coordinator, the Dean of Student Services will perform these duties.

237 4. The student will present a copy of the Grade Grievance Form to the applicable
238 Division Dean within 10 instructional days of obtaining the signature of the Student
239 Conduct and Grievance Coordinator. The Division Dean may schedule a meeting
240 of all concerned if appropriate. The Division Dean should schedule a meeting only
241 if the Form has the signature of the Student Conduct and Grievance Coordinator
242 and is dated. In the absence of the Coordinator, the Dean of Student Services will
243 meet with the Division Dean. The Division Dean shall make a recommendation to
244 the parties within 15 instructional days.

245 STEP III – ADMINISTRATIVE ACTION

246 If either party is dissatisfied with the recommendation of the Division Dean, he or she may
247 appeal the matter to the Vice President of Academic Affairs or designee within ten
248 instructional days of the Division Dean's recommendation. The Vice President of
249 Academic Affairs or designee shall call a meeting with the student, the ASCC Chief

250 Justice, the Division Dean, and if needed, the faculty member. The Vice President of
251 Academic Affairs or designee shall transmit his or her decision to the parties within ten
252 instructional days.

253 STEP IV – PRESIDENT/SUPERINTENDENT ACTION

254 If either party chooses to appeal the decision of the Vice President of Academic Affairs,
255 he or she may appeal the matter to the President/Superintendent of the College within
256 ten instructional days of such decision. If a faculty member is dissatisfied with a
257 recommendation and neither acts on it, nor appeals it, the Vice President of Academic
258 Affairs will forward the matter to the President/Superintendent. The
259 President/Superintendent will review the recommendation and if needed, request persons
260 involved in the grievance to meet.

261 The President/Superintendent shall make a recommendation within ten instructional
262 days. If either party is dissatisfied with the recommendation of the
263 President/Superintendent, an appeal of the President/Superintendent’s recommendation
264 may be submitted to the Board of Trustees by either party. The appeal must be submitted
265 within ten instructional days after the President/Superintendent’s recommendation. The
266 Board may review an appeal for two consecutive regular Board meetings, and if needed,
267 request persons involved in the grievance to appear before making a final determination
268 of the matter at the District level.

269 Time Limits – Any times specified in these procedures may be shortened or lengthened
270 if there is mutual concurrence by all parties.

271 Also see AP 4231 titled Grade Changes

272 Office of Primary Responsibility: Vice President, Student Services

Date Approved: October 15, 2007

**Dates Revised: February 25, 2008, May 3, 2010; April 25, 2016; October 8,
2018**

Student Services

1 **BP 5550 SPEECH: TIME, PLACE, AND MANNER**

2 **References:**

3 Education Code, Sections 66301 and 76120

4 Students, employees, and members of the public shall be free to exercise their rights of
5 free expression, subject to the requirements of this policy.

6 The District has areas that are designated public forums available for the exercise of
7 expression by students, employees, and members of the public. The
8 President/Superintendent shall enact such administrative procedures as are necessary
9 to reasonably regulate the time, place, and manner of the exercise of free expression in
10 the designated public forums.

11 The administrative procedures promulgated by the President/Superintendent shall not
12 prohibit the right of students to exercise free expression, including but not limited to the
13 use of bulletin boards and posting areas, the distribution of printed materials or
14 petitions, and the wearing of buttons, badges, or other insignia.

15 The District's commitment to foster and protect the rights to free speech and expression
16 and to accommodate such on its property extends only to speech and expression
17 protected by the United States Constitution or the constitution of the State of California.
18 Conduct or expression which is unlawful, defamatory, or obscene, according to current
19 legal standards, or which so incites others as to create a clear and present danger of
20 the commission of unlawful acts on District property or the violation of Board policies or
21 administrative procedures, or the substantial disruption of the orderly operation of the
22 College, is prohibited.

23 Nothing in this policy shall prohibit the regulation of hate violence, so long as the
24 regulation conforms to the requirements of the First Amendment to the United States
25 Constitution, and of Section 2 of Article 1 of the California Constitution. Students,
26 employees, and members of the public may be disciplined and/or held criminally or
27 otherwise legally liable for harassment, threats, or intimidation unless such speech is
28 constitutionally protected.

29 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007

Date Revised: June 9, 2010

(Replaces former Cerritos CCD Policy 4805)

Student Services

1 **AP 5550 SPEECH: TIME, PLACE, MANNER, AND COMMERCIAL**
2 **VENDORS**

3 **References:**

4 Education Code, Sections 66301 and 76120

5 The students and employees of the District and members of the public, including
6 commercial vendors, shall be permitted to exercise their rights of free expression subject
7 to the time, place, and manner policies and procedures contained in Board Policy 5550
8 and these procedures.

9 This procedure and its implementing policy shall be applied equitably and fairly. The
10 District shall place no restrictions on any person, organization, or group on the basis of
11 the content of constitutionally protected free speech or free expression.

12 Individuals found to have subjected any other(s) to sexual harassment, sexual assault
13 including stalking, or other conduct prohibited on college property or at college events by
14 state or federal law, including harassment based on one or more protected class(es) per
15 Cerritos Community College District Board Policy 3410 Nondiscrimination, are subject to
16 disciplinary action, as well as civil and criminal charges. The District shall provide access
17 to its services, classes, and programs without regard to national origin, religion, age,
18 gender, gender identity, gender expression, race or ethnicity, color, medical condition,
19 genetic information, ancestry, sexual orientation, marital status, physical or mental
20 disability, pregnancy, or because he or she is perceived to have one or more of the
21 foregoing characteristics, or based on association with a person or group with one or
22 more of these actual or perceived characteristics.

23 Complaints regarding discrimination in programs and services will be directed to the Vice
24 President of Human Resources or designee for processing pursuant to appropriate state
25 and federal laws and regulations.

26 **I. DEFINITIONS**

27 For purposes of these procedures, the following definitions apply:

- 28 **A. GROUNDS OPEN TO THE PUBLIC GENERALLY:** Paved, exterior open spaces,
29 and paved exterior pedestrian walkways on District Property except:
30 1. space that has been reserved for classes, public performances or organized
31 activities;
32 2. space that has been reserved for food service or eating;

- 33 3. parking lots that have been reserved for parking in accordance with the
34 District's Permitting procedures or other uses designated by the District;
35 4. vehicular driveways and streets; and
36 5. stairways and ramps to or between District structures.

37 Grounds are open to the public generally between the hours of 6:30 a.m. and 10:30
38 p.m. Between the hours of 10:30 p.m. and 6:30 a.m., these areas are generally
39 closed to all activities except coming and going to a District building.

40 B. DISTRICT PERSONNEL: Individuals employed by any academic or nonacademic
41 department or division or other official District entity without regard to type of
42 monetary compensation.

43 C. DISTRICT PROPERTY: Any District-owned, operated or maintained property,
44 including all District grounds and structures.

45 D. COLLEGE UNIT: Any academic or nonacademic department or division.

46 E. OFFICIAL DISTRICT FUNCTIONS: Scheduled academic classes and activities;
47 normal daily operations of College units; and programs or activities sponsored by
48 College units in the course of fulfilling their College mission.

49 F. EMPLOYEE REPRESENTATIVE ORGANIZATION: An independent organization
50 which exists for the purpose, in whole or in part, of dealing with District
51 management concerning grievances, labor disputes, wages, hours and other
52 terms and conditions of employment of employees, as defined by Section
53 3540.1(d) of the Educational Employment Relations Act (EERA).

54 G. BOARD-APPROVED CAMPUS ORGANIZATION: Any organization whose
55 purpose is to provide support for the District and/or its students and staff, and which
56 is currently approved by the Board of Trustees.

57 H. STUDENT CLUB: Any club whose membership is limited to students of the
58 District, and which is currently officially approved, recognized, and/or chartered
59 according to procedures specified in Associated Students of Cerritos College
60 (ASCC) Code.

61 I. STUDENT: One who is currently enrolled at the College or one who has completed
62 the immediately preceding term and is eligible for re-enrollment.

63 J. STUDENT GOVERNMENT: The Associated Students of Cerritos College
64 (ASCC).

65 K. COMMERCIAL VENDORS: Any individual; whether independent or representing,
66 or on behalf of, any other individual or organization; carrying out the purpose(s) of
67 informing others of, promoting, and/or selling goods, services, information,
68 financial or other instruments, and/or other commercial resources.

69 Refer also to BP 5570 titled Student Credit Card Solicitation.

70 II. USE OF DISTRICT PROPERTY

71 A. General Provisions

72 1. The District derives its basic authority from the California Education Code. All
73 pertinent local, state, and federal statutes are in force on District property and
74 may be enforced by authorized campus or off-campus agencies.

75 2. All persons on District Property are required to abide by Board policies and
76 administrative procedures. This includes, but is not limited to, the following
77 prohibitions:

78 a. no person on District Property or at official District functions may block
79 entrances to or otherwise physically interfere with the free flow of traffic into
80 and out of campus buildings of passerby, except for incidental or accidental
81 contact or contact initiative by a passerby;

82 b. obstruct or disrupt campus activities and the orderly operation of the
83 college;

84 c. engage in the production of amplified or non-amplified sound that disrupts
85 campus activities taking place at that time;

86 d. camp or lodge, except in authorized facilities or locations;

87 e. engage in physically abusive, threatening, harassing or intimidating conduct
88 toward any person;

89 f. exhibit disorderly or lewd conduct;

90 g. participate in a disturbance of the peace or unlawful assembly;

91 h. use, possess, sell, or manufacture narcotic or illegal drugs;

92 i. possess weapons, including all firearms of any kind;

93 j. fail to comply with the directions of a District official acting in the
94 performance of his or her duties; or

95 k. engage in the theft or misuse of District property or equipment.

96 3. Persons using grounds open to the public generally or who have reserved
97 space for programs or activities under Section VII of these procedures shall not
98 create noise or diversion that unreasonably disturbs the orderly conduct of the
99 campus or classes taking place at that time. Individuals or groups desiring to
100 use amplification at an event in designated exterior areas may reserve time
101 from 11:00 a.m. to 12:30 p.m. Tuesdays and Thursdays during the fall and
102 spring semesters. Such reservations can be made through the Student
103 Activities Office for Student Groups, the Facilities Scheduling Office for College
104 units, and Campus Police for all others. Reservations are made on a first come,
105 first served basis. Amplification will be permitted provided it does not
106 unreasonably disrupt the operations of the District.

107 Sales or distribution of commercial products on campus must be conducted in
108 accordance with procedures administered by the Student Activities Office.

109 Commercial sales in support of programs and activities of students of the
110 District, Board approved campus organizations, or student clubs is not
111 considered a commercial activity under these procedures, provided that the
112 primary purpose of such is to underwrite a District program or activity, as
113 opposed to personal gain or the promotion or endorsement of a commercial
114 product.

115 Non-student, community individuals or groups wishing to engage in speech or
116 expressive activities on campus, in the areas designated as public forums,
117 must check in with the District through the Chief of Campus Police or designee
118 prior to engaging in the activities. No illegal activities will be permitted. No
119 activities will be permitted that violate District or campus rules, including rules
120 and laws on illegal harassment and discrimination, and none that will
121 substantially interfere with or disrupt activities already scheduled for that day
122 and time in the designated areas as described below. In the event the area
123 sought to be used for expressive activities has already been reserved for
124 another activity so that there will be substantial interference or disruption based
125 on noise, overcrowding, or other considerations unrelated to content, the
126 District will offer alternative available areas or if none are available offer
127 alternative dates. Students, outside organizations, and others are encouraged
128 to make reservations in advance to use the areas for their expressive activities
129 by using the optional reservation forms.

130 4. District property may be used for the purpose of voter registration. Such activity
131 is restricted to grounds open to the public generally (as defined in these
132 procedures).

133 5. All persons on District property are required, for reasonable cause, to identify
134 themselves to, and comply with instructions of, authorized District officials
135 acting in the performance of their duties.

136 6. The name, initials, insignia, seal or address of the District or any of its offices
137 or units shall not be used except for official or authorized District purposes.

138 7. No sign, poster, paint, pencil, charcoal, chalk, ink or other writing, marking, or
139 posting medium may be placed, affixed or applied to the walls, ceilings,
140 windows, floors, roof areas or other surfaces of campus buildings or structures,
141 streets, parking lots, driveways, walkways, lighting and other utility poles,
142 campus signs and poles, construction fences, trees or shrubbery, except as
143 provided for in Section V of this procedure.

144 III. FREE SPEECH AND ADVOCACY

145 A. On District grounds open to the public generally (as defined in these procedures),
146 individuals and groups may assemble and engage in discussions and other speech
147 provided that individual privacy and orderly operations of the District are not

148 disrupted. Space is available on a first-come, first-served basis, subject to the prior
149 reservation of certain spaces under Section III.B., below.

150

151 B. Space may be reserved in designated areas in accordance with the provisions of
152 Section VII.G.2. of these procedures.

153 IV. DISTRIBUTION OF LITERATURE

154 A. All persons using the areas that are designated public forums shall be allowed to
155 distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such
156 distribution shall take place only within those areas. Those persons distributing
157 printed material must, prior to their departure from the areas that day, make
158 reasonable efforts to retrieve, remove or properly discard material that is discarded
159 or dropped in or around the areas other than in an appropriate receptacle.

160 B. Literature may be distributed on District Property or at official District functions
161 subject to the following provisions:

162 1. On District grounds open to the public generally (as defined in these
163 procedures), literature may be distributed provided that:
164 a. the free flow of traffic at any point is not obstructed;
165 b. it is not forced upon others;
166 c. it is not placed on or in vehicles parked on campus;
167 d. tables or portable (i.e., hand carried) displays used to facilitate distribution
168 are placed on paved pedestrian walkways, do not block the walkways or
169 entrances to buildings so as to impede the free flow of traffic, and are
170 attended to at all times by the individuals or groups sponsoring the
171 distribution; and
172 e. it does not litter the area.

173 2. Literature advertising any on-campus program for which a donation is
174 requested must make it clear that such a donation is not required as a condition
175 of admission nor may a specific amount of donation be indicated.

176 3. In campus buildings or at District events or programs, literature may be
177 distributed only in accordance with the following provisions:
178 a. literature may be distributed only in rooms or areas reserved for meetings
179 or programs and only by the group which has reserved the room or area;
180 and
181 b. only in compliance with the restrictions stated in Section IV.A.1., a through
182 e of these procedures.

183 V. POSTING OF LITERATURE, SIGNS, OR BANNERS

184 A. Literature, signs, or personal announcements may not be posted on District bulletin
185 boards, buildings, or elsewhere on campus, except that:

- 186 1. materials may be posted on College Unit bulletin boards with the prior consent
187 of the College Unit; and
188 2. materials may be posted on the designated, open posting boards and locations
189 on campus and must comply with the established size limitations.

190 B. All materials posted including signs and banners shall clearly indicate the name of
191 the sponsoring College Unit, Student Government, Board-Approved Campus
192 Organization, Student Club, Employee Representative Organization, or other
193 group or individual.

194 C. Material posted shall be considered expired and removed as of the last event date
195 on the material or as of the removal date affixed by the District or when deemed
196 weathered and unsightly by District personnel.

197 D. Posting of literature and materials within the areas of College Units or on Unit
198 bulletin boards must be in accord with the specific procedures applicable to such
199 areas and boards. Information regarding the specific procedures may be obtained
200 from the individual Units. Such procedures shall ensure that all materials conform
201 to the general provisions governing distribution and posting.

202 E. Posters, signs, or banners which are written in any language other than English
203 must provide, on the same poster, sign or banner, an accurate and complete
204 translation, in English, of the information contained therein.

205 F. Posters, signs, banners, and other materials and literature advertising official
206 District functions may be placed in designated posting locations on campus. (Note:
207 The use of windows or any painted, metal, plastic or wood surfaces is prohibited.)

208 G. "Sidewalk chalk" may be placed by Student Government, Student Clubs, or the
209 Child Development Center only in those locations authorized by the Facilities
210 Department and either the Student Activities Office or the Child Development
211 Center, as applicable.

212 H. Banners and signs may be placed by Student Government or Student Clubs only
213 in those locations authorized by the Student Activities Office.

214 VI. FUND RAISING

215 A. On District grounds open to the public generally (as defined in these procedures),
216 individuals and groups may engage in fundraising through direct requests for funds
217 or sales of tickets or materials provided such activities comply with the
218 requirements in Section IV.A.1., a through e above, and do not disrupt the orderly
219 operation of the campus.

220 B. All Student Club fund raising activities must have the prior authorization of the
221 Student Activities Office to ensure proper accounting and expenditure of such
222 funds.

223 VII. PROGRAMS AND ACTIVITIES

224 A. College Units, Student Government, Board-Approved Campus Organizations,
225 Student Clubs and Employee Representative Organizations are authorized to use
226 District Properties for organized programs and activities subject to the provisions
227 of these procedures.

228 B. Non-college organizations' use of designated and available District Properties
229 shall be in accordance with the specific policies governing such use, as
230 administered by the Facilities Scheduling Office.

231 C. A request for use of District Properties may be denied if the request is not in
232 accordance with Board policies and these procedures, and shall be denied if
233 circumstances are such that the use will unreasonably disrupt the orderly operation
234 of the campus. Denial of use requests by authorized users may be appealed to
235 the appropriate College Vice President or designee. Denial of use requests on the
236 basis of unreasonable disruption shall be accorded a prompt appeal directly to the
237 appropriate Vice President or designee.

238 D. Activities, programs or events must not unreasonably disrupt official District
239 functions or the orderly operation of the District. If any unscheduled or scheduled
240 activity unreasonably disrupts the orderly operation of the District or an official
241 District function or any other scheduled activity, it shall be discontinued at the
242 direction of Campus Police or, in the absence of the Campus Police, by duly
243 authorized administrators.

244 The criteria to be used to determine whether an activity, program or event
245 unreasonably disrupts the orderly operation of the District or an official District
246 function or any other scheduled activity shall include the following:

- 247 1. The availability of proximate, alternate locations which afford opportunities for
248 similar or larger-sized audiences;
- 249 2. the expected duration of the activity;
- 250 3. the activity's timing in relation to the academic calendar (for example, proposed
251 scheduling during the first week of classes or during final examination week);
- 252 4. the number of participants; the expected noise level to be generated by the
253 activity; and
- 254 5. the need for District resources and personnel to facilitate, oversee, or control
255 the activity.

256 E. District property may be available for reservation for activities, programs, or
257 events. For direction to the appropriate department regarding scheduling, student
258 groups shall first contact the Student Activities Office and all other groups shall
259 contact the Facilities Scheduling Office. Such use must be for activities, programs

260 or events which are directly related to the purposes of the sponsoring entity. Such
261 use is also subject to the specific limitations and scheduling procedures of the
262 facilities involved. No reservations by Student Government or Student Clubs may
263 be finalized until arrangements have been approved by the Student Activities
264 Office. Permission to use facilities shall not necessarily confer endorsement by the
265 District.

266 F. Users requiring special facility arrangements, equipment or staffing may be
267 assessed charges for such. Deposits and/or other financial accountability may be
268 required.

269 G. Outdoor Areas

270 1. General Provisions

271 a. Outdoor areas of the campus may be reserved for activities and programs
272 in accordance with Board policies and campus procedures, and specific
273 restrictions applicable to each area.

274 b. Use of outdoor areas must not interfere with the use of those areas by
275 others for other than reasonably short periods, or unreasonably disrupt the
276 orderly operation of the campus or official District functions, or unreasonably
277 disrupt the peace and quiet of the campus and the community adjacent to
278 the campus.

279 2. Designated Areas

280 a. The specific areas (listed below) may be used for programs or activities
281 subject to the General Provisions (above) and specific restrictions
282 applicable to each area. Use of these areas may be substantially altered or
283 precluded due to construction or renovation or other District activities:

284 (i) The paved areas of the quadrangle known as "Falcon Square" and
285 generally bounded by the Student Center, Fine Arts, Library, and
286 Burnight Center buildings;

287 (ii) the paved area, except for space reserved for outdoor dining, generally
288 bounded by the Liberal Arts, Business Education, Social Sciences, and
289 Administration Buildings; and

290 (iii) pedestrian access ways onto the campus from parking lots.

291 b. For scheduled events, such areas as shall freely allow access to the
292 pedestrian traffic flow to and from the special event but shall not interfere
293 with ingress to or egress from the special event.

294 3. Restricted Areas: Areas essential to the operation of the District are not
295 available for programs and activities. These areas include, but may not be
296 limited to: interior hallways and stairways, elevators, classrooms, bathrooms,
297 locker rooms, lobbies, office waiting areas, employee/student offices,
298 warehouses, storage or maintenance yards, mechanical rooms, and storage
299 rooms.

300 Refer also to BP 5570 titled Student Credit Card Solicitation.

301 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007

Dates Revised: June 9, 2010; April 27, 2015

Student Services

1 **AP 5610 VOTER REGISTRATION**

2 **References:**

3 20 U.S. Code, Section 1094(a)(23)(A);

4 34 CFR, Section 668.14(d)(1)

5 A good faith effort shall be made to distribute a mail-in voter registration form to each
6 student enrolled in a degree or certificate program and physically in attendance at the
7 College.

8 Mail-in voter registration forms shall be made widely available to students at the College.

9 An active link to the California Secretary of State's voter registration web page or site
10 shall be provided on the student portal (MyCERRITOS) to allow students to receive voter
11 information during the class enrollment process.

12 The College designee for the California Secretary of State to contact for purposes of
13 distribution of voter registration cards shall be the Director of Student Activities.

14 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Date Revised: June 18, 2008

Student Services

1 **BP 5570 STUDENT CREDIT CARD SOLICITATION**

2 **References:**

- 3 Education Code, Section 99030;
- 4 Title 5, Section 54400;
- 5 Civil Code Section 1747.02(m)

6 Credit card solicitations shall not be permitted on the premises of the Cerritos
7 Community College District.

8 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Student Services

1 **BP 5700 INTERCOLLEGIATE ATHLETICS**

2 **References:**

- 3 Education Code, Sections 78223, 66271.6, 66271.8, and 67360 et seq.;
- 4 20 U.S. Code Sections 1681 et seq.;
- 5 ACCJC Accreditation Standard II.C.4

6 The District may maintain an organized program for men and women in intercollegiate
7 athletics. The program shall not discriminate on the basis of gender in the availability of
8 athletic opportunities.

9 The President/Superintendent shall ensure that the athletics program complies with state
10 law, the California Community College Athletic Association (CCCAA) and Sports Guide
11 to Sports Championship Handbooks, and the appropriate Conference Constitution
12 regarding student athlete participation.

13 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: June 6, 2007

Date Revised: August 26, 2013

Student Services

1 AP 5700 INTERCOLLEGIATE ATHLETICS

2 References:

- 3 Education Code, Sections 66271.6, 66271.8, and 67360 et seq.;
- 4 Title IX, Education Amendments of 1972;
- 5 20 U.S. Code Sections 1681 et seq.;
- 6 ACCJC Accreditation Standard II.C.4

7 The College's athletics program is operated by the District and governed by the Athletic
8 Code of the Community College League of California (C.C.L.C.) and by the constitution
9 of the California Community College Athletic Association (C.C.C.A.A.), South Coast
10 Conference (S.C.C.), and the Mission Football Conference (M.C.). The Dean of
11 HPED/Athletics has been delegated authority to determine individual eligibility according
12 to C.C.L.C., C.C.C.A.A., S.C.C., M.C., and District regulations. The enforcement of
13 rulings is the responsibility of assigned members of Athletics Department staff, the Dean
14 of HPED/Athletics, and the team coaches involved. General direction and administration
15 of the program, within the established policies and procedures, is the responsibility of the
16 Dean of HPED/Athletics.

17 Individual team coaches are directly responsible to the Dean of HPED/Athletics for
18 governance of their teams and enforcement of established policies and eligibility rulings.
19 The Athletics Department staff functions as the Athletics Department within the Health,
20 Physical Education, Dance/Athletics Division. The Athletics Director reports directly to
21 the Dean of HPED/Athletics.

22 Rules Governing Athletic Eligibility

23 All rules of the Community College League of California, California Community College
24 Athletic Association, South Coast Conference, and the Mission Football Conference are
25 applicable to the College's athletes, and in addition:

- 26 • each athlete must have completed both the District and conference eligibility
27 procedures before becoming eligible for any contest, game, meet, match, or
28 scrimmage, including completion of and signature on the Cerritos College
29 declaration form regarding California Education Code 67362 which prohibits
30 participation in intercollegiate athletics by a student athlete who has been
31 convicted as an adult of specified crimes;

- 32 • the College's Athletics Department fully complies with California Community
33 College Athletic Association bylaw articles 1.5.4 F & G regarding adherence to the
34 Title IX Education Amendments of 1972;
- 35 • when the Athletics Director and team coach are notified that an athlete is ineligible,
36 said athlete may not participate until the Dean of HPED/Athletics or their designee
37 certifies that the athlete has become eligible; and,
- 38 • each athlete must complete the District physical, or equivalent, and be approved
39 for competition by a Cerritos College Athletic Trainer before participation in a
40 College practice or official competition.

41 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: June 11, 2007

Student Services

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

3 **References:**

4 Fair and Accurate Credit Transactions Act (15 U.S.C. 1681m(e))

5 The District is required to provide for the identification, detection, and response to
6 patterns, practices, or specific activities (“Red Flags”) that could indicate theft of students’
7 identities when the District serves as a creditor in relation to its students. The
8 President/Superintendent is directed to develop procedures as required by law to
9 implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable
10 risks to students from identity theft.

11 Offices of Primary Responsibility: Vice President, Business Services
12 Vice President, Student Services

Date Adopted: December 10, 2008

Date Revised: March 28, 2011

Student Services

1 **AP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT**
2 **FINANCIAL TRANSACTIONS**

3 **Reference:**

4 Fair and Accurate Credit Transactions Act (15 U.S.C. 1681m(e))

5 **I. The Purpose of the Identity Theft Prevention Program**

6 The purpose of this Identity Theft Prevention Program (ITPP) is to control
7 reasonably foreseeable risks to students from identity theft, by providing for the
8 identification, detection, and response to patterns, practices, or specific activities
9 (“Red Flags”) that could indicate identity theft.

10 **II. Definitions**

11 “Identity theft” is a fraud attempted or committed using identifying information of
12 another person without authority.

13 A “creditor” includes government entities that defer payment for goods (for
14 example, payment plans for bookstore accounts or parking tickets), issued loans
15 or issued student debit cards. Government entities that defer payment for services
16 provided are not considered creditors for purposes of this ITPP.

17 “Deferring payments” refers to postponing payments to a future date and/or
18 installment payments on fines or costs.

19 A “covered account” includes one that involves multiple payments or transactions.

20 “Person” means any individual who is receiving goods, receives a loan, and/or is
21 issued a debit card from the District and is making payments on a deferred basis
22 for said goods, loan and/or debit card.

23 Detection or discovery of a “Red Flag” implicates the need to take action under this
24 ITPP to help prevent, detect, and correct identity theft.

25 **III. Detecting “Red Flags” For Potential Identity Theft**

26 **A. Risk Factors for Identifying “Red Flags”**

27 The District will consider the following factors in identifying relevant “Red Flags”
28 types:

29 1) the types of covered accounts the District offers or maintains;

- 30 2) the methods the District provides to open the District's covered
31 accounts;
32 3) the methods the District provides to access the District's covered
33 accounts; and
34 4) the District's previous experience(s) with identity theft.

35 **B. Sources of New and/or Other Additional "Red Flag" Types**

36 The District will continue to incorporate relevant "Red Flags" into this ITPP from
37 the following sources:

- 38 1) incidents of identity theft that the District has experienced;
39 2) methods of identity theft that the District identifies that reflect changes in
40 identity theft risks; and
41 3) guidance from the District's management, legal counsel, and/or risk
42 management advisors who identify changes in identity theft risks.

43 **C. Categories of "Red Flags"**

44 The following Red Flags have been identified for the District's covered
45 accounts:

46 ***Alerts, Notifications, or Warnings from a Consumer Reporting Agency:***

- 47 1) A fraud or active duty alert is included with a consumer report the District
48 receives as part of a background check of an individual with any duties
49 in, or access to, or who holds covered accounts and the alert suggests
50 that the individual may be a perpetrator.
51 2) A consumer reporting agency provides a notice of credit freeze in
52 response to a request for a consumer report of an individual with any
53 duties in, or access to, or who holds covered accounts and the alert
54 suggests that the individual may be a perpetrator.
55 3) A consumer reporting agency provides a notice of address discrepancy.
56 An address discrepancy occurs when an address provided by a student
57 substantially differs from the one the credit reporting agency has on file.
58 See Section V.I. for specific steps that must be taken to address this
59 situation.
60 4) A consumer report indicates a pattern of activity that is inconsistent with
61 the history and usual pattern of activity of an individual with any duties
62 in, or access to, or who holds covered accounts, such as:
63 (a) A recent and significant increase in the volume of inquiries;
64 (b) An unusual number of recently established credit relationships;
65 (c) A material change in the use of credit, especially with respect to
66 recently established credit relationships; or
67 (d) An account that was closed for cause or identified for abuse of
68 account privileges by a creditor or financial institution.

69 ***Suspicious Documents:***

- 70 1) Documents provided for identification appear to have been forged or
71 altered.

- 72 2) The photograph or physical description on the identification is not
73 consistent with the appearance of the individual presenting the
74 identification.
75 3) Other information on the identification is not consistent with information
76 provided by the person opening a new covered account or individual
77 presenting the identification.
78 4) Other information on the identification is not consistent with readily
79 accessible information that is on file with the District, such as a signature
80 card or a recent check.
81 5) An application appears to have been altered or forged, or gives the
82 appearance of having been destroyed or reassembled.

83 ***Suspicious Personally Identifying Information:***

- 84 1) When necessitated by the presence of an applicable red flag, checks of
85 provided personally identifying information reveal inconsistencies when
86 compared against external information sources used by the District. For
87 example:
88 (a) The address does not match any address in a report from a
89 consumer reporting agency;
90 (b) The Social Security Number (SSN) has not been issued, or is
91 listed on the Social Security Administration's Death Master File;
92 and/or
93 (c) There is a lack of correlation between the SSN range and date of
94 birth.
95 2) Personally identifying information provided by a person is not consistent
96 with other personally identifying information provided by the person and
97 the types of inconsistencies suggest possible identity theft.
98 3) Personally identifying information is associated with known fraudulent
99 activity as indicated by internal or third-party sources used by the
100 District. For example:
101 (a) The address on an application is the same as the address
102 provided on a fraudulent application;
103 (b) The phone number on an application is the same as the phone
104 number provided on a fraudulent application;
105 4) Personally identifying information provided is of a type commonly
106 associated with fraudulent activity as indicated by internal or third-party
107 sources used by the District. For example:
108 (a) The address on an application is fictitious, at a prison, or other
109 "red flags" are present and it is at a mail drop; or
110 (b) The phone number is invalid and other "red flags" are associated
111 with the account.
112 5) The SSN provided is the same as that submitted by other persons
113 currently being served by the District and such submittal or use is
114 suspected of being fraudulent, intentionally incorrect, or otherwise
115 malicious.

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- 6) The address or telephone number provided is the same or similar to the address or telephone number submitted by an unusually large number of other persons being served by the District and such submittal or use is suspected of being fraudulent, intentionally incorrect, or otherwise malicious.
 - 7) The person opening the covered account fails to provide all required personally identifying information on an application or in response to notification that the application is incomplete.
 - 8) Personally identifying information provided is not consistent with personally identifying information that is on file with the District.
 - 9) The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report when required or requested.

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Unusual Use of - or Suspicious Activity Relating to - A Covered Account:

- 1) A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments or explanatory contacts made and/or he or she continues to attempt to conduct business beyond the timeframes typically associated with such circumstances.
- 2) A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
 - (a) A pattern of nonpayment when there is no history of late or missed payments; or
 - (b) A material change in electronic fund transfer patterns in connection with a payment.
- 3) A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active without reasonable purpose such as without enrollment or for non-enrollment-related fees due such as for transcript requests.
- 4) Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person's covered account.
- 5) The District is notified that the person is not receiving paper account statements and at least one other "red flag" condition type exists.
- 6) The District is notified of unauthorized transactions in connection with a person's covered account.

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Notices from Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses or Individuals About Possible Identity Theft in Connection with Covered Accounts:

- 1) The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

159 **IV. Measures to Detect “Red Flags”**

160 The District shall do the following to aid in the detection of “Red Flags:”

161 A. When a new covered account is opened, the District shall obtain identifying
162 information about the student or other person seeking to open a covered
163 account.

164 When collection of additional identifying information is indicated by one or more
165 red flags, the following are examples of the types of valid identification that a
166 person may provide to verify the identity of the person seeking to open or
167 continue using a covered account: Valid state-issued driver’s license, valid
168 state-issued identification card, current passport, other photo identification
169 source reasonably believed to be authentic (e.g., official hardbound high school
170 yearbook), a Social Security Card, current residential lease, or copy of a deed
171 to the person’s home or invoice/statement for property taxes.

172 B. Persons with covered accounts who request a name change will be required to
173 (1) make the change in person, (2) provide documentation proving the change,
174 and (3) show valid photo identification.

175 C. Persons with covered accounts who request a change in their personal
176 information on file, other than a name change which has additional
177 requirements (see IV.B.), will have the requested changes verified by the
178 District.

179 1. Such changes made online will be considered verified by reason of valid
180 entry into the account via personal username and password.

181 2. Such change requests made in person shall be accompanied by the photo
182 identification of the requester and at least one written form of verification
183 reflecting the requested changes to the personal information. Examples of
184 written verification include a utility bill for an address change or a phone bill
185 for a telephone number change.

186 D. When a student obtains the college photo identification card, the student shall
187 be required to provide, in person, photo identification in the form of a valid state-
188 issued driver’s license, valid state-issued identification card, current passport,
189 or other photo identification source reasonably believed to be authentic (e.g.,
190 official hardbound high school yearbook).

191 E. When a breach of electronic or other security measures, including firewalls, is
192 detected, investigate for suspicious activity, attempted breaks, and violations.

193 F. When compatible new technologies for identity verification and “red flag”
194 detection in application, enrollment and other online processes become viable,
195 consider acquisition.

- 196 **V. Preventing and Mitigating Identity Theft**
197 One or more of the following measures, as deemed appropriate under the
198 particular circumstances, shall be implemented to respond to “Red Flags” that are
199 detected:
200 A. Monitor the covered account for evidence of identity theft;
201 B. Contact the person who holds the covered account;
202 C. Change any passwords, security codes, or other security devices that permit
203 access to a covered account;
204 D. Reopen the covered account with a new account number;
205 E. Not open a new covered account for the person;
206 F. Close an existing covered account;
207 G. Not attempt to collect on a covered account or not sell a covered account to a
208 debt collector;
209 H. Notifying law enforcement;
210 I. Where a consumer reporting agency provides an address for a consumer that
211 substantially differs from the address that the consumer provided, the District
212 shall take the necessary steps to form a reasonable belief that the District
213 knows the identity of the person for whom the District obtained a credit report,
214 and reconcile the address of the consumer with the credit reporting agency, if
215 the District establishes a continuing relationship with the consumer , and
216 regularly, and in the course of business, provides information to the credit
217 reporting agency; or
218 J. Determine that no response is warranted under the particular circumstances.

- 219 **VI. Updating the ITPP**
220 The District shall update this ITPP on an annual basis or as necessary to reflect
221 changes in risks to persons with covered accounts, and/or to reflect changes in
222 risks to the safety and soundness of the District from identity theft, based on the
223 following factors:
224 A. The experiences of the District with identity theft;
225 B. Known changes in methods of identity theft;
226 C. Known changes in methods to detect, prevent and mitigate identity theft;
227 D. Changes in the types of covered accounts that the District maintains; and
228 E. Changes in the business arrangements of the District, including service
229 provider arrangements.

230 **VII. Methods for Administering the ITPP**

- 231 **A. Oversight of the ITPP**
232 Oversight by the District’s Vice President of Business Services and Vice President
233 of Student Services shall include:
234 1) Assigning specific responsibility for the ITPP’s implementation;
235 2) Reviewing reports prepared by the staff regarding compliance of the
236 ITPP; and
237 3) Approving material changes to the ITPP as necessary to address
238 changing identity theft risks.

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B. Reports

- 1) In General: Staff responsible for the development, implementation, and administration of this ITPP shall report to the Vice President of Business Services and Vice President of Student Services on an annual basis or as necessary.

- 2) Contents of Report: The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management’s response; and recommendations for material changes to the ITPP.

- 3) Oversight of Service Provider Arrangements: Whenever the District engages a service provider to perform an activity in connection with one or more covered accounts the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the District shall require our service contractors, by contract, to have policies and procedures to detect relevant “Red Flags” that may arise in the performance of the service provider’s activities, and either report the “Red Flags” to the District, and/or to take appropriate steps to prevent or mitigate identity theft.

Offices of Primary Responsibility: Vice President, Business Services
Vice President, Student Services

Date Approved: August 24, 2009
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