

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
February 11, 2019

PRESENT: Dr. Jose Fierro  
Rick Miranda  
Dr. Dilcie Perez  
Felipe Lopez  
Dr. Adriana Flores-Church  
Sandy Marks  
Dr. April Griffin  
Stephanie Rosenblatt  
Liz Page  
Kathy Hogue  
Kim Applebury  
Danylle Williams-Manser  
Julie Mun  
Kathy Azzam

ABSENT: Armando Soto

GUEST(s): Julie Bathke  
Mark Fronke

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:04 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Andres Zuniga	Senior Technical Support Specialist	February 4

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – January 28, 2019

It was moved by Ms. Marks and seconded by Dr. Flores-Church to approve the January 28 minutes. The vote for approval was 10-0-3; Dr. Fierro, Mr. Lopez, and Ms. Azzam abstained. Ms. Rosenblatt was not present for the vote.

V. BOARD AGENDA – February 20, 2019

The committee reviewed the draft February 20 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

No reports.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Sabbatical Leave***EMP Goal C: Promoting Leadership and Staff Development*

Ms. Bathke distributed the attached committee report. She stated that the application process was completed in fall, and requests for 2019-20 sabbaticals were forwarded to the administration, and will be presented to the board for approval at its April 3 meeting. Faculty who returned from 2017-18 sabbaticals will provide reports to the board at its March 6 meeting. A call for intents to apply for 2020-21 sabbatical leaves is scheduled for April 2019, and applications will be due at the beginning of the Fall 2019 semester.

**Student Learning Outcomes***EMP Goal A: Strengthening the Culture of Completion*

This item was postponed.

VIII. STATUS OF SHARED GOVERNANCE**FTES Update***EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda stated that the college reported FTES for the P1 period last week, and projections indicate that we will be 1,000 short of our 16,800 target for 2018-19. This equates to approximately a \$1.4 million reduction in apportionment. There are several external factors contributing to declining enrollment statewide, such as a healthy economy, more jobs, and a lower unemployment rate. Nationwide, there has been a shift from full-time to part-time enrollment, and enrollment of full-time students is declining at a faster rate than part-time students. He also stated that based on preliminary enrollment data, the college expected to hire 27 new faculty for the fall 2019 semester. However, the drop in enrollment led to the Faculty Obligation Number (FON) estimate being revised downward from 27 to 13. The deans and department chairs will be reviewing reports from IERP to have discussions regarding struggles and room for potential growth. He will be sending regular updates to the campus to increase awareness of the issue.

Dr. Fierro stated that it is important to actively and continually work on enrollment management. It is essential that we are utilizing good data, and all must be prepared to have hard conversations. Our goal is to at least maintain enrollment if growth is not possible. Since funding for FTES is calculated on a three-year average, it is important to set maintenance targets based on accurate enrollment patterns, which should be used to help us schedule courses and develop retention strategies. Drops due to elimination of basic skills courses will normalize after a year or two. He asked the committee to please take an active role in this matter so that we can capture as much enrollment as possible, and ensure students have the classes they need to graduate or transfer, and the resources and services to finish on time. We will all have to renew our efforts and become more student-completion focused to help students complete their educational plans – on time.

**Board Policy and Administrative Procedure 3570 – Smoking**

*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Mennella stated that in July 2018, the Chancellor’s Office provided model smoke-free campus guidelines, resolutions, and similar information for adoption by community college campuses. UC and CSU campuses are already tobacco free. The memorandum recognized the health detriments that result from smoking, including exposure to secondhand smoke, and stated that adopting a 100 percent smoke and tobacco free campus environment promotes health and wellness for all members of campus communities. Cerritos recently applied for a Department of Justice grant and was awarded \$75,000, which can be used to start a tobacco-free campus campaign. The proposed revisions to BP and AP 3570 Smoking reflect plans to implement a tobacco-free campus by June 2020.

The committee discussed feedback regarding the language stating that use of any form of tobacco, including electronic smoking devices, is prohibited on all District properties, grounds and buildings within the Cerritos Community College District, including parking lots and within personal vehicles on District property. There were concerns that the language may be too restrictive. There were also concerns regarding issuing monetary fines for violations. The committee discussed the importance of developing an infrastructure by gathering campus buy in, changing the social norm, and increasing campus awareness of this issue.

Dr. Mennella stated that she is scheduled to speak to Faculty Senate at its February 12 meeting, and will schedule a meeting with ASCC. There will be continued conversations to aid and develop the revised policy, and a follow-up review was scheduled for the March 25 Coordinating Committee meeting.

**Board Policy Review – Chapter 5**

*EMP Goal F: Enhancing Organizational Effectiveness*

The committee discussed and reached consensus to update the following documents, as attached.

- AP 5010 Admissions and Dual Enrollment
- 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 (NON-CCAP) Track
- AP 5040 Student Records, Directory Information, and Privacy
- AP 5050 Student Success and Support Program
- AP 5130 Financial Aid
- AP 5140 Disabled Student Programs and Services
- BP 5150 Extended Opportunity Programs and Services
- AP 5150 Extended Opportunity Programs and Services
- BP 5510 Off-Campus Activities and Organizations
- AP 5510 Off-Campus Activities and Organizations

**IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS**

Dr. Griffin stated that applications for the SanFACC Mentor Program are being accepted. Mentees will be paired with mentors from neighboring colleges already serving in an

administrative role. She also stated that the annual Tabor-Venitsky tournament is scheduled for February 15-17.

X. PRESIDENT'S REPORT

Dr. Fierro stated that the 2019 Spring President's Speaker Series features workshops focusing on the Eight Dimensions of Wellness, and will be co-hosted by Vince Vizcarra, Instructional Laboratory Assistant. He also stated that a press conference to announce the second year of free tuition through our Promise Program, Cerritos Complete, is scheduled for Tuesday, February 12 at 10:00 a.m. in the Fine Arts building. Executive Council has been discussing how to manage our enrollment by utilizing intentional retention strategies and by analyzing data trends. Dr. Fierro asked the committee for feedback and suggestions since many of them are the first point of contact for students.

ADJOURNMENT

Meeting adjourned at 2:55 p.m.

Coordinating Committee Feb 11, 2019

Sabbatical Committee Report

Educational Master Plan Goals aligned with Sabbatical Committee activities:

C – PROMOTING LEADERSHIP AND STAFF DEVELOPMENT

E – UPGRADING EDUCATIONAL INFRASTRUCTURE

1. Applications
  - a. Six faculty members requested leave for 2019-2020
  - b. One faculty withdrew application
  - c. Sabbatical committee processed and approved three to go forward
  - d. Divisions represented: Counseling, SEM, Fine Arts
  - e. All have requested one year leaves at 100% compensation
2. Committee process for applications
  - a. Members evaluate applications
  - b. Committee meets to discuss and coordinate feedback
  - c. Interviews held with each applicant to discuss feedback
  - d. Two revision cycles stipulated in the contract: first of two weeks, second if needed, for one week
3. Reports from Faculty on Leave 2017-2018
  - a. Four reports received:
    - i. Kimberley Duff
    - ii. Frank Gaik
    - iii. Lance Kayser
    - iv. Patty George
  - b. All have been read by committee and are in revision cycle
  - c. Reports tentatively scheduled for BOT meeting of Mar 6 – faculty to present
4. Four faculty currently out on sabbatical leave
  - a. Sheela Hoyle - Counseling
  - b. Tor Lacy - Geography
  - c. Julie Trager - Fine Arts
  - d. Kevin Taylor - Technology
5. Upcoming committee work cycle per contract stipulations
  - a. Call for Intent to Apply for Sabbatical Leave for School Year 2020-2021 will be done in April 2019
  - b. Orientation for potential applicants will be conducted after that
  - c. Intents will be collected prior to end of this semester
  - d. Applications will be due beginning of Fall semester 2019 then will be processed by the committee
  - e. Faculty returning in Fall of 2019 will submit reports before the end of the semester then will be processed by the committee
6. Use of Canvas for submission and committee work site
  - a. Application revisions
  - b. Report submission and revisions – reports can run to 100-200 pages
  - c. Has drastically reduced use of paper

**Student Services**

1 **AP 5010 ADMISSIONS AND CONCURRENT 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 ~~Dean of~~  
19 ~~Admissions, Records and Services~~, is capable of profiting from the instruction offered at  
20 the College may be admitted.

21 ~~Students who are 18 years of age without a high school diploma must meet the College’s~~  
22 ~~ability to benefit criteria, which may be satisfied by a passing score on the numerical,~~  
23 ~~reading, and/or writing exam.~~

24 **Residency**

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

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

31 **Nonresident** – a “nonresident” student is one who has not resided in the state for  
32 more than one year prior to the residency determination date and who has not

33 established legal residence or who is not eligible to establish California residency for  
34 tuition purposes.

### 35 **Admission of International Students**

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

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

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

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

56 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**

**Date Revised: May 7, 2012**

*(Replaces former Cerritos CCD Policy 4100)*

The committee agreed to the proposed changes on February 11, 2019.

**Student Services**

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

29 Cerritos College will admit N-CCAP ~~Jr & Sr~~ high school juniors and seniors for enrollment  
30 to the College who are eligible to participate based on the criteria established below.



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

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

39 Cerritos College will admit N-CCAP ~~Jr & Sr~~ high school juniors and seniors who meet the  
40 following conditions:

41

#### 42 **Academic Eligibility**

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

#### 56 **Limitations on Enrollment**

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

70 **Dual Enrollment, Non-CCAP Track Students Through the 10th Grade (N-CCAP K-**  
71 **10)**

72 Cerritos College will admit highly gifted elementary students and secondary students  
73 through the 10<sup>th</sup> grade level for enrollment to the College if they are eligible to participate  
74 based on the criteria below:

75 **Academic Eligibility**

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

88 **Limitations on Enrollment**

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

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

102 To be considered for admission as a Special Admit summer session student, the student  
103 must meet the eligibility standards as established in Education Code Sections 48800 and  
104 76001. Students will not be admitted unless they have availed themselves of all  
105 opportunities to enroll in equivalent courses at their schools of attendance.

106 Refer also to the **Academic Eligibility** sections for N-CCAP ~~Jr & Sr~~ and N-CCAP K-10  
107 students regarding summer sessions.

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

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

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

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

143 **Classes on High School Campuses**

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

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

152 **Additional Regulations**

153 To be considered for admission as a Special Admit part-time or full-time student, the  
154 student must meet the eligibility standards established in Education Code, Section  
155 48800.05. Special Admit part-time and full-time students are given low enrollment priority  
156 in accordance with AB 967, except for students attending a middle college high school if  
157 the student is seeking to enroll in a course that is required for the student’s middle college  
158 high school program.

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

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

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

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

180 The CCAP partnership agreement shall be filed with the Chancellor of the California  
181 Community Colleges and with the California State Department of Education before the  
182 start of the CCAP partnership, and shall:

- 183 • outline the terms of the CCAP partnership and shall include, but not necessarily  
184 be limited to, the total number of high school students to be served and the total  
185 number of full-time equivalent students projected to be claimed by the community  
186 college district for those students; the scope, nature, time, location, and listing of  
187 community college courses to be offered; and criteria to assess the ability of pupils  
188 to benefit from those courses.
- 189 • establish protocols for information sharing, in compliance with all applicable state  
190 and federal privacy laws, joint facilities use, and parental consent for high school  
191 pupils to enroll in community college courses.
- 192 • identify a point of contact for the participating community college district and school  
193 district partner.

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- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010, or any controlled substance offense as defined in Education Code Section 87011.
  - certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
  - certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
    - qualified high school teacher, for the purpose of this Administrative Procedure, means a high school teacher who meets the minimum qualifications to teach college courses that are offered through dual enrollment. The high school teacher will be considered according to established Cerritos College selection procedures and if selected, will become an adjunct faculty member of Cerritos College. The faculty member will abide and be covered by the faculty collective bargaining agreement and the policies and procedures of Cerritos College.
  - include a certification by the participating community college district of all of the following:
    - a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
    - a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
    - participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
  - certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
  - specify both of the following:
    - which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and,
    - which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
  - certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

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

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

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

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

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

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

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

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

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

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

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

282 The attendance of a high school pupil at a community college as a Special Admit part-  
283 time or full-time student pursuant to this section is authorized attendance for which the  
284 community college shall be credited or reimbursed pursuant to Education Code Section  
285 48802 or 76002, provided that no school district has received reimbursement for the same  
286 instructional activity.

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

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

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

303 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: June 11, 2007**

**Dates Revised: October 15, 2012; October 9, 2017**

*(Replaces former Cerritos CCD Policies 4102.1 and 4102.2)*

The committee agreed to the proposed changes on February 11, 2019.

**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 (<https://ouc-secure.cerritos.edu/admissions-and-records/secure/ferpa-quiz.htm>)  
43
  - 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

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**Date Approved: May 21, 2007**

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

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

The committee agreed to the proposed changes on February 11, 2019.

**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 • ~~be assessed~~ complete an assessment/placement process to determine  
14 appropriate course placement;
- 15 • complete orientation;
- 16 • participate in the development of the student educational plan no later than the first  
17 term;
- 18 • ~~complete a student educational plan no later than the term after which the student~~  
19 ~~completes 15 semester units of degree-applicable credit coursework;~~
- 20 • ~~diligently attend class and complete assigned coursework; and~~
- 21 • ~~complete courses and maintain progress toward an educational goal.~~

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

- 24 • orientation on a timely basis, information concerning campus procedures,  
25 academic expectations, financial assistance, and any other appropriate matters;
- 26 • assessment/placement, orientation, and counseling upon admission, which shall  
27 include, but not be limited to, all of the following:
- 28 ○ ~~administration~~ completion of assessment/placement instruments to  
29 determine student competency in computational and language skills;
- 30 ○ assistance to students in the identification of aptitudes, interests, and  
31 educational objectives, including, but not limited to, associate of arts  
32 degrees, transfer for baccalaureate degrees, and career and technical  
33 certificates and licenses;
- 34 ○ evaluation of student study and learning skills;
- 35 ○ referral to specialized support services as needed, including, but not limited  
36 to, federal, state, and local financial assistance; health services; mental

37 health services; campus employment placement services; Extended  
38 Opportunity Programs and Services; campus child care services; programs  
39 that teach English as a second language; and services for students with  
40 disabilities;  
41 ○ advisement concerning course selection; and  
42 ○ follow-up services, and required advisement or counseling for students who  
43 are enrolled in remedial courses, who have not declared an educational  
44 objective as required, or who are on academic probation.

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

47 **Cerritos AOC: Mandatory Assessment/Placement, Orientation, and Counseling**  
48 English, math, and ESL reading assessment/placement; new student orientation; and  
49 counseling are highly recommended for all students and mandatory for first-time college  
50 students who wish to enroll in their first term, subject to established exemption criteria.

#### 51 *Cerritos AOC Exemption Criteria*

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

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

63 Students may be exempt from the assessment/placement component of *Cerritos AOC* if  
64 they have completed college coursework in English or ESL, or mathematics, ~~and~~  
65 ~~reading~~ with a grade of "C" or the equivalent, or better.

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

#### 67 **Challenges, Appeals, and Violations of Matriculation Regulations**

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

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

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

77 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**

**Dates Revised: June 18, 2008; May 9, 2011**

The committee agreed to the proposed changes on February 11, 2019.

**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, ~~or have been home-schooled at the~~  
22 ~~secondary level~~  
23 • ~~Make~~ **Maintain** satisfactory academic progress  
24 • Meet enrollment status requirements  
25 • Have resolved any drug conviction issue  
26 • Be a **U.S.** citizen or eligible non-citizen  
27 • Have resolved any default on a FSA loan or overpayment  
28 • Have a valid social security number  
29 • Males ages 18-25 must register with the Selective Service System or meet  
30 exemption requirements  
31 • Resolve any conflicting information  
32 • **Submit all required documentation that may be requested by the Financial Aid**  
33 **Office**

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

## 35 **Application Process**

### 36 Step 1 – Apply

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

### 42 Step 2 – Submit Forms

- 43 • ~~Read Missing Information Letter or View To Do List~~ on MyCerritos or read missing
- 44 information letter, which lists required documents to complete student file
- 45 • Download required forms from [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid)
- 46 • Submit the required forms to the Financial Aid Office in person, by mail, e-mail, fax,
- 47 or drop-box

### 48 Step 3 – ~~Review Award Letter~~ View Awards

- 49 • Review award ~~letter~~ notification on the MyCerritos Message Center
- 50 • ~~or~~ View awards on MyCerritos at <http://my.cerritos.edu/>
- 51 • Meet Satisfactory Academic Progress (SAP) standards to receive awards

### 52 Step 4 – Receive Financial Aid Disbursement

- 53 • ~~Receive and activate Cerritos Falcon Card at [www.cerritosfalconcard.com](http://www.cerritosfalconcard.com)~~ refund
- 54 selection kit and select refund choice online at [www.refundselection.com](http://www.refundselection.com) using the
- 55 personal access code
- 56 • The Financial Aid Office will disburse grants, scholarships, and/or loans
- 57 • View account activity online at MyCerritos for refund status

## 58 **Important Dates**

- 59 • **January** October 1 – FAFSA and California Dream Act Application becomes
- 60 available for upcoming award year. Submit financial aid application online
- 61 at [www.fafsa.gov](http://www.fafsa.gov).
- 62 • **March 2** – Cal Grant application deadline. Submit both FAFSA or California
- 63 Dream Act Application and GPA Verification forms.
- 64 • **March through April** – ~~Respond to Missing Information Letter (MIL) or View To~~
- 65 ~~Do's on MyCerritos.~~ Submit all required documentation to the Financial Aid Office.
- 66 • **July** – Financial Aid Office ~~begins mailing~~ sends award notification letters to
- 67 students via MyCerritos Message Center.

## 68 **Federal Programs**

- 69 • **Federal Pell Grants** are awarded to eligible undergraduate students. The amount
- 70 of money awarded is based upon a student's Expected Family Contribution (EFC),
- 71 the number of units enrolled, and the cost of attendance.
  
- 72 • **Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded to
- 73 eligible undergraduate students with exceptional financial need. It is awarded on



74 a “first-come, first-served” basis and is dependent upon funds available. Students  
75 must have a zero EFC and be enrolled in at least six units to receive funds.

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

82 • **William D. Ford Federal Direct Subsidized and Unsubsidized Loans** must be  
83 repaid. Students must complete a FAFSA first. Once a student receives a financial  
84 aid award **notification** letter, the student may apply for a student loan  
85 at [www.cerritos.edu/financial-aid/programs/loans.htm](http://www.cerritos.edu/financial-aid/programs/loans.htm) <http://www.cerritos.edu/financial-aid/programs/loans.htm>. The amount of loans range from \$3,500 to \$10,500 per  
86 academic year. Loan amounts will be determined at the time the Financial Aid  
87 Office certifies a loan application.  
88

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

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

## 97 State Programs

98 • ~~Board of Governors Fee Waiver (BOGFW)~~ **California College Promise Grant**  
99 is a program that provides assistance to cover community college enrollment fees.  
100 To be eligible, a student must be a California resident **or eligible AB 540 / AB 2000**  
101 **/ SB 68, AB1899, and/or a California resident homeless youth** and must qualify  
102 under one of the following conditions:

- 103 1. Student or parent must currently be receiving Temporary Assistance for Needy  
104 Families (TANF), CalWORKs, Supplemental Security Income (SSI), State  
105 Supplemental Program (SSP), or General Assistance (GA). Documentation is  
106 required.
- 107 2. Student must meet income standards based on family size. Documentation  
108 may be required.
- 109 3. Student must have applied for FAFSA and demonstrate financial need.
- 110 4. **Student must qualify for one of the special classifications.**

111 • **The Cal Grant Program** is a state-funded educational opportunity program to  
112 assist students in paying for a college education. There are entitlement awards as  
113 well as competitive awards. Application deadlines are in early March and

114 September for community college students. [Types of Cal Grants can be found](http://www.csac.ca.gov)  
115 [at www.csac.ca.gov](http://www.csac.ca.gov) or [www.calgrants.org](http://www.calgrants.org).

116 All basic Cal Grant eligibility requirements are as follows:

- 117 1. be a California resident [or AB 540 / AB 2000 / SB 68](#);
- 118 2. be a U.S. citizen or eligible non-citizen;
- 119 3. meet U.S. Selective Service requirements;
- 120 4. attend a qualifying California postsecondary institution;
- 121 5. be enrolled at least half-time;
- 122 6. maintain satisfactory academic progress as defined at the school of
- 123 attendance;
- 124 7. have family income and assets below the established ceilings;
- 125 8. not be in default on any student loan;
- 126 9. not owe any federal or state grant refund; and
- 127 10. not have a bachelor's or professional degree before receiving a Cal Grant
- 128 (except for extended Cal Grant A or B awards for a teaching credential
- 129 program).

130 ~~● **Cal Grant B Entitlement Awards** are for every graduating high school senior who~~  
131 ~~has at least a 2.0 GPA, meets all the Cal Grant requirements, and applies by March~~  
132 ~~2 within one year of graduating or receiving their GED. This Entitlement Award~~  
133 ~~provides up to \$1,551 for books and living expenses for the first year. Beginning~~  
134 ~~with the second year of Cal Grant B benefits, this award also helps pay for tuition~~  
135 ~~and fees at public or private four-year colleges or other qualifying institutions.~~

136 ~~● **Cal Grant B Competitive Awards** are for students who are not eligible for the~~  
137 ~~Entitlement Awards. Awards are for students who have at least a 2.0 GPA, meet~~  
138 ~~all the Cal Grant requirements, and apply by either the March 2 or September 2~~  
139 ~~deadline. The award provides up to \$1,551 for books and living expenses for the~~  
140 ~~first year. Beginning with the second year of Cal Grant B benefits, this award also~~  
141 ~~helps pay for tuition and fees at public or private four-year colleges or other~~  
142 ~~qualifying institutions.~~

143 ~~● **Cal Grant C Awards** are available to assist students with tuition, fees, and training~~  
144 ~~costs for occupational or vocational programs. The \$576 Cal Grant C award~~  
145 ~~provides for books, tools, and equipment. To qualify for Cal Grant C awards,~~  
146 ~~students must meet basic eligibility requirements and be enrolled in a vocational~~  
147 ~~program that is at least four months in length. For more information, visit the~~  
148 ~~California Student Aid Commission website at [www.csac.ca.gov](http://www.csac.ca.gov).~~

149 ● [Student Success Completion Grant](#) is a state grant awarded to Cal Grant  
150 [students who take 12 units or more units per semester and have financial need.](#)  
151 [This grant provides an incentive to encourage students to complete their](#)  
152 [educational goal sooner by taking 15 units or more. Students who enroll in 15](#)  
153 [units or more will receive an increased award amount.](#)

154 • **Extended Opportunity Program and Services (EOPS)** is a state-funded  
155 program to provide educationally and economically disadvantaged students  
156 assistance, including grants, EOPS nomination waivers, admission waivers to UCs  
157 and CSUs, and transfer assistance. Moreover, the EOPS Program provides a  
158 number of retention programs such as Supplemental Instruction (SI), learning  
159 communities in the Achievement in Mathematics (AIM) program, and Summer  
160 Bridge program. All three programs involve social and academic integration  
161 activities for students outside of the classroom. Courses in these programs are  
162 taught by a faculty member and faculty counselor.

163 Admission into the EOPS Program requires that a student meet either ~~BOGG~~  
164 [California College Promise Grant](#) A or B standards, complete a FAFSA or  
165 [California Dream Act Application](#), enroll in 12 units, meet with an EOPS counselor  
166 three times during each semester, and have earned less than 70 degree applicable  
167 units from all colleges/universities attended.

168 • **CARE Grants** are available to students who are current recipients of TANF, in  
169 CalWORKs, single, head of household, have at least one child under the age of  
170 14, enrolled in 12 units or more, and have been admitted into the EOPS Program.  
171 Students wishing to enter the program must attend a Mini-Conference/Orientation  
172 and workshops and may be eligible for a grant and/or service.

### 173 **Scholarships**

174 Scholarships do not have to be repaid. The Financial Aid Office is the steward of a  
175 number of scholarships that may or may not require financial need. Applications are  
176 available in the Financial Aid Office. For information on scholarships,  
177 visit [www.cerritos.edu/finaid/scholarship.htm](http://www.cerritos.edu/finaid/scholarship.htm) .

### 178 **Concurrent Enrollment**

179 Students are only eligible to receive financial aid at one college and/or university each  
180 enrollment period, with the exception of scholarships and the ~~Board of Governors Fee~~  
181 ~~Waiver~~ [California College Promise Grant](#). Students attending more than one college  
182 and/or university at the same time should check with each institution regarding its rules  
183 about scholarship eligibility. If a student receives financial aid from more than one college  
184 or university during the same enrollment period, they may be ineligible to receive funds  
185 and may be required to pay back the money to at least one of the institutions, and may  
186 be assigned to the Department of Education for collections.

### 187 **Disbursements**

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

191 For students enrolled in courses which are less than 18 weeks in length during the fall or  
192 spring semester(s), units will be counted toward the total units for the entire semester.  
193 Financial Aid disbursements will first be applied to cover any mandatory charges on the

194 student's account and the remaining balance will be refunded to the student via electronic  
195 disbursement.

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

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

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

207 ~~Disbursements are refunded electronically on the Cerritos Falcon Card. Students must~~  
208 ~~activate their card and select a refund preference at [www.cerritosfalconcard.com](http://www.cerritosfalconcard.com). The~~  
209 ~~refund preferences are as follows:~~

- 210 1. ~~Easy Refund, in which the disbursement will be made directly to the Cerritos~~  
211 ~~Falcon Card; or~~
- 212 2. ~~ACH, in which a direct deposit is made to the student's existing bank account. The~~  
213 ~~ACH option takes 2-3 additional business days.~~

214 ~~Students may be required to provide proof of their identity to Higher One banks. Higher~~  
215 ~~One may request a copy of any government issued photo identification. Students need~~  
216 ~~to keep their card as long as they are a student at Cerritos College.~~

217 Students awarded financial aid will be sent a refund selection kit. They will go  
218 to [www.refundselection.com](http://www.refundselection.com) to choose their refund choice. Students can have an  
219 electronic deposit go to their own bank account or choose a BankMobile Vibe account.  
220 Students are sent an e-mail notification when their refund is processed and disbursed.

## 221 **Pell Grant Adjustments**

222 The Financial Aid Office will check student enrollment status on the census date for each  
223 semester. A Pell Grant adjustment may be made based on a student's enrollment status  
224 at that time. If a student's enrollment status (full-time, three-quarter time, half-time, less  
225 than half-time) has increased, it may result in an increase to the Pell Grant award. If a  
226 student is due an additional Pell Grant, the grant will be disbursed to his/her  
227 account. If a student's enrollment status has decreased, the student may owe a  
228 repayment of Pell Grant funds. Classes added after the census date will not be funded,  
229 including late start classes. Students can view the census date for each term on the  
230 Financial Aid Office's disbursement schedule page at [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid).

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

232 Incompletes, no pass courses, courses noted as excluded, repeated courses, and  
233 withdrawals are counted as attempted units in calculating the pace of progress. Courses  
234 noted as excluded on the transcripts are not counted for purposes of the cumulative GPA.  
235 Grades removed through academic renewal are still counted for pace of progress and  
236 GPA requirements. Transfer credits are counted as attempted units and completed units  
237 toward the 150% maximum time frame.

238 **Return of Title IV Funds**

239 Students who withdraw from all courses (~~drop to 0 units~~) before completion of 60%  
240 (~~approximately the 11th week~~) of any semester, or fail to receive at least one passing  
241 grade within the semester, will be required to repay all or some of the following:

- 242 • Federal financial aid including Pell Grant, Supplemental Education Opportunity  
243 Grant (SEOG), and/or Loans.
- 244 • All registration fees (per unit fee, student identification fee, student health fee, lab  
245 fees) for each of the classes the student was enrolled in, even if those fees were  
246 covered by the ~~Board of Governors Fee Waiver~~ [California College Promise Grant](#).

247 Students who fail to attend the first class meeting, or are reported as a “no show” by the  
248 instructor(s), will be required to repay all financial aid received. Students will also be  
249 responsible for repaying the entire amount of the registration fees (per unit fee, student  
250 identification fee, student health fee, lab fees) for all of the units in which the student was  
251 enrolled, even if those fees were covered by the ~~Board of Governors Fee Waiver~~ program  
252 [California College Promise Grant](#). Students’ academic records will be placed on “hold”  
253 status until repayment is made. In the event students are required to repay financial aid  
254 funds, the Financial Aid Office will notify the student in writing of the amount they owe.  
255 Failure to pay will result in being referred to collections.

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

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

- 261 • Grade Point Average (GPA) Requirement (Qualitative)  
262 Students are required to maintain at least a 2.0 cumulative GPA. The GPA  
263 standard is used at all times in the determination of financial aid eligibility, even if  
264 students do not receive financial aid.
- 265 • Unit Completion Requirement – Pace of Progress (Quantitative)  
266 Students are required to complete 70% of the units in which they have attempted.  
267 The cumulative units completed will be divided by the cumulative units attempted  
268 to calculate the pace of progress. All units are considered in this calculation. Units  
269 for which a grade of W, I, NP, NC, and/or F was received are considered as units  
270 attempted, but not completed. [Military withdrawals \(MW\) will not be counted.](#)
- 271 • Maximum Time Frame Requirement (Quantitative)

272 Students must complete their educational program within a maximum time frame  
273 of 150% of the published program's required units. For example, associate in arts  
274 degree and transfer programs generally require 60 units. Therefore, 150% of the  
275 required units for those programs would be 90 units.

276 Students will be required to meet with a counselor and create an educational plan  
277 based on their educational program once the student attempts the following:  
278 ○ 60 units (excluding remedial and ESL units) for associate in arts degree or  
279 transfer programs  
280 ○ 30 units (excluding remedial and ESL units) for a certificate program

281 ~~Students must submit their educational plan to the Financial Aid Office for review.~~  
282 ~~The Financial Aid Office will notify students regarding their eligibility for financial~~  
283 ~~aid.~~

284 If at any point in time it is determined that the student cannot complete his/her  
285 educational program within the 150% time frame, the student will be immediately  
286 disqualified from financial aid (with the exception of the ~~Board of Governors Fee~~  
287 ~~Waiver~~ California College Promise Grant). It is the student's responsibility to read  
288 and understand the Financial Aid Satisfactory Academic Progress (SAP)  
289 Standards.

290 ● Warning  
291 Students will be placed on warning status after a semester if they have not met the  
292 unit completion requirement and/or the 2.0 GPA requirement. If placed on financial  
293 aid warning status, students may remain eligible for financial aid. Students will  
294 receive a ~~letter notifying them~~ notification of their status on MyCerritos Message  
295 Center and how to avoid ~~termination~~ disqualification.

296 ● Termination Disqualification  
297 Students will be placed on ~~termination~~ disqualification status after ~~remaining a~~  
298 semester on warning status ~~for a semester and~~ if they still have not met the unit  
299 completion requirement and/or the 2.0 GPA requirement. If placed on ~~termination~~  
300 disqualification status, students will no longer be eligible to receive financial aid,  
301 with the exception of the ~~Board of Governors Fee Waiver~~ California College  
302 Promise Grant.

303 ● Reestablishing Eligibility  
304 Students may reestablish their eligibility by meeting the 2.0 cumulative Grade Point  
305 Average (GPA) requirement (Qualitative) and 67% Unit Completion requirement –  
306 Pace of Progress (Quantitative) standards.

### 307 SAP Appeals Process

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

310 ● A statement explaining in detail your situation and reason(s) for not meeting the  
311 SAP standards with supporting documentation.



- 312 • A statement explaining what has changed in your situation and how you plan to  
313 improve your progress to meet the SAP standards.  
314 • Proof of completion of the 2 GetSAP counseling sessions: 1.) Impact of SAP and  
315 2.) SAP Appeal Process. Sessions can be completed at [cerritos.get-](http://cerritos.get-counseling.com)  
316 [counseling.com](http://cerritos.get-counseling.com). If you completed the videos in the prior year, you do not need to  
317 complete them again.

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

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

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

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

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

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

330 The Financial Aid Office's Policies and Procedures Manual contains the most recent  
331 information regarding financial aid. This document is reviewed and updated periodically.  
332 The Financial Aid website, at ~~[www.cerritos.edu/finaid/](http://www.cerritos.edu/finaid/)~~ the current Cerritos College  
333 Catalog, and Class Schedule also include additional information describing financial aid  
334 procedures and the Financial Aid Office includes key financial aid information in the  
335 current Cerritos College Catalog and Class Schedule including resources, services,  
336 processes, and procedures.

### 337 **Misrepresentation**

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

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

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

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

352 **Loss of Eligibility for ~~BOG Fee Waiver~~ California College Promise Grant**  
353 A student shall become ineligible for a ~~Board of Governors (BOG) Fee Waiver~~ California  
354 College Promise Grant if the student is placed on academic or progress probation, or any  
355 combination thereof, for two consecutive primary terms. Loss of eligibility shall become  
356 effective at the first registration opportunity after such determination is made.

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

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

368 The District shall establish written procedures by which a student may appeal the loss of  
369 a ~~BOG Fee Waiver~~ California College Promise Grant due to extenuating circumstances,  
370 or when a student with a disability applied for, but did not receive, a reasonable  
371 accommodation in a timely manner. Extenuating circumstances are verified cases of  
372 accidents, illnesses, or other circumstances that might include documented changes in  
373 the student's economic situation or evidence that the student was unable to obtain  
374 essential student support services. Extenuating circumstances also includes special  
375 consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and  
376 DSPS student status.

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

380 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**

**Dates Revised: May 7, 2012; November 18, 2013; May 9, 2016**

*(Replaces former Cerritos CCD Policies 4703.1 and 4703.2)*

The committee agreed to the proposed changes on February 11, 2019.



**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 ~~the disabled~~  
8 ~~and is designated the 504/ADA Coordinator in concert with the Vice President of Human~~  
9 ~~Resources or designee~~ students with disabilities.

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

**14 Regulations and Procedures**

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

**19 Student Rights and Responsibilities**

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

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

### 35 **Delivery of DSPS Services**

36 DSPS Services will be delivered available to but not limited to: (1) physically disabled  
37 students including those with mobility, orthopedic, visual, and other health impairments;  
38 (2) communicatively disabled students including those with speech and language and  
39 hearing impairments; (3) learning disabled students including those who are  
40 developmentally delayed and acquired brain injured; (4) psychologically disabled  
41 students; and (5) those students not identified in (1) – (4) who are defined as disabled by  
42 statute. students with the following disabilities: physical disability, deaf and hard of  
43 hearing, blind and low vision, learning disability, acquired brain injury (ABI), Attention  
44 Deficit Hyperactivity Disorder (ADHD), Intellectual Disability, Autism Spectrum, mental  
45 health disability, and other health conditions and disabilities.

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

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

67 ~~Special instruction~~ Educational assistance classes may be made available to address the  
68 educational limitations of students with disabilities who would be unable to benefit from  
69 regular college classes even with appropriate ~~support services and~~  
70 accommodations academic adjustments, auxiliary aids, and services. Staff providing  
71 such instruction shall meet appropriate state minimum qualification requirements.

### 72 **Special Class Repeatability**

73 ~~Special instruction may be made available to address the educational limitations of~~  
74 ~~students with disabilities who would be unable to benefit from regular college classes~~  
75 ~~even with appropriate support services and accommodations. Students may repeat~~  
76 ~~DSPS Special Classes for a limited number of times under the following conditions:~~

- 77 1. ~~When the continuing success of the student in other general and/or special classes~~  
78 ~~is dependent on additional repetitions of a specific class.~~  
79 2. ~~When additional repetitions of a special class are essential to completing a~~  
80 ~~student's preparation for enrollment into regular or special classes.~~  
81 3. ~~When the student has an academic accommodation plan which involves a goal~~  
82 ~~other than completion of a special class in question and repetition of the course~~  
83 ~~will further the achievement of that goal.~~

84 ~~Staff providing such instruction shall meet appropriate state minimum qualification~~  
85 ~~requirements.~~

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

87 The District maintains a policy and procedure for responding, in a timely manner, to  
88 accommodation requests from students with disabilities involving academic adjustments,  
89 auxiliary aids, and services. This procedure provides for an individualized review of each  
90 request. For reasonable accommodations in the academic environment to be  
91 implemented, the student must request such accommodation from a DSPS professional  
92 in a timely manner. The procedure permits the ~~Section 504 Coordinator~~ [504/508/ADA](#)  
93 [Coordinator](#) to make an interim decision pending a final resolution.

### 94 **DSPS Program Plan**

95 The District maintains a plan for the provision of programs and services to students with  
96 disabilities designed to assure that they have equality of access to District classes and  
97 programs. The Program Plan will define the long-range goals and short-term measurable  
98 objectives for the program and activities to accomplish the goals.

### 99 **DSPS Staffing**

100 The Dean of Disabled Student Programs and Services shall be responsible for the day-  
101 to-day operation of DSPS and meet the minimum qualifications established in Section  
102 56048. All persons employed in DSPS as counselors or instructors of students with  
103 disabilities shall meet the minimum qualifications Section 53414 of Title 5.

### 104 **DSPS Advisory Committee**

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

109 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**

**Dates Revised: September 24, 2012; December 2, 2013**

*(Replaces former Cerritos CCD Policy 4600)*

**The committee agreed to the proposed changes on February 11, 2019.**

**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 ~~language, social,~~ educational and  
8 economic disadvantages to succeed academically in the College. The services may  
9 include, but are not limited to, priority registration, outreach, recruitment, orientation,  
10 assessment, tutorial services, counseling and advising, book vouchers, transportation  
11 support, and financial assistance.

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

15 Office of Primary Responsibility: Vice President, Student Services

16 Also see AP 5150 titled Extended Opportunity Programs and Services

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

**The committee agreed to the proposed changes on February 11, 2019.**

**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 ~~The EOPS Programs will include but not be limited to the EOPS Summer Bridge Program,~~  
62 ~~college orientation, academic or vocational counseling, registration assistance, EOPS or~~  
63 ~~care grants, and workshops on college survival skills.~~

64 ~~Two EOPS retention and persistence programs have been developed that recognize the~~  
65 ~~importance of integrating the student into the social and academic domains of the college:~~  
66 ~~the EOPS mentor program and the EOPS supplemental instruction (SI) program. These~~  
67 ~~two programs stress the importance of students, faculty, and a counselor interacting~~  
68 ~~outside of the classroom.~~

69 ~~Several EOPS retention and persistence programs have been developed that recognize~~  
70 ~~the importance of integrating the student into the social and academic domains of the~~  
71 ~~college: the EOPS Mentor Program, the EOPS Summer Bridge Program, the EOPS~~  
72 ~~Supplemental Instruction (SI) Program, and the Achievement in Math (AIM) Program.~~

73 ~~These programs stress the importance of students, faculty, and a counselor interacting~~  
74 ~~outside of the classroom.~~

75 EOPS Programs recognize the importance of integrating the student into the social and  
76 academic domains of the college.

77 The Cooperative Agencies Resources for Education (CARE) Program is part of EOPS.  
78 CARE offers additional services to disadvantaged, single, and head of household  
79 students receiving public assistance by coordinating with local social service agencies  
80 and providing career employment services and childcare assistance. Some of the  
81 services that are available to CARE students that are in addition to what they receive as  
82 EOPS students are: specialized workshops, community referrals, personal counseling,  
83 car repair services and gas cards, meal vouchers, child care study time grants, and school  
84 supplies above what is given for EOPS students. ~~book vouchers, workshops, personal~~  
85 ~~counseling, car repair services and bus tokens.~~ In addition, ~~CARE students receive meal~~  
86 ~~tickets, school supplies and community referrals.~~ During the participation in the CARE  
87 programs students are given the opportunity to take on leadership roles by participating  
88 in the Mentor Program and S.P.I.C.E (Single Parents) Club.

89 EOPS offers an array of services to increase student retention and to support completion  
90 of students' educational goals. Support services may include, but are not limited to,  
91 priority registration assistance, ~~book vouchers,~~ academic, career, and personal  
92 counseling, peer advising, tutoring, workshops and special events, counseling and  
93 ~~Guidance (CG) courses,~~ learning community classes, transfer assistance, book grants,  
94 school supplies, bus tokens/transportation assistance, university application fee waivers,  
95 and financial assistance.

96 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**

*(Replaces former Cerritos CCD Policies 4702.1 and 4702.2)*

**The committee agreed to the proposed changes on February 11, 2019.**

**Student 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, Student Business Services**

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**Date Adopted: June 13, 2012**

**The committee agreed to the proposed changes on February 11, 2019.**



**Student 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, Student Business Services

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**Date Approved: June 13, 2012**

**The committee agreed to the proposed changes on February 11, 2019.**