



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
August 25, 2023
3:00 pm-4:30 pm Pacific Time

Meeting date was
changed from
August 21 due to
storm closure.

MEETING AGENDA

Policies & Procedures Advisory Committee (PPAC)
Monday, August 25, 2022, 3:00 p.m.
Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

I. **Welcome & Introductions**

Kristina Hannon and Jose Torres, Co-Chairs

II. **Approval of Minutes**

- A. Confirmation of Quorum
- B. May 8, 2023

III. **PPAC Orientation & Review**

- A. PPAC Annual Orientation
- B. 2023-08-21 Annual Review List
- C. Recommendations, Tracking, and Teams
- D. Level 1 Review (Carryover from 2022-23)
 - 1. 2210 Officers
 - 2. 2725 Board Member Compensation
- E. Level 3 Review - Initial AS Review
 - 1. 5050 Student Success and Support Program
 - 2. 5070 Attendance Accounting
 - 3. 5700 Intercollegiate Athletics
- F. Level 3 Review - Second AS Review
 - 1. 4010 Academic Calendar
 - 2. 5013 Students in the Military

IV. **Future Topics**

Any PPAC Member requests for the next agenda?

V. **Next Meeting Date & Adjournment**

The next meeting is scheduled for Monday, September 11, 2022, at 3 p.m.



Policies & Procedures Advisory Committee Meeting Minutes – May 8, 2023, 3:00 p.m.

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

I. Welcome & Introductions

As proxy for Kristina Hannon, Nohemy Ornelas opened the meeting at approximately 3:05 p.m. Also serving as proxies were Mike Strong for Keith Wurtz and Ernest Guillen for Cassie Thomas.

II. Committee Self-Evaluations

Committee members were asked to take the PPAC self-evaluation survey.

III. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from April 10, 2023

Carmen Rodriguez made a motion to approve the minutes from April 10, which Ryan Bartlett seconded. The motion passed by a majority vote with Nohemy and Mike abstaining.

IV. Approval of Chapter Recommendations for Review

No new items were presented.

V. Review of Constituent Feedback

A. Level 3 | Extensive Review (Round 1 of 2)

No feedback was received through Microsoft Teams.

- 4010 Academic Calendar (10+1)

Committee members discussed the change from 170 to 175 days. It was confirmed that “175 scheduled days of instruction and evaluation” is a legal requirement and is also the number of days reflected in the CTA bargaining agreement. The term “evaluation” refers to evaluation of students, not faculty.

- 5013 Students in the Military (10+1)

There was no discussion of this item.

I. BOT Approval Status

A. First Read

- 3310 Public Records
- 6535 Use of District Equipment
- 6540 Insurance

May 8, 2023 Meeting Minutes

B. Second Read & Final Approval

- 4020 Program Curriculum & Course Development
- 5035 Withholding of Student Records

Members viewed the list of items scheduled for the May 11 Board. There were no comments.

II. Future Topics

A. Annual Review List

Items remaining on the review list will be carried over to the following year.

III. Next Meeting Date & Adjournment

The meeting adjourned at approximately 3:24 p.m. Committee members chose to move the first meeting of next year to August 21 at 3 p.m., since the 2nd Monday falls on the first day of the semester.

QUORUM: Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

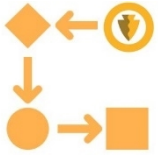
- | | |
|------------|--|
| <u>yes</u> | 1) 50% + one of appointed voting members (not 50% of members plus vacancies). |
| <u>yes</u> | 2) One faculty member from each campus |
| <u>yes</u> | 3) Two persons from each site (CHC, SBVC, DSO) |
| <u>yes</u> | 4) Three of four constituent groups represented (faculty, classified, student, management) |

1	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	<i>present</i>
2	CSEA (appointed by CSEA President)	Ernest Guillen (Proxy)	<i>present</i>
3	Management Association	Christopher Crew	<i>present</i>
4	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
5	ASG President or designee, SBVC	Dyami and Nelva Ruiz-Martinez	<i>present</i>
6	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
7	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>absent</i>
8	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Faculty, CHC (appointed by Academic Senate President)	Meridyth McLaren/Natalie Lopez	<i>present</i>
11	Management, CHC (appointed by college president)	Mike Strong (Proxy)	<i>present</i>
12	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
13	Vice Chancellor, Human Resources & Police Services	Nohemy Ornelas (Proxy)	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	<i>present</i>
15	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>
16	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
17	Police Officer's Association	<i>Vacant</i>	<i>n/a</i>
18	Black Faculty & Staff Association	Stephanie Lewis	<i>present</i>

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

Policies & Procedures Advisory Committee

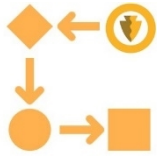
August 25, 2023



Meetings

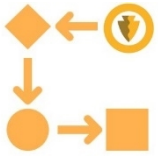
2nd Monday, 3 p.m. via Zoom, Non-Brown Act

- Honor agenda and be prepared to participate
- Keep discussions focused on the issues
- Encourage full and open participation
- Welcome and solicit diverse opinions and viewpoints
- Practice active listening skills



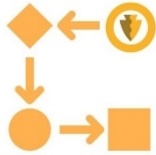
Representation

- Maintain focus based on SBCCCD strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting information completely and not selectively withholding information.
- Communicate a clear understanding of the issues and any PPAC recommendations to your constituency.
- Solicit input from and disseminate information to your constituency group.
- Ensure that interactions within and outside meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

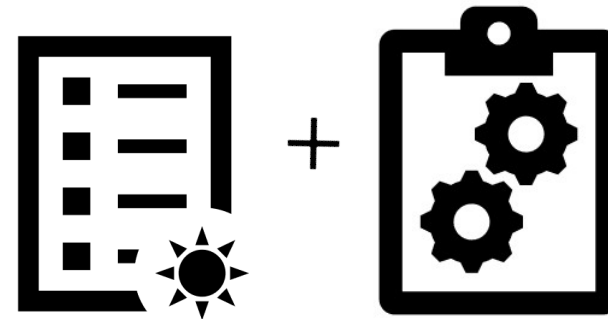


Quorum

- 50%+1 of appointed voting members (not 50% of appointed members plus vacancies), **and**
- Two members from each site (CHC, SBVC, and DSO members), **and**
- One faculty member from each site (CHC and SBVC), **and**
- Three out of the four Constituent Groups represented (students, classified, faculty, management).



PPAC members are charged with updating, creating, developing, and systematically reviewing **Board Policies** and **Administrative Procedures**.





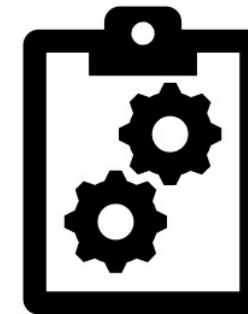
Board Policies (BPs)

- Authorized by law or determined to be necessary for efficient operation
- Require BOT approval

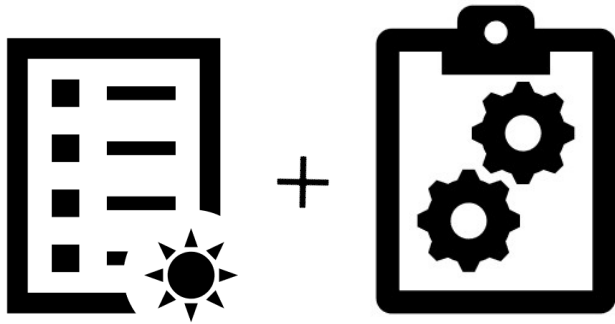


Administrative Procedures (APs)

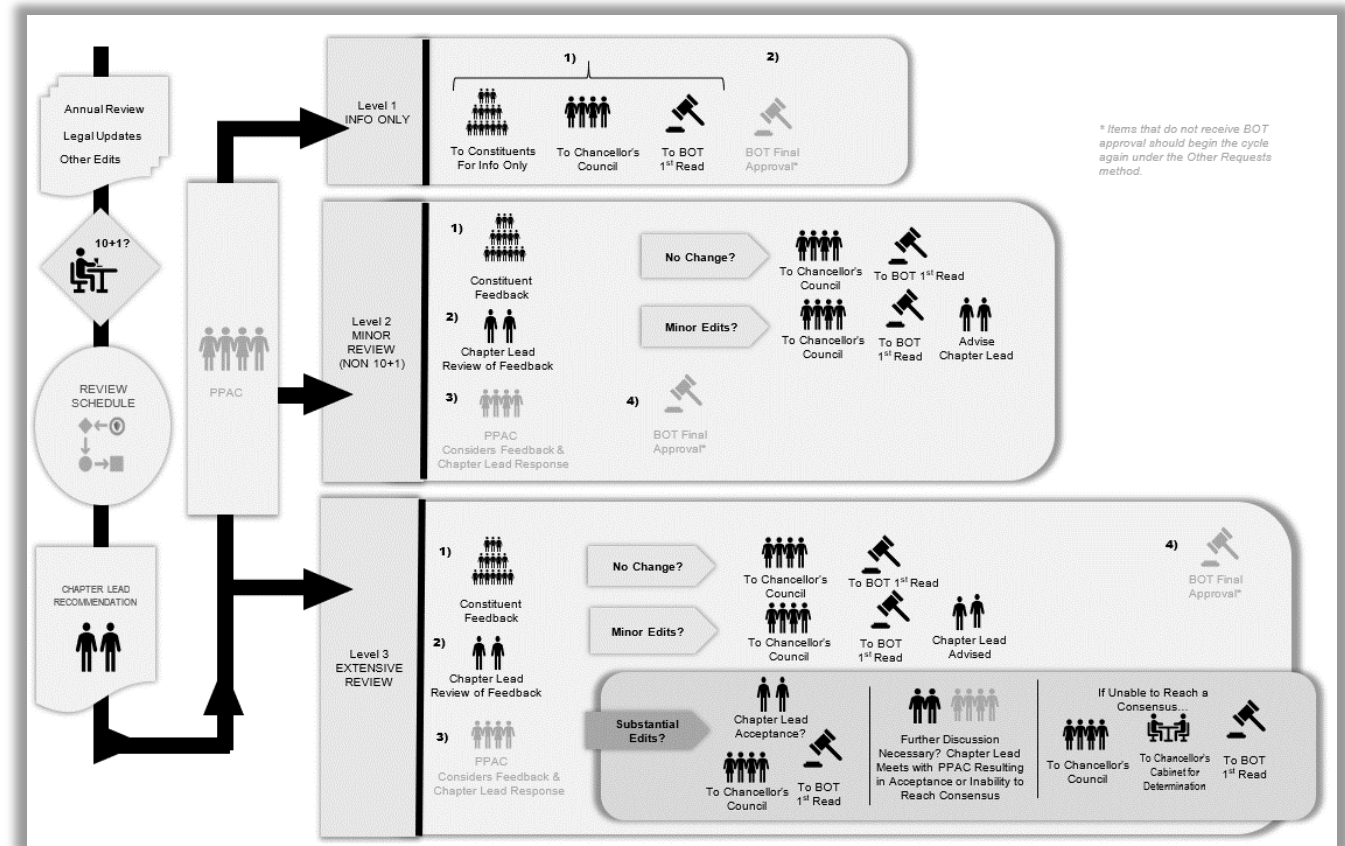
- Methods used to implement BPs
- Consistent with the intent of BPs
- Presented to the BOT for information



SBCCCD Policies & Procedures (P&Ps)

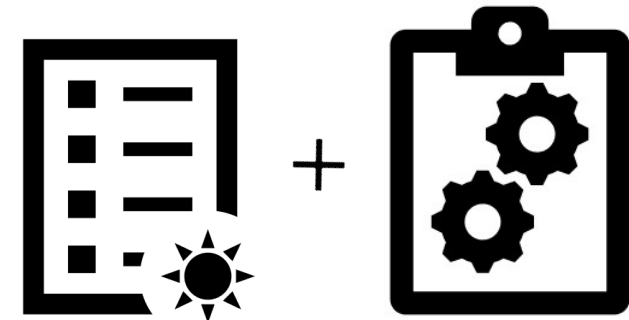


Governed by P&P 2410

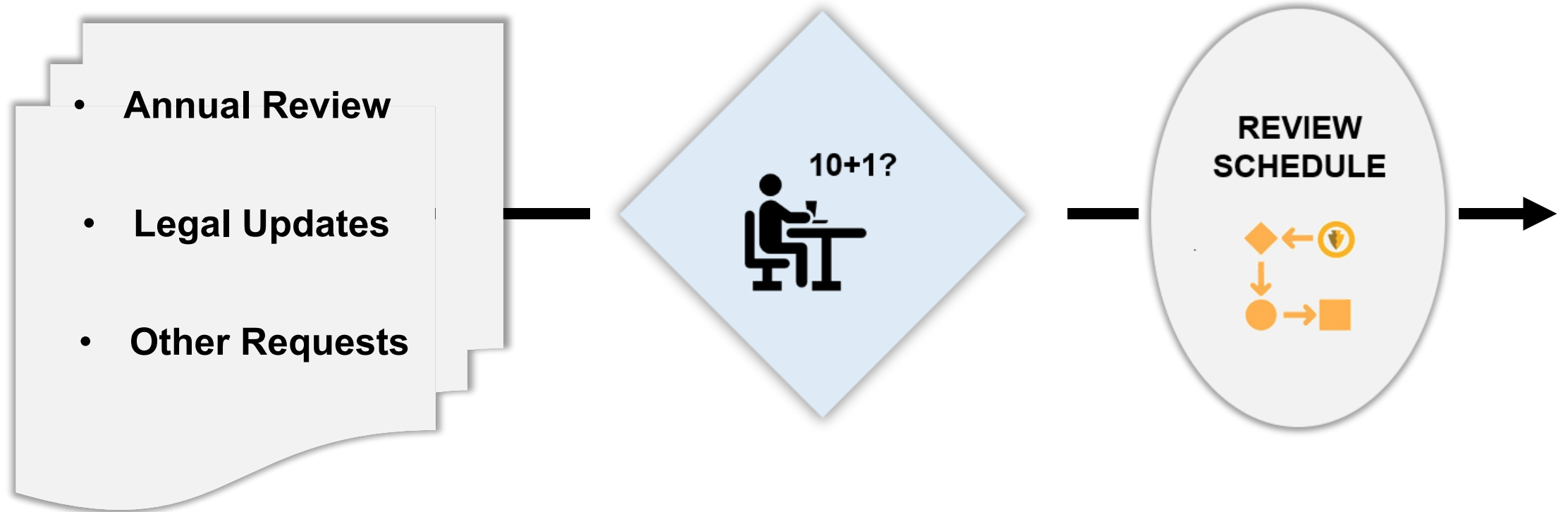


SBCCCD Policies & Procedures (P&Ps)

- Are separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility of the P&Ps.
- Are reviewed in pairs, when applicable, to ensure the AP supports the direction of the BP.
- Are, if related to academic and professional matters, designated as “10+1,” allowing for appropriate Academic Senate review.



P&P Review Schedule



Initiated each academic year

P&P Review Schedule

- **Annual Review**

Each academic year, the PPAC Co-Chairs will initiate review of 10% of SBCCD's P&Ps

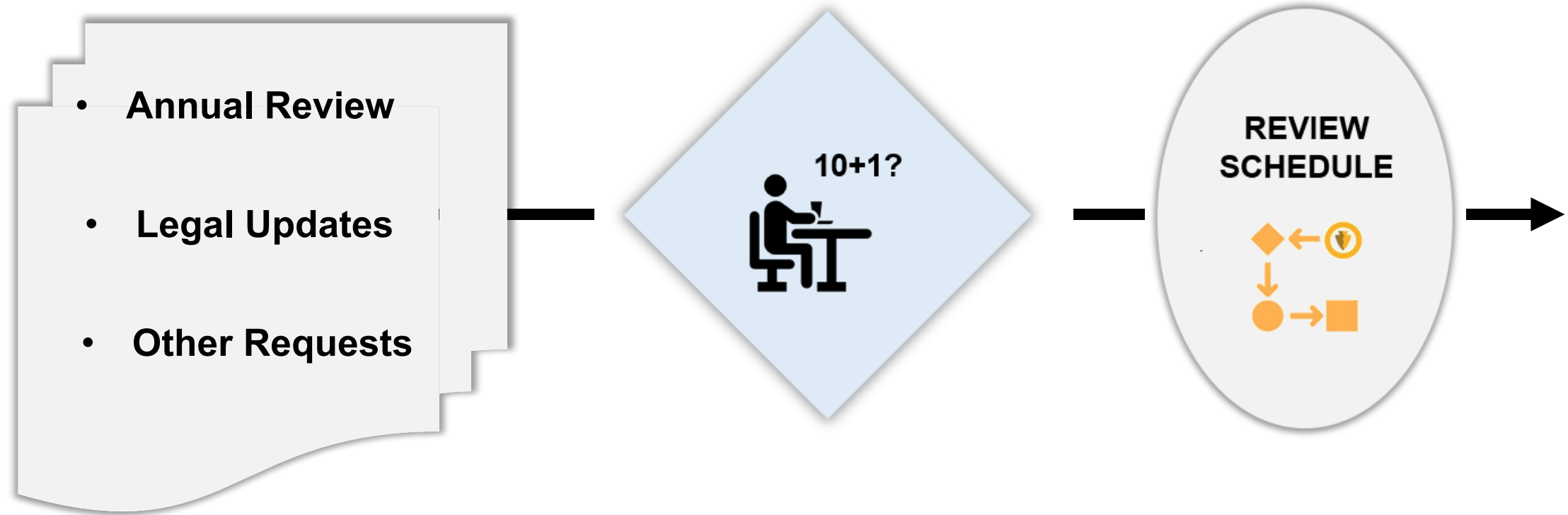
- **Legal Updates**

SBCCD keeps current with legal mandates and accreditation standards through Legal Updates from the Community College League of California.

- **Other Requests**

Other requests for review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student.

P&P Review Schedule



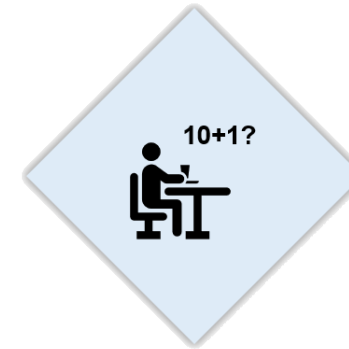
Initiated each academic year

P&P Review Schedule

10+1 or Academic and Professional

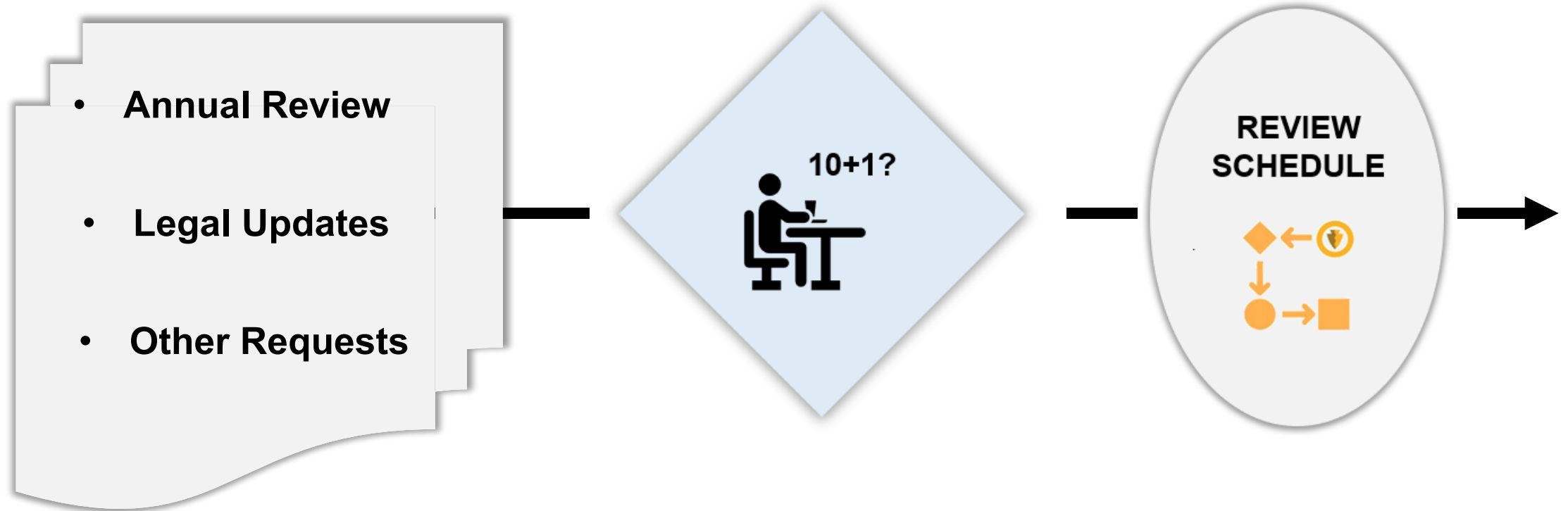
Relating to policy development and implementation matters for the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;
- 6) District and college governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and
- 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.



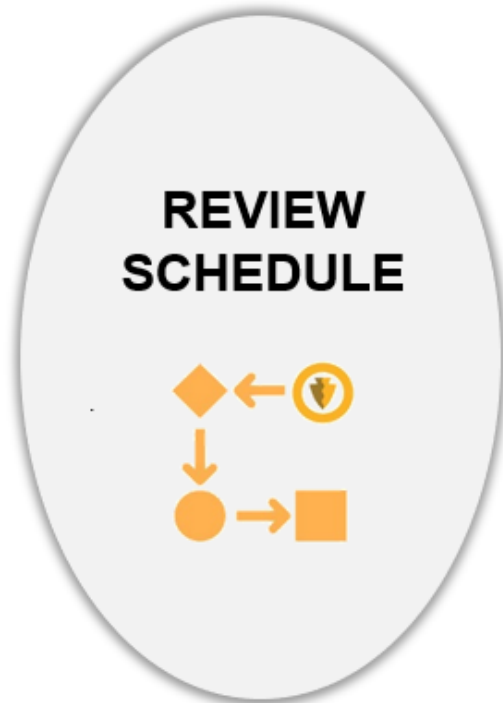
Ensures the right of our Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards

P&P Review Schedule



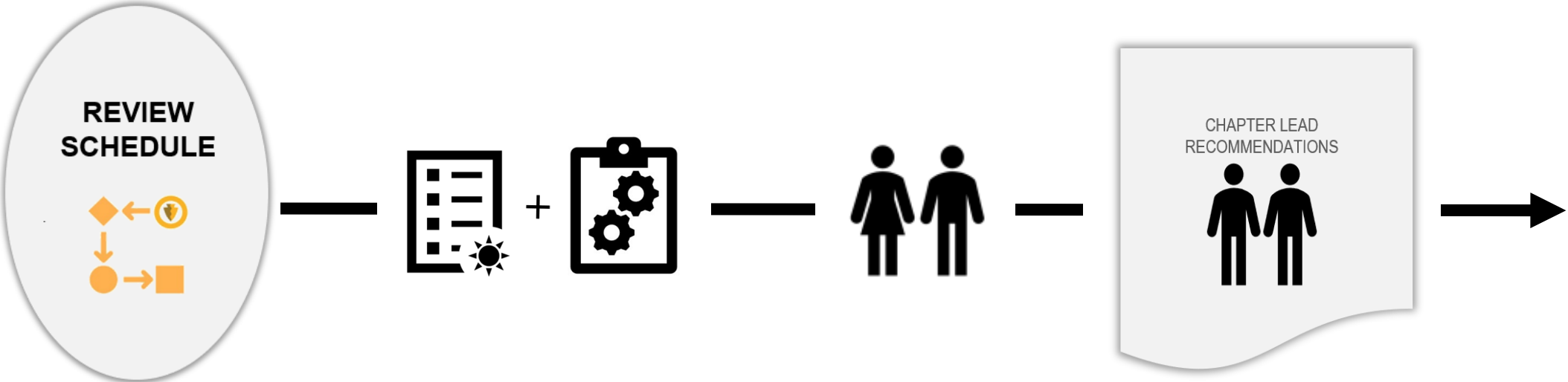
Initiated each academic year

P&P Review Schedule

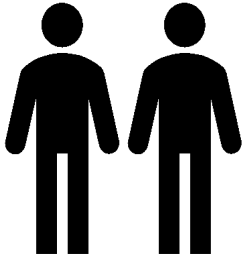


- Discussed at PPAC
- Presented to the BOT
- Updated and maintained throughout the year

Chapter Lead **Review & Recommendation**

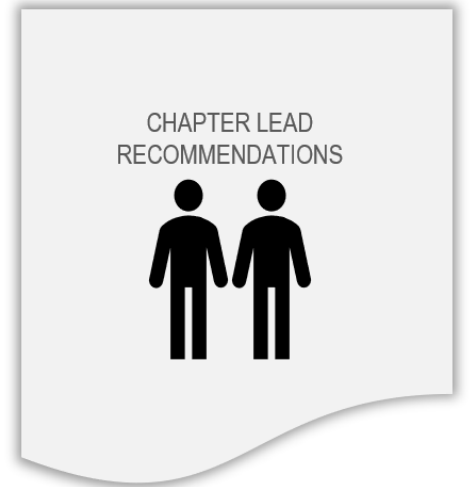


Chapter Lead **Review & Recommendation**



Chapter Leads

- Will be assigned the task of reviewing P&Ps from the Review List.
- Are encouraged to **collaborate with appropriate constituent groups**.
- Will make Chapter Lead Recommendations based on correctness and operational feasibility.



Constituent Feedback to Final Approval



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

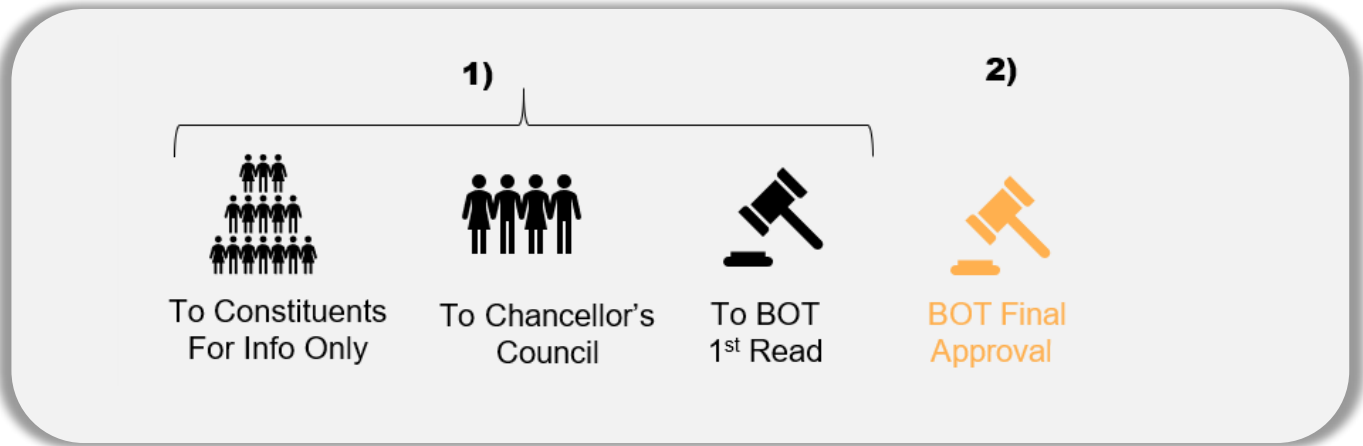
Constituent Feedback to Final Approval

Level 1 INFO ONLY

Generally consists of Chapter Lead Recommendations for P&Ps which are:

- Reviewed with no changes,
- Reviewed with only minor clerical edits or legal reference changes, or
- Chapters 1 and 2 BOT P&Ps which are not designated 10+1.

Review Process



Constituent Feedback to Final Approval



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

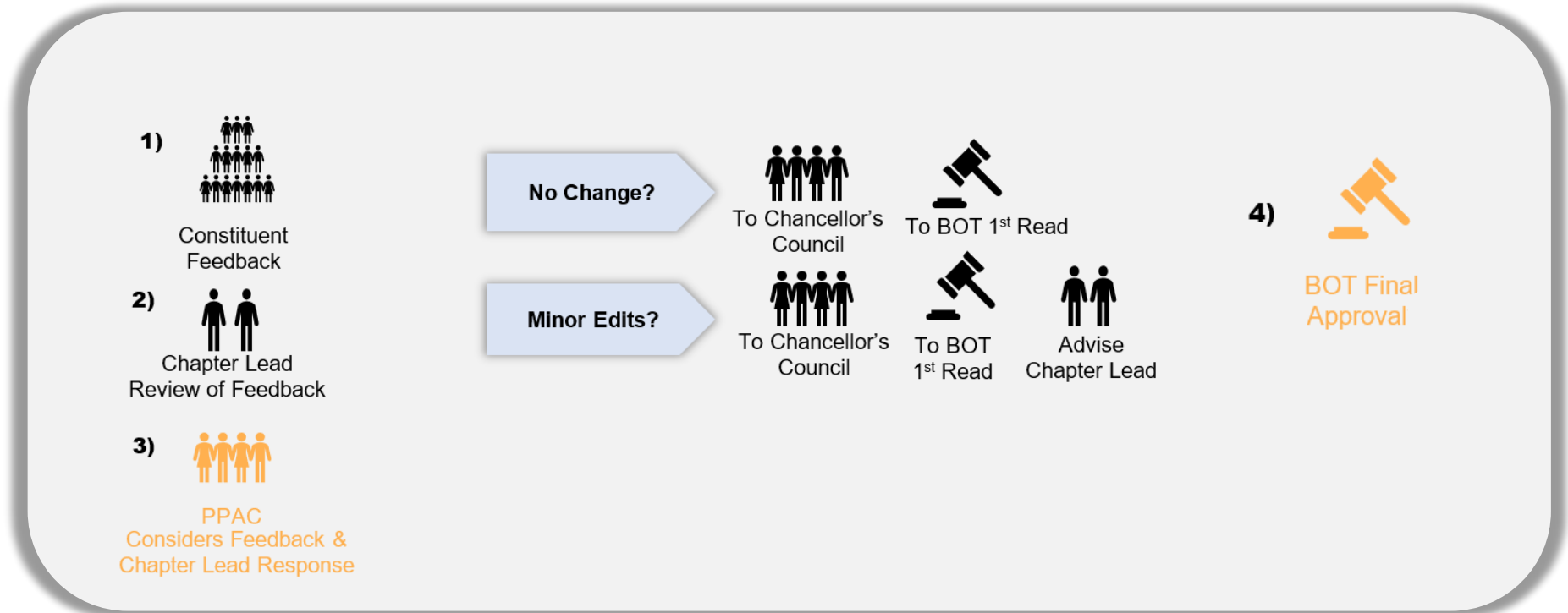
Constituent Feedback to Final Approval

Level 2 MINOR REVIEW (NON 10+1)

Generally consists of Chapter Lead Recommendations on:

- Existing P&Ps which are simple and non-controversial.
- New P&Ps that are simple and non-controversial.

Review Process



Constituent Feedback to Final Approval



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

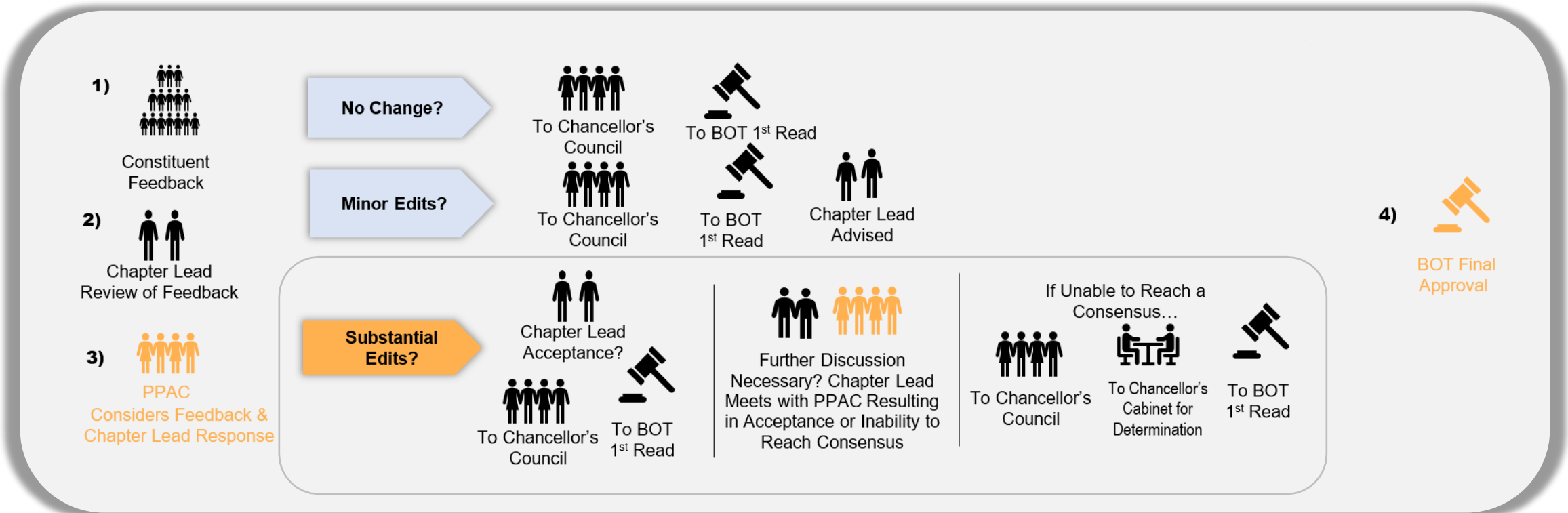
Constituent Feedback to Final Approval

Level 3 EXTENSIVE REVIEW

Generally consists of Chapter Lead Recommendations on:

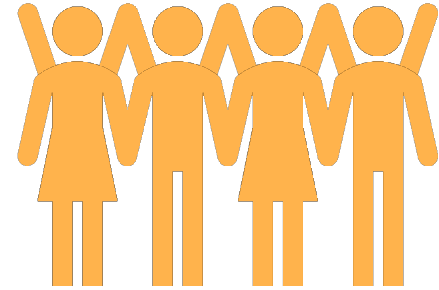
- Existing P&Ps with substantial changes and/or subject to 10+1.
- New P&Ps that are controversial, complex and/or subject to 10+1.

Review Process



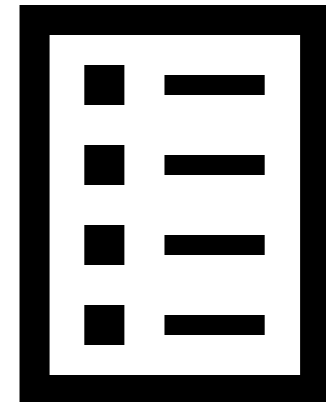
2022-23 PPAC Wins

- Productively convened and conducted business **8** times
- Developed efficiencies and provided feedback to improve our processes
- Successfully processed **57** items from the 2022-23 annual review list, including **10** academic and professional items



2023-24 PPAC Targets

- Continue developing PPAC efficiencies and refining the process
- Train incoming members
- Clear backlog of CCLC Legal Updates 39, 40, 41, and 42
- Raise awareness of P&P recommendation process
- Anticipate two new CCLC Legal Updates, and return to 10% review cycle





BBAC Policies & Procedures Ad-Hoc Committee

How are P&Ps reviewed?

Policies & Procedures Advisory Committee (PPAC)



PPAC

- Charged with updating, creating, developing, and systematically reviewing Board Policies and Administrative Procedures
- Reports to Chancellor's Council
- Forwards to Board of Trustees for approval



Chapter Leads

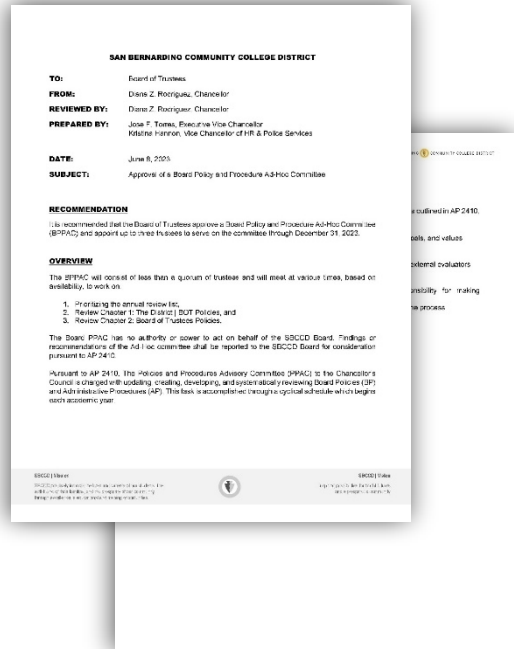
Separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility

Chapters Leads	1. The District <i>BOT Chancellor</i>	2. Board of Trustees <i>BOT Chancellor</i>	3. General Institution <i>Chancellor, Chancellor's Cabinet</i>
4. Academic Affairs <i>Chancellor's Designee & Academic Senate Presidents</i>	5. Student Services <i>Chancellor's Designee & Academic Senate Presidents</i>	6. Business & Fiscal Services <i>Executive Vice Chancellor & Vice Presidents of Admin Services</i>	7. Human Resources <i>Vice Chancellor of Human Resources & Police Services</i>



BPPAC

Board Policies & Procedures Ad-Hoc Committee Charge



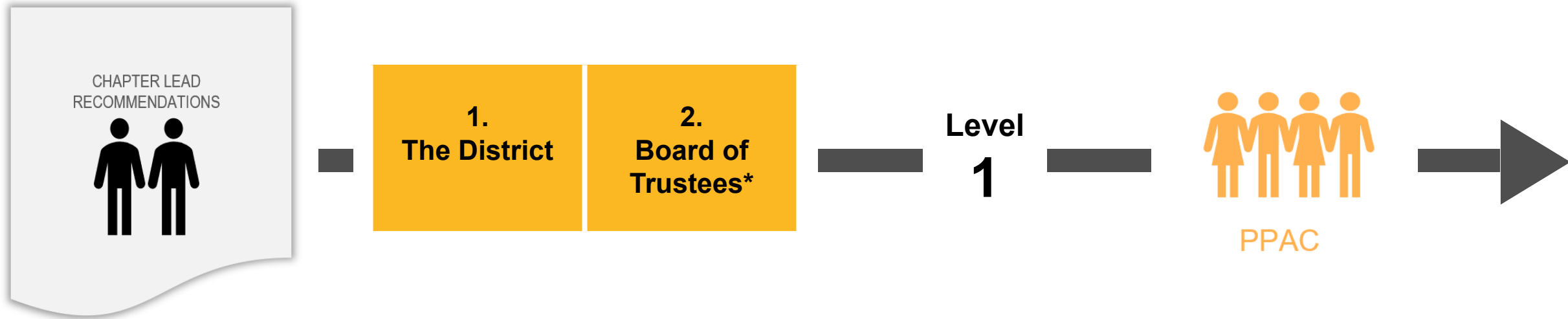
The BPPAC will consist of less than a quorum of trustees and will meet at various times, based on availability, to work on:

1. Prioritizing the annual review list,
2. Reviewing Chapter 1: The District policies, and
3. Reviewing Chapter 2: Board of Trustees policies.



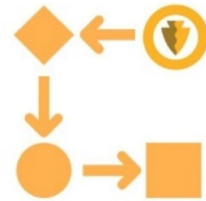
BPPAC

Process for Chapter 1 and Chapter 2



*P&P 2410 and 2510 are 10+1 and need to be assigned a different review level.

Looking forward to another great year!
Thank you, PPAC.



2023-24 Policies and Procedures Annual Review List Forecast

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
BP 2210 Officers		> BOT requested change to during the January 2023 Board Retreat	Level 1		2/6/2023	9/14/2023	BOT 1st Reading	9/14/2023	10/19/2023
AP 2325 Telconferenced Meetings		> Legal Update 42: The Service created this optional/good practice new procedure to allow for easier reference to the Ralph M. Brown Act's requirements for public meetings by teleconference.	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
BP 2330 Quorum and Voting		> Legal Update 42: The Service updated this policy to clarify voting requirements related to the sale or lease of surplus real property.	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
AP 2330 Quorum and Voting		> Minor Clerical Edit	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
BP 2340 Agendas		> Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act. > Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover)	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
AP 2340 Agendas		> Chapter Lead: To remove repetitive language from the AP.	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
BP 2365 Recording		> Legal Update 42: The Service updated this policy to add a citation to and to reflect recent reorganization and renumbering of the California Public Records Act.	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
AP 2365 Recording		> To match changes to BP from Legal Update 42	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
BP 2410 Board Policies and Administrative Procedures	10+1	> Legal Update 40: The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. (2022-23 carryover)	Level 3	10/29/2023		10/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 2410 Board Policies and Administrative Procedures	10+1	> No Change; FYI Only (2022-23 carryover)	Level 3	10/29/2023		10/29/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 2510 Participation In Local Decision-Making	10+1	> Academic Senate Request (2022-23 carryover)	Level 3	10/29/2023		10/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 2510 Participation In Local Decision-Making	10+1	> Academic Senate Request (2022-23 carryover)	Level 3	10/29/2023		10/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 2712 Conflict of Interest Code		> Legal Update 42: The Service updated this procedure to update the gift limit and to revise the disclosure categories.	Level 1	9/4/2023		9/4/2023	Recommendation Requested	10/19/2023	11/9/2023
BP 2725 Board Member Compensation		> Chapter Lead: To create efficiency in annual BOT compensation process (2022-23 carryover)	Level 1		3/7/2023	9/14/2023	BOT 1st Reading	9/14/2023	10/19/2023
BP 3300 Public Records		> Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 3300 Public Records		> FYI Only	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 3410 Nondiscrimination		> Legal Update 41: The Service updated this policy to include "ethnicity" as a protected class consistent with the legal references cited in the policy. > Legal Update 42: The Service updated this policy to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 3410 Nondiscrimination		> Legal Update 42: The Service updated this procedure to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 3420 Equal Employment Opportunity		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 3420 Equal Employment Opportunity		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 3433 Prohibition of Sexual Harassment under Title IX		> FYI Only	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 3433 Prohibition of Sexual Harassment under Title IX		> Legal Update 42: The Service updated this procedure to remove a historically offensive term found in federal law.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 3434 Responding to Harassment Based on Sex under Title IX		> Legal Update 42: The Service updated this procedure to include required information on sexual assault and domestic violence counselors pursuant to changes in the Education Code. > Legal Update 41: The Service updated this procedure to remove a historically offensive term, to align to FBI crime definitions, and to clarify that the contents of a written investigative report should not include findings or determinations of law or fact, consistent with the 2020 regulations.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 3435 Discrimination and Harassment Resolution Procedures		> Legal Update 42: The Service updated this procedure to reflect the new name of the California Civil Rights Department and to align with updated Title 5 regulations.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 3540 Sexual and Other Assaults on Campus		> Legal Update 42: The Service updated this policy to apply to victims of domestic violence and to any location, expanding the application beyond a district's grounds pursuant to changes in the Education Code. The Service updated the title to align to current law.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
AP 3540 Sexual and Other Assaults on Campus		> Legal Update 42: The Service updated this procedure to set out options for victims including information about sexual assault and domestic violence counselors pursuant to changes in the Education Code. The Service updated the title of this procedure to align to current law.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 3550 Drug Free Environment and Drug Prevention Program		> Legal Update 42: The Service updated this policy to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.	Level 2	10/5/2023		10/5/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 3550 Drug Free Environment and Drug Prevention Program		> Legal Update 42: The Service updated this procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.	Level 2	10/5/2023		10/5/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 3725 Information and Communications Technology Accessibility & Acceptable Use		> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover) > Moving language from below legal reference into the body of the AP.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 3725 Information and Communications Technology Accessibility & Acceptable Use		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 5050 Student Success and Support Program	10+1	> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 3		7/31/2023	8/21/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
AP 5050 Student Success and Support Program	10+1	> Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 3		7/31/2023	8/21/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
BP 4020 Program, Curriculum, and Course Development	10+1	> FYI Only	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 4020 Program, Curriculum, and Course Development	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 4100 Graduation Requirements for Degrees and Certificates	10+1	> Minor Clerical Edit	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 4100 Graduation Requirements for Degrees and Certificates	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 4105 Distance Education	10+1	> Legal Update 39 & Academic Senate Request (2022-23 carryover)	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 4105 Distance Education	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 39 & Academic Senate Request (2022-23 carryover) Updated to add "Correspondence" Education to the title to reflect new provisions added to Title 5 regarding correspondence education. The Service also added legally required language regarding correspondence education, including the definition from Title 5 regarding "correspondence education" and provisions addressing delivery of correspondence education instruction, addendums to course outlines, and eligibility of full-time status for students who participate in correspondence education. Finally, the Service added legal citations to Education Code Sections 66700 and 70901 et seq. and Title 5 Sections 55260 et seq.	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 4222 Remedial Coursework	10+1	> Legal Update 42: The Service updated this procedure to incorporate new requirements related to placing students in transfer-level English and mathematics within the first year of matriculation pursuant to changes in the Education Code.	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 4225 Course Repetition	10+1	> Minor Clerical Edit	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 4225 Course Repetition	10+1	> Legal Update 42: The Service updated this procedure to update the definition of substandard grades and the circumstances under which a student can repeat courses pursuant to changes in Title 5 regulations.	Level 3	9/4/2023		9/4/2023	Recommendation Requested	12/8/2023	1/11/2024

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Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
BP 4230 Grading and Academic Record Symbols	10+1	> Legal Update 39: The Service updated this policy to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol. (2022-23 carryover)	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4230 Grading and Academic Record Symbols	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol for such purposes. (2022-23 carryover)	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4232 Pass/No Pass	10+1	> Minor Clerical Edit	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4232 Pass/No Pass	10+1	> Legal Update 42 Addendum: The Service updated this procedure to correct a typographical error and align language with the updated Title 5 regulations. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4235 Credit for Prior Learning	10+1	> Legal Update 39: The Service updated this policy to clarify that students may earn credit for prior learning through satisfactory completion of certain examinations. (2022-23 carryover)	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4235 Credit for Prior Learning	10+1	> Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned by such examinations. (2022-23 carryover)	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4236 Advanced Placement Credit	10+1	> Legal Update 39: The Service updated this procedure to add a legal citation to Title 5 Section 55052 and clarify that if a district grants credit for satisfactory completion of Advanced Placement examination, a student's academic record will reflect such credit.	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4250 Probation, Dismissal, and Readmission	10+1	> Minor Clerical Update	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4250 Probation, Dismissal, and Readmission	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4255 Dismissal and Readmission	10+1	> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students	10+1	> Legal Update 42: The Service updated this procedure to remove requirement that courses be certified for remedial purposes and require they be certified for pre-transfer level courses pursuant to changes in the Education Code.	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5012 International Students	10+1	> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5070 Attendance Accounting	10+1	> Chapter Lead: BP 5070 updated in connection with adoption of AP.	Level 3		7/31/2023	8/21/2023	PPAC Approves Review Level	11/9/2023	12/8/2023

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Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
BP 5015 Residence Determination	10+1	> Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code. > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5015 Residence Determination	10+1	> Legal Update 42: The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code. > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residencies determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5020 Nonresident Tuition		> Legal Update 42: The Service updated this policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code.	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5020 Nonresident Tuition		> Legal Update 42: The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code.	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5030 Fees		> Clerical update of legal reference and pronouns	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5030 Fees		> Legal Update 42: The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code. > Chapter Lead: Removal of fees no longer being charged; clarification of parking violation fees.	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5035 Withholding of Student Records	10+1	> Legal Update 42: The Service updated this policy to include an additional citation to the Education Code and clarify when a district may withhold registration privileges or transcripts.	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5035 Withholding of Student Records	10+1	> FYI Only	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5040 Student Records, Directory Information, and Privacy	10+1	> Legal Update 42: The Service updated this policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code. > Legal Update 40: The Service updated this policy to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover)	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5040 Student Records, Directory Information, and Privacy	10+1	> Legal Update 42: The Service updated this procedure to provide a process for students to declare an affirmed name, gender, or both pursuant to changes in the Education Code. > Legal Update 40: The Service updated this procedure to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover) > Legal Update 39: The Service updated this procedure to add a legal citation to reflect an amendment to Title 10 of the U.S. Code regarding the disclosure of student information to the military for recruitment purposes. (2022-23 carryover)	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5070 Attendance Accounting	10+1	> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.	Level 3		7/31/2023	8/21/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
BP 5700 Intercollegiate Athletics	10+1	> Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)	Level 3		7/31/2023	8/21/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
BP 5055 Enrollment Priorities	10+1	> FYI Only	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024

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AP 5055 Enrollment Priorities	10+1	> Legal Update 42: The Service updated this procedure to include an additional category of students eligible for priority for enrollment pursuant to changes in the Education Code.	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5700 Intercollegiate Athletics	10+1	> Legal Update 39: This Service updated this procedure to add legally required language regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation. (Education Code Section 67456, as amended by Senate Bill 26) The Service also added a citation to California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)	Level 3		7/31/2023	8/21/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
BP 4010 Academic Calendar	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3		4/1/2023	9/20/2023	Level 3 Anticipated AS Final Review	11/9/2023	12/8/2023
BP 5075 Course Adds, Drops, and Withdrawals	10+1	> Minor Clerical Edit	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5075 Course Adds, Drops and Withdrawals	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
BP 5130 Financial Aid		> Legal Update 42: The Service updated this policy to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5130 Financial Aid		> Legal Update 42: The Service updated this procedure to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5220 Shower Facilities for Homeless Students	10+1	> Chapter Lead: Good Practice BP being Presented for adoption	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5220 Shower Facilities for Homeless Students	10+1	> Chapter Lead: Good Practice AP Presented for adoption	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
BP 5300 Student Equity	10+1	> Minor Clerical Edit	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5300 Student Equity	10+1	> Legal Update 42: The Service updated this procedure to correct a reference to foundational skills.	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
BP 5410 Associated Students Elections	10+1	> Legal Update 42: The Service updated this policy to allow a disabled student or student enrolled in a district's adult education program to serve on student government pursuant to changes in the Education Code.	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5410 Associated Students Elections	10+1	> Please note SBCCD has not adopted this AP; should it be adopted?	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
BP 5420 Associated Students Finance	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5420 Associated Students Finance	10+1	> Legal Update 40: The Service updated this procedure to clarify that an academic employee who is the designated advisor of a student body organization must approve the expenditure of funds for that organization. (2022-23 carryover)	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
BP 5500 Standards of Student Conduct	10+1	> Legal Update 42: The Service updated this policy to add legal citations.	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5500 Standards of Student Conduct	10+1	> Minor Clerical Edit	Level 3	11/29/2023		11/29/2023	Recommendation Requested	4/11/2024	5/9/2024
AP 5520 Student Discipline Procedures	10+1	> Legal Update 40: The Service updated this procedure to reflect recent legislation that complainants or witnesses in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for violations of the student conduct policy unless the violation was egregious. (2022-23 carryover) > Legal Update 38: The Service updated this procedure to change the abbreviation AS to state "Associated Students" and to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 3	2/28/2024		2/28/2024	Recommendation Requested	6/13/2024	7/11/2024
BP 5530 Student Rights and Grievances	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3	2/28/2024		2/28/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 5530 Student Rights and Grievances	10+1	> Legal Update 39: The Service updated this procedure to address a typo. (2022-23 carryover) > Legal Update 38: The Service updated the use note for this procedure to make it legally advised in order to ensure compliance with accreditation requirements. (2022-23 carryover)	Level 3	2/28/2024		2/28/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 4010 Academic Calendar	10+1	> Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)	Level 3		4/1/2023	9/20/2023	Level 3 Anticipated AS Final Review	11/9/2023	12/8/2023
AP 5013 Students in the Military	10+1	> Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)	Level 3		4/1/2023	9/20/2023	Level 3 Anticipated AS Final Review	11/9/2023	12/8/2023
BP 6250 Budget Management		> Legal Update 42: The Service updated this policy to align to a recommendation regarding unrestricted budget reserves.	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 6250 Budget Management		> Minor Clerical Edit	Level 2	11/29/2023		11/29/2023	Recommendation Requested	3/14/2024	4/11/2024

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
BP 6320 Investments		> Annual Review required by BP.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 6320 Investments		> Annual Review required by BP.	Level 2	9/4/2023		9/4/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 6355 Job Order Contracts		> Legal Update 40: The Service updated this procedure to reflect recent amendments to the Public Contract Code that extended authorization for districts to enter into job order contracts and requirements that contractors use a workforce that involves apprenticeship occupations in the building and construction trades.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
BP 6400 Financial Audits		> Minor Clerical Edit	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 6400 Financial Audits		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program		> Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
BP 6800 Occupational Safety		> Legal Update 42: The Service updated this policy to clarify legal citations.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 6800 Occupational Safety		> Minor Clerical Edit	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
BP 6910 Housing		> Legal Update 42: The Service updated this policy to identify how a district may prioritize and restrict occupancy in affordable housing, to include language regarding prioritizing affordable housing for students, and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code. > Legal Update 41: The Service updated this policy to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, and to remove provisions required by that section. > Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 6910 Housing		> Legal Update 42: The Service updated this procedure to identify how a district may prioritize and restrict occupancy in affordable housing and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code. > Legal Update 41: The Service updated this procedure to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, to remove provisions required by that section, and to update the template to align to current law.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
BP 7120 Recruitment and Hiring	10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7120 Recruitment & Hiring	10+1	> FYI Only	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7145 Personnel Files		> Legal Update 42: The Service updated this procedure to provide a process for staff and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.	Level 2	10/5/2023		10/5/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 7150 Evaluation	10+1	> Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7150 Evaluation	10+1	> Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 7210 Academic Employees	10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7210 Academic Employees	10+1	> FYI Only	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7216 Academic Employees: Grievance Procedure for Contract Decisions	10+1	> Legal Update 41: The Service updated this procedure to clarify how a district processes grievance procedures and the requirement for the faculty union, if any, to consult with the Academic Senate regarding the faculty grievance procedure.	Level 3	10/5/2023		10/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 7230 Classified Employees		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations. > Legal Update 40: The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)	Level 2	11/4/2023		11/4/2023	Recommendation Requested	1/11/2024	2/8/2024

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AP 7235 Probationary Period - Classified Employees		> Legal Update 42: The Service updated this procedure to implement requirements in non-merit system districts regarding employees who do not successfully complete their probationary period pursuant to changes in the Education Code. > Legal Update 40: The Service updated this procedure to reflect recent legislation that shortened the probationary period for classified employees and to clarify this change is not applicable to collective bargaining agreements entered into before January 1, 2022.	Level 2	11/4/2023		11/4/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7237 Layoffs		> Legal Update 40: The Service updated this procedure to add legal citations regarding new requirements for layoffs and hearing rights of classified employees. (carryover from 2022-23)	Level 2	11/4/2023		11/4/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 7240 Confidential Employees		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 2	11/4/2023		11/4/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7240 Confidential Employees		> FYI Only	Level 2	11/4/2023		11/4/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 7250 Educational Administrators	10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations. > Legal Update 38: The Service updated this policy to add clarifying language regarding the term "vacancy" as used in this policy. (2022-23 carryover) > Other Chapter Lead review. (2022-23 carryover)	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 7250 Educational Administrators	10+1	> Minor Clerical Edit	Level 3	11/4/2023		11/4/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 7260 Classified Supervisors, Managers and Administrators		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 2	11/4/2023		11/4/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7260 Classified Supervisors, Managers and Administrators		> FYI Only	Level 2	11/4/2023		11/4/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 7340 Leaves	10+1	> Legal Update 42: The Service updated this policy to add legal citations. > Legal Update 40: The Service updated this policy to include references to Government Code Sections 12945.2 and 12945.21. (2022-23 carryover)	Level 3	2/28/2024		2/28/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 7340 Leaves	10+1	> FYI Only	Level 3	2/28/2024		2/28/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 7347 Paid Family Leave		> Legal Update 40: The Service updated this procedure to reflect recent changes to the California Family Rights Act that clarified employees may take protected leave to care for a parent-in-law. (carryover from 2022-23) > Legal Update 38: The Service updated this procedure to clarify and streamline the language in this procedure. Additionally, this procedure was updated to reflect recent changes to the Paid Family Leave program, including an increase in the duration of benefits to eight weeks, and expansion of the leave to cover time off to participate in a qualifying exigency related to covered active duty or call to covered active duty for an individual's spouse, domestic partner, child or parent in the Armed Forces.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
BP 7360 Discipline & Dismissal - Academic Employees	10+1	> Minor Clerical Edit	Level 3	2/28/2024		2/28/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 7360 Discipline and Dismissal - Academic Employees	10+1	> Legal Update 42 Addendum: The Service updated this procedure to align with updated Title 5 regulations, add legal references, move some detail from the board policy to this procedure, and ensure consistent formatting between this procedure and the BP 7600 template. > Legal Update 42: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. > Legal Update 40: The Service updated this procedure to reflect recent clarifications to the requirements for placement on involuntary paid administrative leave. (2022-23 carryover) > Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.	Level 3	2/28/2024		2/28/2024	Recommendation Requested	6/13/2024	7/11/2024
BP 7365 Discipline & Dismissal - Classified Employees		> Minor Clerical Edit	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 7365 Discipline & Dismissal - Classified Employees		> Legal Update 42: The Service updated this procedure to implement requirements related to employee status during discipline proceedings pursuant to changes in the Education Code.	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
BP 7600 District Police Department		<p>> Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.</p> <p>> Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.</p> <p>> Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)</p> <p>> Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</p>	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 7600 District Police Department		<p>> Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.</p> <p>> Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.</p> <p>> Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)</p> <p>> Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</p>	Level 2	2/28/2024		2/28/2024	Recommendation Requested	5/9/2024	6/13/2024

BP 5070 Attendance Accounting (10+1)

08/07/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	4/25/2023	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Chapter Lead: BP 5070 updated in connection with adoption of AP.

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/21/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 5070 Attendance Accounting (10+1)

08/07/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Chapter Lead: BP 5070 updated in connection with adoption of AP.

~~(Replaces current SBCCD BP 5070)~~

NOTE: This policy is unique to SBCCD.

- ~~From current SBCCD BP 5070 titled Attendance~~

~~Student attendance will be recorded in accordance with the regulations in Title 5 and the Budget and Accounting manual regarding attendance accounting.~~

The District shall ensure that procedures are in place to document and retain all course enrollment, attendance, and disenrollment information. Procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

References:

Ed. Code § 71020, 76300, 84040, 84040.5, and 84040.6;

Title 5, Sections 58000 et seq.

End of Recommendation for BP 5070 Attendance Accounting

BP 2210 Officers (no matching AP exists)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	2/6/2023	Recommendation Received	2/6/2023
Reason(s) for Review/Changes			
> BOT requested change to during the January 2023 Board Retreat			

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 08/02/2023 BPPAC Approval
- 02/13/2023 PPAC Approves Review Level
- 02/14/2023 Level 1 to Constituents for Information Only
- 09/14/2023 BOT First Reading
- 10/19/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are shown in red.
3. Legal changes are shown in blue and should only be considered optional if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2210 Officers *(no matching AP exists)*

08/16/23

P&P Chapter Lead Recommendation
San Bernardino Community College District**Current Step:**
BOT 1st Reading**Reason(s) for Review/Changes**

> BOT requested change to during the January 2023 Board Retreat

(Replaces current SBCCD BP 2100)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year, beginning the following January 1 through December 31.

Duties of the Chair of the Board:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on the Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The Chair is ultimately responsible for the orientation process of new board members and student trustees.
- Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
- Represent the Board at official events or ensure Board representation.
- The Board Chair may contact District legal counsel regarding business of the District as necessary and the Board Chair will provide a report to the Board and Chancellor.
- The Chair has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
- The Board Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
- When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.
- ~~The Board Chair will attend a New Board Chair Workshop hosted by the California Community College League in January.~~

Duties of the Vice Chair of the Board:

1. To perform in the absence of the Chair, all the duties of the Chair;
2. To attest the signature of the Chair or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;

BP 2210 Officers *(no matching AP exists)*

08/16/23

P&P Chapter Lead Recommendation
San Bernardino Community College District**Current Step:**
BOT 1st Reading

- To attest to the signature of the Chair or other members of the Board on all other documents of the District when the attestation is a legal requirement.

Duties of the Clerk of the Board:

- To perform in the absence of the Chair, or the Vice Chair all the duties of the Chair;
- To attest the signature of the Chair or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
- To attest to the signature of the Chair or other members of the Board on all other documents of the District when the attestation is a legal requirement;
- To certify copies of records of the District as required.
- Monitor calendar deadlines pertinent to the Board and report them to the Board Chair and the Board.

Board Secretary

The Chancellor of the District shall serve as the Secretary to the Board.

Duties of the Secretary to the Board:

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post the Board meeting agendas;
- Have prepared for adoption minutes of the Board meetings;
- Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

Reference:

Education Code Section 72000

End of Recommendation for BP 2210 Officers

BP 2725 Board Member Compensation (no matching AP exists)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	2/27/2023	Recommendation Received	3/7/2023
Reason(s) for Review/Changes			
> Chapter Lead: To create efficiency in annual BOT compensation process (2022-23 carryover)			

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 08/02/2023 BPPAC Approval
- 03/13/2023 PPAC Approves Review Level
- 03/14/2023 Level 1 to Constituents for Information Only
- 09/14/2023 BOT First Reading
- 10/19/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are shown in red.
3. Legal changes are shown in blue and should only be considered optional if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

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BP 2725 Board Member Compensation (no matching AP exists)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Reason(s) for Review/Changes

> Chapter Lead: To create efficiency in annual BOT compensation process (2022-23 carryover)

~~(Replaces current SBCCD BP 2230)~~

Members of the Board of Trustees and student trustees who attend all Board meetings shall may receive ~~\$420 per~~ monthly stipend and the student trustee(s), \$210 per month as allowable by law. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of Board members beyond the statutory formula, in an amount not to exceed five ~~(5)~~ percent based on the present monthly rate of compensation. Any increase is subject to rejection in a referendum by a majority of the voters in the District and shall be in accordance with the procedures set forth in Education Code Section 72024.

The SBCCD Board of Trustees may consider the amount of monthly stipend annually at its June Board meeting.

Reference:

Education Code Section 72024

End of Recommendation for BP 2725 Board Member Compensation

BP 5050 Student Success and Support Program (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/21/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 5050 Student Success and Support Program (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Reason(s) for Review/Changes

- > Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Student Success for San Bernardino Community College District students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student’s self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary to become a better person, worker, and/or citizen. Student Success is not merely an outcome, but also a process. It’s a journey that encompasses multiple levels of achievement and milestones such as the abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in various disciplines; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others.

The Board’s commitment to Student Success is to ensure the availability of resources for the colleges to achieve the goals and objectives as stated in their college planning documents.

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. ~~Optional: The Board expects the Student Success and Support Programs to specifically identify and close opportunity gaps that impact student success and improve the District’s commitment to diversity, equity, and inclusion to better support student success.~~ The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements.

The Chancellor is responsible for establishing procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

References:

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

End of Recommendation for BP 5050 Student Success and Support Program

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/21/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

- > Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

~~(Replaces current SBCCD AP 5050)~~

The District shall provide Student Success and Support Program services to students to further equality of educational opportunity and academic success. The Student Success and Support Programs shall identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success.

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

Each student, in entering into an educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of approved AB705 assessment instruments to determine student competency in computational and language skills.
 - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
 - Evaluation of student study and learning skills.
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and ~~disabled~~ student accessibility services.
 - Advisement concerning course selection.
 - Follow-up services, and required advisement or counseling for students who are enrolled in basic

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

skills courses, who have not declared an educational objective as required, or who are on academic probation.

- an ongoing institutional research program to determine the effectiveness of Student Success and Support Programs, services, and processes.
- faculty and staff training to assist with implementation of Student Success and Support Program requirements.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

The District shall:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

• ~~From current SBCCD AP 5050 titled Matriculation~~

Matriculation is a process that brings a district college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements.

A. The student's responsibilities under this agreement include:

- ~~1. the expression of at least a broad educational intent upon enrollment;~~
- ~~2. the declaration of a specific educational objective after completion of 15 semester units of degree applicable credit coursework;~~
- ~~3. diligence in class attendance and completion of assigned coursework;~~
- ~~4. the completion of courses and maintenance of progress toward an educational goal, according to standards established by the college, the district, and the state.~~

B. The responsibilities of a district college under this agreement will entail providing appropriate matriculation services that shall include:

- ~~1. the processing of applications for admission in a timely manner;~~
- ~~2. orientation and pre-orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;~~
- ~~3. assessment of students to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives and to evaluate study and learning skills. Multiple assessment measures may include State approved tests, prior academic history, work~~

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

~~experience, personal responsibilities/circumstances, maturation, desire and determination.~~

4. ~~counseling and advising to assist students in interpreting test results, and in developing and updating their educational plans; referral of students to:

 - a. ~~support services which may be available including, but not limited to, counseling/advising, transfer services, financial aid, campus employment placement services, extended opportunity programs & services; campus child care services, tutorial services and disabled student programs and services; and~~
 - b. ~~specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a second language;~~~~
5. ~~a follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;~~
6. ~~an ongoing institutional research program to determine the effectiveness of matriculation programs, services, and procedures;~~
7. ~~faculty and staff training to help them implement matriculation requirements.~~

~~NOTE: Please confirm that the following language SBCCD AP 5050 reflects current practice and is still legally accurate.~~

C. EXEMPTIONS

~~Although all students are given the opportunity to participate, each college has elected to exempt certain students from orientation, assessment and counseling/advisement (Title 5 Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Matriculation Plan for each college.~~

D. PREREQUISITES AND ENROLLMENT LIMITATIONS

1. ~~All courses shall be open for enrollment to any student who has been admitted to a district college except that students may be required to meet necessary and valid prerequisites. Additionally, a college may also limit enrollment in a course based on health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, constraints of regional planning or legal requirements imposed by status, regulations or contracts (Title 5 Section 58106(a)).~~
2. ~~Prerequisites for a course shall be clearly related to course content and must be valid as being necessary for success in such course. Prerequisites shall be developed and established in full compliance with Title V 5 Regulations, Section 58106. Violations, waivers and appeals will be addressed and resolved through the established District Grievance Policy.~~
3. ~~Each college will have a matriculation plan which clearly addresses each of the matriculation mandates. Compliance with these requirements will be monitored by the State Chancellor's Office as stipulated by the Seymour-Campbell Matriculation Act.~~
4. ~~By this statement, the Board acknowledges the intent of the Seymour-Campbell Matriculation Act and agrees to implement its regulations to the extent possible and as appropriate.~~

References:

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

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

End of Recommendation for AP 5050 Student Success and Support Program

BP 5070 Attendance Accounting (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	4/25/2023	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Chapter Lead: BP 5070 updated in connection with adoption of AP.

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/21/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 5070 Attendance Accounting (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Chapter Lead: BP 5070 updated in connection with adoption of AP.

~~(Replaces current SBCCD BP 5070)~~

NOTE: This policy is unique to SBCCD.

- ~~From current SBCCD BP 5070 titled Attendance~~

~~Student attendance will be recorded in accordance with the regulations in Title 5 and the Budget and Accounting manual regarding attendance accounting.~~

The District shall ensure that procedures are in place to document and retain all course enrollment, attendance, and disenrollment information. Procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

References:

Ed. Code § 71020, 76300, 84040, 84040.5, and 84040.6;

Title 5, Sections 58000 et seq.

End of Recommendation for BP 5070 Attendance Accounting

AP 5070 Attendance Accounting (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	4/25/2023	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/21/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

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2. Staff recommended changes are **shown in red**.
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RECOMMENDATION STARTS ON NEXT PAGE

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AP 5070 Attendance Accounting (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the "first period" (between July 1 and December 31), the "second period" (between July 1 and April 15), and "third period" (between July and June 30).
- Compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she /they served.
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.
- Modification of account procedures in response to emergency condition as prescribed by the state Chancellors Office.

The Office of Research, Planning & Institutional Effectiveness shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes.

Attendance is reported on the Apportionment Form CCFS-320 and Apprenticeship Form CCFS-321.

References:

Education Code Sections 84500-84501;
Title 5 Sections 58000 et seq.

End of Recommendation for AP 5070 Attendance Accounting

BP 5700 Intercollegiate Athletics (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	10/20/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/21/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 5700 Intercollegiate Athletics (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

(Replaces current SBCCD BP 5700)

• ~~From current SBCCD BP 5700 titled Athletics~~

The District shall maintain an organized program for ~~men and women students~~ in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male, ~~and female, and transgender~~ students consistent with state and federal law, ~~and California Community College Athletic Association standards.~~

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

References:

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

20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4

[California Community College Athletic Association \(CCCAA\) Constitution and CCCAA Bylaws](#)

End of Recommendation for BP 5700 Intercollegiate Athletics

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5700 Intercollegiate Athletics (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	10/20/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

- > Legal Update 39: This Service updated this procedure to add legally required language regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation. (Education Code Section 67456, as amended by Senate Bill 26) The Service also added a citation to California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/21/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5700 Intercollegiate Athletics (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

- > Legal Update 39: This Service updated this procedure to add legally required language regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation. (Education Code Section 67456, as amended by Senate Bill 26) The Service also added a citation to California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

SBCCD Has Not adopted this Legally Advised AP; please review and determine if it should be adopted.

NOTE: This procedure is **legally advised**. Local practice may be inserted here. Rules for participation in intercollegiate athletics should be developed in accordance with Education Code Sections 67360 et seq. and BP 5700, which states that the District shall comply with rules and regulations adopted by voluntary associations, one of whose purposes is to govern intercollegiate athletics (e.g. the California Community College Athletic Association (CCCAA)).

The authority for developing, implementing and monitoring these procedures should be stated, and should reference appropriate assistance required from the Academic Senate.

Athletic Drug Testing

NOTE: Athletic Drug Testing is not mandated. If the District wishes to consider such a procedure, it may contact the League for sample language.

Name, Image, Likeness, and Athletic Reputation

Prospective Student Athlete: The District will not provide a prospective student athlete with compensation in relation to the athlete's name, image, likeness, or athletic reputation.

Student Athletes: The District will not prevent a student participating in intercollegiate athletics from either earning compensation as a result of the use of the student athlete's name, image, likeness, or athletic reputation, or from obtaining professional representation by duly licensed athletic agents or attorneys. However, a student athlete may not enter into a contract that provides compensation to the student athlete for their name, image, likeness, or athletic reputation if the contract conflicts with a provision of the student athlete's team contract.

A student who enters into a contract providing compensation for use of the student's name, image, likeness, or athletic reputation must disclose the contract to [**Official to be designated by District, e.g. athletic director/dean**]. If the District determines that a conflict between the student athlete's contract and the student athlete's team contract, the [**Official to be designated by District, e.g. athletic director/dean**] will disclose the conflict to the student or student's legal representative, if any, and identify the contractual provisions that conflict.

Any team contract entered into, modified or renewed on or after September 1, 2021 will not prevent a student athlete from using their name, image, likeness, or athletic reputation for a commercial purpose when the athlete is not engaged in official team activities.

A student athlete's scholarship eligibility will not be impacted as a result of the student earning compensation for their name, image, likeness, or athletic reputation.

The District will not revoke a student-athlete's scholarship that provides the student-athlete with the cost of attendance as a result of the student athlete earning compensation or obtaining legal representation in accordance with state law.

References:

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5700 Intercollegiate Athletics (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

[Education Code Sections 66271.6, 66271.8, and 67360 et seq., 67456, and 78223;](#)
[20 U.S. Code Sections 1681 et seq.](#)
[ACCJC Accreditation Standard II.C.4](#)
[Community College Athletic Association \(CCCAA\) Constitution and CCCAA Bylaws](#)

End of Recommendation for AP 5700 Intercollegiate Athletics

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 4010 Academic Calendar (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated
AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/1/2023	Recommendation Received	4/1/2023
Reason(s) for Review/Changes			
> Minor Clerical Edit (2022-23 carryover)			

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 04/10/2023 PPAC Approves Review Level
- 04/19/2023 Level 3 First Anticipated AS Review
- 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 **Level 3 Second Anticipated AS Review**
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

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BP 4010 Academic Calendar (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*Level 3 Anticipated
AS Final Review*

Reason(s) for Review/Changes

> Minor Clerical Edit (2022-23 carryover)

~~(Replaces current SBCCD BP 4010)~~

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

Reference:

Education Code Section 70902(b)(12)

End of Recommendation for BP 4010 Academic Calendar

AP 4010 Academic Calendar (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated
AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/1/2023	Recommendation Received	4/1/2023

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 04/10/2023 PPAC Approves Review Level
- 04/19/2023 Level 3 First Anticipated AS Review
- 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 **Level 3 Second Anticipated AS Review**
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

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2. Staff recommended changes are **shown in red**.
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RECOMMENDATION STARTS ON NEXT PAGE

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AP 4010 Academic Calendar (10+1)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated
AS Final Review

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)

~~(Replaces current SBCCD BP 4010)~~

The traditional academic calendar is composed of at least ~~170-175~~ scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A ~~District~~district-wide ~~sub~~committee meets to coordinate the academic calendar for the District. The deliberations from ~~this sub~~committee will be reported to ~~District Assembly~~the Institutional Effectiveness Advisory Committee, where a recommendation will be made to the Chancellor's ~~Council and Chancellor~~ Board ~~A~~ction on any calendar.

Holidays, ~~which~~ include:

New Year's Day (January 1)
Dr. Martin Luther King, Jr. Day (~~t~~Third Monday in January)
Lincoln Day (February 12 or see ~~N~~ote below)
Washington Day (~~T~~Third Monday in February)
Memorial Day (~~L~~ast Monday in May)
Juneteenth (June 19)
Independence Day (July 4)
Labor Day (~~F~~irst Monday in September)
Veterans Day (November 11)
Thanksgiving Day (~~f~~Fourth Thursday in November)
Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l)).

Lincoln Day is selected from the dates provided by the State Chancellor's Office.

Other Holidays – The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

References:

Education Code Section 79020;
Title 5 Sections 55700 et seq. and Section 58142

End of Recommendation for AP 4010 Academic Calendar

AP 5013 Students in the Military (10+1)(no matching BP exists)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated
AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/3/2023	Recommendation Received	4/1/2023

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residencies determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 04/10/2023 PPAC Approves Review Level
- 04/19/2023 Level 3 First Anticipated AS Review
- 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

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AP 5013 Students in the Military (10+1)(no matching BP exists)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated
AS Final Review

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)

Residence Determinations for Military Personnel and Dependents

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

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

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

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

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

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

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

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

(Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

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

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AP 5013 Students in the Military (10+1)(no matching BP exists)

08/16/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*Level 3 Anticipated
AS Final Review*

tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

[See Administrative Procedure \(AP\) 5075, Course Adds, Drops, and Withdrawal for additional information.](#)

~~[Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.](#)~~

References:

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

End of Recommendation for AP 5013 Students in the Military