



San Bernardino Community College District  
POLICIES & PROCEDURES ADVISORY  
COMMITTEE (PPAC)  
December 07, 2023  
3:00 pm-4:30 pm Pacific Time

**MEETING AGENDA**

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

**I. Welcome & Introductions**

Kristina Hannon and Jose Torres, Co-Chairs

**II. Approval of Minutes**

- A. Confirmation of Quorum
- B. October 9, 2023
- C. November 13, 2023

**III. Level 3 - Input from Academic Senate Final Review & Constituent Feedback**

- o 4222 Remedial Coursework
- o 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- o 5030 Fees
- o 5700 Intercollegiate Athletics

**IV. Items Revisited - Chapter Lead Feedback**

- o 2410 Board Policies and Administrative Procedures
- o 5050 Student Success and Support Program

**V. Where Are They Now?**

- A. December 8 BOT Agenda - Final Read & Approval
  - o 3560 Alcoholic Beverages
  - o 5070 Attendance Accounting
  - o 5700 Intercollegiate Athletics

**VI. See You Next Time**

The next PPAC meeting is scheduled for Monday, February 12, 2024, at 3:00 p.m.



Policies & Procedures Advisory Committee  
**Meeting Minutes – October 9, 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

*The meeting was called to order at approximately 3:10 p.m.*

II. Approval of Minutes

A. Confirmation of Quorum

*Quorum was confirmed.*

B. Approval of Minutes from September 18, 2023

*Brandi Bailes made a motion to approve the minutes, which Davena Burns-Peters seconded. The motion passed by a majority vote.*

III. Items Continued from Last Month

A. Level 3 – Feedback from Constituent Groups & Input from Academic Senate First Review

- 2410 Board Policies and Administrative Procedures

*No feedback was received prior to this meeting. Davena shared that while this recommendation did not make it to the SBVC Academic Senate agenda, she felt the legal update is of such a minor nature that there will be no issues submitting it on her next agenda as a final approval. She will reach out if there are any concerns with her constituents. This item was approved by consensus to move through the process.*

B. Level 3 – Input from Academic Senate Final Review

- 5050 Student Success & Support Program
- 5070 Attendance Accounting
- 5700 Intercollegiate Athletics

*Feedback received prior to this meeting is that the SBVC Academic Senate reviewed them and had no concern with the recommendations moving to the next step in the process.*

*Regarding 5050 Student Success & Support Program, Brandi advised that the CHC Academic Senate was okay with the Legal Update change in the recommendation, however, AP 5050 still contains language pertaining to the student education plan which is now out of date. Chapter Lead Nohemy Ornelas, who was attending the meeting, advised that she would reach out to the Counseling Chairs and Vice Presidents to address this issue.*

*(It should be noted that subsequent to the meeting, it was decided that the process would be better served if the outdated student plan language was addressed prior to moving the Recommendation forward. A revised Recommendation will appear after this additional review is complete.)*

*Regarding 5070 Attendance Accounting, Brandi requested that “he/she/they” be changed to “~~he/she~~ the student”. This will be updated on the recommendation. The committee voted by consensus to move the recommendations through the process.*

#### IV. Brand New Items

- A. Approval of Recommendations for Level 1 Review
- 3560 Alcoholic Beverages

*This recommendation reflects a request for review and documents that the review was completed and the P&P found to be in order. The Level 1 Review was approved by consensus.*

#### V. Where are They Now?

A. October 19 BOT Agenda – First Read

- 2330 Quorum and Voting
- 2340 Agendas
- 2365 Recording
- 2712 Conflict of Interest Code
- 3300 Public Records
- 3410 Nondiscrimination
- 4010 Academic Calendar
- 5013 Students in the Military
- 6250 Budget Management
- 6400 Financial Audits
- 6800 Occupational Safety

B. October 19 BOT Agenda – Final Approval

- 2210 Officers
- 2725 Board Member Compensation

*There was no discussion or concerns with the items appearing on the BOT agenda for October 19.*

#### VI. The Best is Yet to Come

A. Any suggestions to improve the process?

*Christopher Crew posed the use of surveys for soliciting feedback on Chapter Lead recommendations. Jose Torres reminded the committee that he and the other Chapter Leads are always willing to attend constituent group meetings to train on and support the process or provide clarification on any P&P recommendations.*

B. Any topics that need to be discussed?

*Ray Carlos asked that the use of surveys be part of future agenda. Nohemy mentioned she had seen a similar procedure in another college and was tasked to present on it at a future meeting.*

## C. Forward Momentum

- 2023-24 Annual Review List

*There was no discussion on this item.*

## VII. See You Next Time

*The next meeting of the PPAC is scheduled for Monday, November 13, at 3:00 p.m. The meeting adjourned at approximately 4:15 p.m.*

**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.

yes	1) 50% + one of appointed voting members (not 50% of members plus vacancies).		
yes	2) One faculty member from each campus		
yes	3) Two persons from each site (CHC, SBVC, DSO)		
yes	4) Three of four constituent groups represented (faculty, classified, student, management)		
1	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
2	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
3	Management, CHC (appointed by college president)	Keith Wurtz	<i>present</i>
4	Management, SBVC (appointed by college president)	Ray Carlos	<i>present</i>
5	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>present</i>
6	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
7	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
8	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
9	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
10	ASG President or designee, SBVC	Dyami Ruiz-Martinez   Nelva Ruiz-Martinez	<i>present</i>
11	Black Faculty & Staff Association	Veada Benjamin	<i>present</i>
12	Latino Faculty, Staff, & Administrators Association	Aida Gil (Proxy)	<i>present</i>
13	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
14	CSEA (appointed by CSEA President)	Cassie Thomas	<i>absent</i>
15	Management Association	Christopher Crew	<i>present</i>
16	Confidential Group	Kelly Goodrich	<i>present</i>
17	Police Officer's Association	James Quigley   Angelica Arechavaleta	<i>present</i>
18	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>



Policies & Procedures Advisory Committee  
**Meeting Minutes – November 13, 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

*The meeting was called to order at approximately 3:10 p.m.*

II. Approval of Minutes

A. Confirmation of Quorum

*Quorum was not confirmed.*

B. Approval of Minutes from October 9, 2023

*This item was tabled due to lack of quorum.*

III. Items Continued from Last Month

A. Level 3 – Feedback from Constituent Groups & Input from Academic Senate First Review

- 2410 Board Policies and Administrative Procedures

*This item was tabled due to lack of quorum.*

IV. Brand New Items

A. Approval of Recommendations for Level 3 Review

- 4222 Remedial Coursework

*There was no discussion on this item.*

- 5011 Admission and Concurrent Enrollment of High School and Other Young Students

*Nohemy Ornelas addressed the committee regarding feedback received during the review of AP 5011. One portion addresses the admission of dual-enrolled students, including high school students as well as younger students. She is currently waiting on clarification in that area from campus A&R Directors, particularly as it relates to the students younger than high-school age.*

*Brandi Bailes reported on discussions at CHC regarding the difference between a young student and a dual-enrolled student. They have students that have graduated and are not technically students elsewhere, but are still very, very young. Nohemy confirmed that if the students have graduated high school, they would be considered first time students and they would follow the normal registration process. Even though they are technically minors, they are considered college students. Brandi confirmed that SBCCD would we still be mandated*

*reporters for such students, similar to K-12 students. Nohemy commented that the proposed revision provides a clarifying definition on this.*

*Nohemy went on to report that more than half the policy is language that has to do with CCAP agreements which are covered in memorandums of understanding with the various high school districts. We have received legal advice that this language is not required to be in the AP, however, there is additional language that we would add in our definitions to distinguish between the different types of dual enrollment programs which would include CCAP.*

*It was confirmed that the version under review would now strike all the language underneath the CCAP header. In addition, there are two definitions that need to be added. These changes would be implemented by working closely with the campuses to make sure that the catalogs and websites are updated.*

- 5030 Fees

*Brandi clarified that the changes in AP 5030 Fees contained the deletion of fees no longer being charged, as well as the deletion of Parking Violation costs, which are not fees, but rather citations.*

- 5700 Intercollegiate Athletics

*There was no discussion on this item.*

*It was informally decided (due to a lack of quorum) to keep these items moving forward in the process and then to approve via a formal vote at the next meeting.*

#### V. Where are They Now?

##### A. 2023-24 Annual Review List

*There was no discussion on this item.*

##### B. November 9 BOT Agenda - First Read

- 3560 Alcoholic Beverages (reflecting changes from previous PPAC meeting)
- 5070 Attendance Accounting
- 5700 Intercollegiate Athletics

*Committee members looked at some minimal changes that were made to 3560 Alcoholic Beverages since they had last seen it. There was no comment or concern.*

##### C. November 9 BOT Agenda - Final Read & Approval

- 2330 Quorum and Voting
- 2340 Agendas
- 2365 Recording
- 2712 Conflict of Interest Code
- 3300 Public Records

- 3410 Nondiscrimination
- 4010 Academic Calendar
- 5013 Students in the Military
- 6250 Budget Management
- 6400 Financial Audits
- 6800 Occupational Safety

*There was no discussion on these items.*

VI. See You Next Time

*The meeting adjourned at approximately 4:15 p.m. The next meeting of the PPAC is scheduled for Monday, December 11, at 3:00 p.m.*

**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.

yes	1) 50% + one of appointed voting members (not 50% of members plus vacancies).
no	2) One faculty member from each campus
yes	3) Two persons from each site (CHC, SBVC, DSO)
yes	4) Three of four constituent groups represented (faculty, classified, student, management)
1	Faculty, CHC (appointed by Academic Senate President) Brandi Bailes
2	Latino Faculty, Staff, & Administrators Association Carmen Rodriguez
3	Management Association Christopher Crew
4	Faculty, SBVC (appointed by Academic Senate President) Davena Burns-Peters
5	ASG President or designee, SBVC Dyami Ruiz-Martinez   Nelva Ruiz-Martinez
6	ASG President or designee, CHC Enggie Ocampo
7	CSEA (appointed by CSEA President) Ernest Guillen
8	Police Officer’s Association James Quigley
9	Executive Vice Chancellor, Co-Chair Jose Torres
10	Classified, CHC (appointed by Classified Senate President) Karen Peterson
11	Management, CHC (appointed by college president) Keith Wurtz
12	Confidential Group Kelly Goodrich
13	Vice Chancellor, Human Resources & Police Services Kristina Hannon
14	Classified, SBVC (appointed by Classified Senate President) Nathan Yearyearn
15	Management, SBVC (appointed by college president) Ray Carlos
16	Asian Pacific Islanders Association Rejoice Chavira
17	CTA (appointed by CTA) Ryan Bartlett
18	Black Faculty & Staff Association Veada Benjamin



**AP 4222 Remedial Coursework** (no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	11/1/2023

**Reason(s) for Review/Changes**

> 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.

**Review Level****Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

11/13/2023 PPAC Approves Review Level  
 11/15/2023 Level 3 First Anticipated AS Review  
 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback  
 12/20/2023 Level 3 Second Anticipated AS Review  
 02/12/2024 PPAC Reviews Second AS Feedback  
 03/14/2024 BOT First Reading  
 04/11/2024 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](mailto:kgoodric@sbccd.edu).

RECOMMENDATION STARTS ON NEXT PAGE



**AP 4222 Remedial Coursework (10+1)(no matching BP exists)**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

**Reason(s) for Review/Changes**

> 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.

Review Process Comments:

> Showing Chapter Lead response to input received.

*(Replaces current SBCCD AP 4222)*

**A. Course Definition**

Remedial coursework refers to non - degree, pre - collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

**B. Remedial English or Mathematics Coursework**

1. **Intention:** The primary goal is to ensure that students enter and complete transfer-level coursework in English and mathematics within one year of their initial attempt in the discipline. This coursework should align with the requirements of the student's intended certificate or associate degree, or the requirements for transfer within their intended major.
2. **Placement Measures:** The District shall use measures, such as high school coursework, grades, grade point average, or self-placement for placing students into English and mathematics courses. When multiple measures are used, they should be applied in a way that compensates for low performance on one measure with higher performance on another. The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework.
3. **Avoiding Redundant Coursework:** The District shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning.

~~No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to success in transfer level coursework in English and mathematics. The District may require a student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester term that they take a transfer level English or mathematics course, but only if the college determines the support will increase their the student's likelihood of passing the transfer level English or mathematics course. The college shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.~~

**C. Limits**

~~A student enrolled in remedial coursework as identified above shall not receive credit for more than 30 units of such coursework earned in this District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.~~

~~The District shall maximize the probability that a student will enter and complete transfer level coursework in English and mathematics within a one-year timeframe of the student's initial attempt in the discipline. For a student with a declared academic goal, the transfer-level coursework shall satisfy the English and mathematics courses course requirements of the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe of their initial attempt in the discipline.~~

~~The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework unless the student is highly unlikely to succeed in a transfer level English or mathematics course based on their high school grade point average and coursework and the enrollment in pretransfer-level coursework will improve the student's probability of completing transfer level coursework in English and mathematics within a one-year timeframe or, for credit English as a Second Language course students,~~

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 4222 Remedial Coursework (10+1)(no matching BP exists)**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

~~completing transfer level coursework in English within a three-year timeframe.~~

~~The District shall use, in the placement and enrollment of students into English and mathematics courses, one or more of the following measures: high school coursework, high school grades, and high school grade point average. When using multiple measures, the District shall apply multiple measures in the placement and enrollment of all students in such a manner that all of the following occur: (1) low performance on one measure shall be offset by a higher performance on another measure; (2) multiple measures shall be used to increase a student's placement recommendation and shall not be used to lower it; (3) any one measure may demonstrate a student's preparedness for transfer level coursework; (4) the multiple measures placement shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning; and (5) the multiple measures placement gives students access to a transfer level course that will satisfy a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major.~~

~~If the District places and enrolls students into transfer level mathematics or English coursework that does not satisfy a requirement for the student's intended certificate or associate degree, or a requirement for transfer within the intended major, the college shall determine that (1) the student is highly unlikely to succeed in a transfer level English or mathematics course that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major and (2) the enrollment will improve the student's probability of completing transfer level mathematics or English coursework that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe.~~

**~~D. Exemptions~~**

~~All remedial courses taken by students enrolled in English as a Second Language courses and students identified by the District for learning disabled programs are exempted from the limitations imposed above.~~

**C. Waivers**

A student who shows significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply for a waiver of the 30-unit limit through the college petitions process. A waiver shall be subject to the following conditions:

1. A student must have been continuously enrolled and have completed at least 24 units of remedial coursework with a grade of C or better.
2. A petition for waiver must have the recommendation of a college counselor.
3. Additional remedial coursework shall be specified in a course list prepared by a college counselor.
4. Additional coursework shall be limited to two additional courses above the 30-unit limit not to exceed eight units.
5. Any coursework approved through the waiver process shall be completed within the semester that immediately follows the reaching of the 30-unit limit.
6. A grade of P (pass) constitutes satisfactory progress.

**D. Academic Probation, Dismissal**

A student enrolled in remedial coursework is subject to the District standards for academic probation and/or dismissal. In addition, a student who does not attain full eligibility status for college-level work within the 30-unit limit described above shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses. Students enrolled in remedial coursework shall be notified of unsuccessful progress through the regular college counseling and advising process.

**E. Reinstatement**

A student may, upon successful completion of appropriate remedial coursework elsewhere, or upon demonstration of skills levels that will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition with the Vice-President of Student Services.

**F. College Catalog**

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

**AP 4222 Remedial Coursework** (10+1)(no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Level 3 PPAC Reviews Constituent & Initial AS Feedback*

**Reference:**

[Education Code Section 78213;](#)  
Title 5 Section 55035  
ACCJC Accreditation Standard II.A.4

**End of Recommendation for AP 4222 Remedial Coursework**

**AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students** *(no matching BP exists)*

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Level 3 PPAC Reviews Constituent & Initial AS Feedback*

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	11/1/2023

**Reason(s) for Review/Changes**

> 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.

**Review Level**

**Level 3**

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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](mailto: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>.

## AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

### Reason(s) for Review/Changes

> 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.

Review Process Comments:

> Changes made by Chapter Lead based on discussion at November 13 PPAC meeting.

### Eligibility for Admissions

SBCCD authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

The student's K-12 school of attendance maintains the right to grant course credit for courses taken at SBCCD. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

To be considered for admittance as a special summer part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

### Definitions

**Dual Enrollment:** Dual enrollment refers to opportunities for high school or adult school students, or other eligible students, to enroll in community college courses as a special admit student and receive college credit while also obtaining credit for the enrollment at the student's high school or adult school.

**College and Career Access Pathways (CCAP) Dual Enrollment:** CCAP Dual Enrollment describes dual enrollment opportunities created by the passage of AB288 whereupon Community College Districts enter into partnerships with public schools to offer dual credit opportunities that promote seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

**Non-CCAP Dual Enrollment:** Non-CCAP Dual Enrollment refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.

**Middle College High School:** Middle College High School programs are secondary schools located on a college campus and offer programs designed to serve at-risk high school students who are performing below their academic potential. T

**Early College High School:** Early College High Schools are innovative partnerships between charter or non-charter public secondary schools and local community colleges that allow students to earn a high school diploma and up to two years of college credit in four years or less.

**Adult Dual Enrollment:** Adult Dual Enrollment shall describe dual enrollment opportunities for special part-time adult students recommended for enrollment at the community college by an adult school pursuant to Education Code 52620. Students enrolled under these provisions are not eligible for CCAP Dual Enrollment.

## AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary, or homeschooled student) who attends community college courses during Fall or Spring Semesters and Summer Session(s) and meets certain eligibility standards. A special part-time student takes fewer than 12 units and a special full-time student takes 12 units or more. Dual enrollment students (see below) are a subset of special part-time or full-time students.

Dual Enrollment and Concurrent Enrollment Student: For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably.

Special Summer Part-Time or Full-Time Students: To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

### Admission Process

Admission is subject to seat availability and locally approved college policies for concurrent dual enrollment. High school transcripts, grade point average (GPA) and Social Security numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment.

The student must submit:

- District application for admission;
- ~~written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.~~
- Written and signed approval of ~~his/her/their~~ principal (NOTE: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.)
- Demonstration that the student is capable of profiting from instruction.
- ~~High school transcripts and Social Security Numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment~~
- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

~~To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.~~

~~Admission is subject to seat availability and locally approved college policies for concurrent enrollment. The student must submit:~~

- ~~college application for admission;~~
- ~~written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.~~
- ~~written and signed acknowledgment of his/her principal. (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);~~
- ~~demonstration that the student is capable of profiting from instruction;~~
- ~~written approval of the governing board of the school district of attendance.~~
- ~~High school transcripts and Social Security Numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment~~
- ~~The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.~~

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 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

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

~~The student must submit:~~

- ~~• college application for admission;~~
- ~~• written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing. written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.)~~
- ~~• demonstration that the student has adequate preparation in the disciplines to be studied.~~
- ~~— The director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.~~

~~All required documents shall be sent to the office of admissions and records at the college campus.~~

High School Students:

For students attending high school, the director of admissions and records or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the director of admissions and records or designee shall be final. This determination may be done by applying one or more of the following options/criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by director of admissions and records or designee. The school must provide ~~transcripts and~~ a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The director of admissions and records or designee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the director of admissions and records or designee shall be final. Once a decision has been made, the student and his/her/their parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria one or more of the following options/criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her/their parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

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

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 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

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

### College and Career Access Pathways (CCAP)

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

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

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

- Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- Establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- Identify a point of contact for the participating community college district and school district partner.
- Certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011.
- Certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- Include a certification by the participating community college district of all of the following:
  - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
  - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
  - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- Certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- Specify both of the following:
  - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates
- Certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade-level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college.

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 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

~~faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.~~

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

- ~~• Developing seamless pathways from high school to community college for career technical education or preparation for transfer;~~
- ~~• Improving high school graduation rates; or~~
- ~~• Helping high school pupils achieve college and career readiness.~~

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

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

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

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

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

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

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

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

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

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

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

- ~~• The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.~~

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 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent & Initial AS Feedback

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

**References:**

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

Approved: 6/9/16

**BP 5030 Fees**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent & Initial AS Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	11/1/2023
<b>Reason(s) for Review/Changes</b>			
> Clerical update of legal reference and pronouns			

**Review Level**

**Level 3**

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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](mailto: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 5030 Fees**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

**Reason(s) for Review/Changes**

> Clerical update of legal reference and pronouns

Review Process Comments:

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in **the college catalogs or class schedules (Schedule of Classes)**.

**Enrollment Fee (Education Code Section 76300)**

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

**Baccalaureate Degree Pilot Program Fees (Title 5 Section 58520)**

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

**Course Auditing Fees (Education Code Section 76370)**

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Parking Fee (Education Code Section 76360)**

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that ~~he/she~~ they regularly ~~has~~ have two or more passengers commuting with ~~him/her~~ them.

**Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)**

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

**Physical Education Facilities (Education Code Section 76395)**

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

**Student Representation Fee (Education Code Section 76060.5)**

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

**Student Transportation Costs (Education Code Section 76361)**

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

**Transcript Fees (Education Code Section 76223)**

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

**International Students Application Processing Fee (Education Code Section 76142)**

The District shall charge students who are both citizens and residents of a foreign country a fee to process ~~his/her~~ their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one

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## BP 5030 Fees

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Level 3 PPAC Reviews Constituent &  
Initial AS Feedback*

hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

### Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

### References:

Education Code Sections ~~66025.3, 68120, 70902(b)(9), 76300 et seq., 76300.5, 76370, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142~~

Title 5 Sections ~~51012, 58520, 58629, and 59400 et seq~~  
~~California Community College Chancellor's Office (CCCCO) Student Fee Handbook~~  
ACCJC Accreditation Standard I.C.6

**End of Recommendation for BP 5030 Fees**

# AP 5030 Fees

12/06/23



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:
J Torres	8/7/2023	Recommendation Received	11/1/2023

**Reason(s) for Review/Changes**

- > 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.
- > VPI Wurtz: Addition of fee for upper division coursework

## Review Level

**Level 2**

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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](mailto: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>.



## AP 5030 Fees

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

### Reason(s) for Review/Changes

*Click for CCLC Legal Update Info*

- > 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.
- > VPI Wurtz: Addition of fee for upper division coursework

Review Process Comments:

### Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- [Baccalaureate degree pilot program fees \(Title 5 Section 58520\)](#)

As prescribed by state law.

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize ~~his/her/their~~ immigration status, or will file an application as soon as ~~he/she-they-is are~~ eligible to do so.
- [A nonresident student who enrolls in a credit English as a Second Language \(ESL\) course at the district and who is any of the following:](#)
  - [A recent immigrant, as defined in 8 U.S. Code Section 1101\(a\)\(15\);](#)
  - [A recent refugee, as defined in 8 U.S. Code Section 1101\(a\)\(42\); or](#)
  - [A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.](#)

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

### Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)

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**AP 5030 Fees**

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- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

**Prohibited fees include:**

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)

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## AP 5030 Fees

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- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

#### Collection and Refund of Fees

- A. Associated Students Discount Sticker  
\$9.50 - CHC  
\$7.50 – SBVC
- B. Breakage/Lost Property Fee  
Replacement cost of item(s) broken or lost
- C. Campus Center Fee  
\$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee  
As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.
- E. Catalog  
\$6.00 - purchased on campus
- ~~F. Credit by Examination  
\$20.00 plus class unit fee~~
- ~~G. Document Fee Handling  
\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;  
minimum charge of 1 hour  
\$0.15 per side copy cost  
Fees must be paid prior to document release~~
- H.F. Enrollment Fee  
\$46.00/unit
- I.G. Upper Division Coursework Fee  
\$84/unit
- J.H. Insufficient Funds Check

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## AP 5030 Fees

12/06/23



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San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

\$15.00

~~K.I.~~ International Student Application  
\$25.00 (nonrefundable)

~~L.J.~~ Key Deposit/Replacement  
\$15.00 plus cost of rekeying if needed (metal/electronic key)

~~M.K.~~ Learning Center Reproduction Fees, SBVC  
\$0.20 - Laser printout: text, black and white printer  
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)  
\$1.00 - Laser printout: graphics and/or text, color  
\$2.00 - Scan text or graphics to disk, per scan

~~N.L.~~ Library Fines – SBVC/CHC  
\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value  
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value  
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals  
\$2.00 - replacement for lost library card

~~O.M.~~ Parking Permit Fees  
\$45.00 - one semester (\$25 Promise Grant students)  
\$24.00 - summer session  
\$3.00 - daily

~~P.~~ Parking Violation Fees  
~~\$ 50.00 - illegal parking~~  
~~\$ 50.00 - decal violation~~  
~~\$275.00 - handicap violation~~

~~Q.~~ Refund Processing Charge  
~~A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.~~

~~R.~~ Replacement – Diploma/Certificate  
~~\$10.00~~

~~S.N.~~ Student Health and Accident Insurance  
\$26.00 - per semester (includes \$1.50 accident insurance)  
\$22.00 - summer session (includes \$1.50 accident insurance)  
\$1.50 - accident insurance only

~~T.O.~~ Student Representation  
\$2.00

~~U.P.~~ Supplemental Health Services Fee  
At cost - TB skin test (one-step test)  
At cost - All Vaccines  
\$25.00 - Physical Exams  
\$50.00 - DMV Physical Exams  
At cost - Prescription medications  
At cost - In-house Lab Tests  
At cost - Lab Test sent to external lab  
At cost - Optional Medical Procedures  
At cost - Optional Medical Supplies  
~~\$ 8.00 - Vision screening (Titmus vision tester)~~  
\$ 2.00 per item - Duplication of medical records

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 5030 Fees**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

~~\$10.00 – Hearing Screening (Audiometer)~~

At cost - Birth Control Pills

~~V. Testing Fees~~

~~At cost – Paramedic National Registry Testing~~

~~\$ 25.00 – Retest per skill~~

~~\$ 10.00 – CPR card~~

~~Repeat course from Career Tech Department~~

~~0.5 units – \$12.00~~

~~1.0 units – \$23.00~~

~~2.0 units – \$46.00~~

~~3.0 units – \$70.00~~

~~W-Q. Transcripts/Verification~~

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

~~X-R. Transportation Fee~~

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

~~Y-S. Crafton Hills College Recreation Fee~~

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

**Fee Refunds****A. Designated Fees**

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

**B. Conditions**

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

**C. Military Service Exception**

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

**D. Refund Schedule**

This refund schedule applies to all fees listed in Paragraph A, above.

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 5030 Fees**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

1. Fees collected in error  
Fees collected in error will be refunded in their entirety.
2. Class canceled by the college  
If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.
3. Withdrawal from the College
  - a. Enrollment Fee/Nonresident Tuition  
If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.
  - b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.  
In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.
4. Unit Reduction  
If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

**~~E. Refund Processing Fee~~**

~~A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for canceled classes or overpayment.~~

**Waiver of Fees**

The District will waive campus fees for students participating in the California Virtual Campus (CVC). Students attending online courses through the California Community Colleges online course exchange will be responsible for the tuition of courses.

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

**References:**

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5  
Title 5 Sections 51012, 58520, and 58629  
California Community College Chancellor's Office (CCCCO) Student Fee Handbook  
ACCJC Accreditation Standard I.C.6

**End of Recommendation for AP 5030 Fees**

# BP 5700 Intercollegiate Athletics

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent & Initial AS Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023

**Reason(s) for Review/Changes**

> Second 2023-24 Review - FYI Only in support of the review of AP 5700.

## Review Level

**Level 3**

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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](mailto: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 5700 Intercollegiate Athletics (10+1)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Level 3 PPAC Reviews Constituent & Initial AS Feedback*

### Reason(s) for Review/Changes

> Second 2023-24 Review - FYI Only in support of the review of AP 5700.

Review Process Comments:

The District shall maintain an organized program for students in intercollegiate athletics. The District will offer opportunities to participate equally on male or female athletic teams consistent with their gender identity, 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 (CCCCAA) Constitution, Bylaws, and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

### References:

- Education Code Sections, 66271.6, 66271.8, 67360, and 78223 et seq
- 20 U.S. Code Sections 1681 et seq.;
- ACCJC Accreditation Standard II.C.4
- California Community College Athletic Association (CCCCAA) Constitution and CCCCCAA Bylaws

## End of Recommendation for BP 5700 Intercollegiate Athletics-2

# AP 5700 Intercollegiate Athletics

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent & Initial AS Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023

**Reason(s) for Review/Changes**

> Second 2023-24 Review. SBCCD does not currently have AP 5700. Chapter Lead will revised CCLC version and adapt for SBCCD and bring forward for PPAC review at a later date.

## Review Level

**Level 3**

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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](mailto: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>.

**AP 5700 Intercollegiate Athletics (10+1)**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent &  
Initial AS Feedback

**Reason(s) for Review/Changes**

- > Second 2023-24 Review. SBCCD does not currently have AP 5700. Chapter Lead will revised CCLC version and adapt for SBCCD and bring forward for PPAC review at a later date.

Review Process Comments:

The District is a member of the California Community College Athletic Association (CCCAA) and is governed by the rules of the CCCAA constitution and bylaws. The college will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of CCCAA and conference(s) in which the District is a member. SBCCD complies with any local, state, and federal athletic reporting requirements.

The Athletics Department is committed to student-athlete academic success and shall monitor and track student-athlete academic performance. The Athletics Department is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from harassment or discrimination within all athletic program activities and classes. SBCCD adheres to Board Policy 3410, Nondiscrimination.

**Academic Programs**

Changes to the Intercollegiate Athletics program curriculum will follow the procedures outlined in Board Policy 4021 Establishing, Modifying, or Discontinuing Programs. Athletic programmatic procedures are contained in the Athletics Department Staff Handbook and information is located in the Athletics Director's Office.

**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 **Athletic director/dean**. If the District determines that a conflict between the student athlete's contract and the student athlete's team contract, the **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.

# AP 5700 Intercollegiate Athletics (10+1)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Level 3 PPAC Reviews Constituent & Initial AS Feedback*

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:**

- Education Code Sections 66271.6, 66271.8, 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-2**

# BP 2410 Board Policies and Administrative Procedures

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
PPAC Reviews Chapter Lead Response

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

**Reason(s) for Review/Changes**

> 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)

**Review Level**

**Level 3**

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

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/20/2023 Level 3 First Anticipated AS Review
- 10/09/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 10/18/2023 Level 3 Second Anticipated AS Review
- 11/13/2023 PPAC Reviews Second AS Feedback
- 12/11/2023 Level 3 PPAC Reviews Chapter Lead Response
- 12/20/2023 Level 3 Anticipated AS Review of Chapter Lead Response
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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](mailto:kgoodric@sbccd.edu).

RECOMMENDATION STARTS ON NEXT PAGE

## BP 2410 Board Policies and Administrative Procedures (10+1)



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
PPAC Revoews Chapter Lead  
Response

### Reason(s) for Review/Changes

- > 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)
- > SBVC 2<sup>nd</sup> Academic Senate Feedback There was a vote of No Support for the changes with the following feedback. The update is identified as being due to Legal Update 40 and the faculty were unable to locate the legal advisement or wording that supports the changes. They were asking if this is coming from Ed Code, from CCL, or some other location. Given the legal update, does it require the addition of the words “normally” and “in unusual circumstances” or is this language optional? If there is required language, is there other wording that would indicate more specifically circumstances that qualify as emergent or unusual, or a way to incorporate notification to the constituent groups of an upcoming change. The overall concern of the body is that the words “normally” and “in unusual circumstances” provide an avenue for many things to fall into that category and procedures being changed without following the normal processes outlined in the policy. If the language is not required, our Senate asked to strike it. Either way, they voted No Support as it stands.
- > Chapter Owner Feedback below.

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote per the AP 2410 approved process. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual urgent circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced. However, such exceptions to the first read/final approval two-month process will not circumvent or replace the AP 2410 Level Review process.

The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative procedures are forwarded to the Board of Trustees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Board policies and administrative procedures are to be reviewed as per the schedule specified in AP 2410.

Board policies and administrative procedures shall be readily available on the District's website.

### Reference:

Education Code Section 70902

∓ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

### End of Recommendation for BP 2410 Board Policies and Administrative Procedures

# AP 2410 Board Policies and Administrative Procedures

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
PPAC Reviews Chapter Lead Response

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023
<b>Reason(s) for Review/Changes</b>			
<ul style="list-style-type: none"> <li>&gt; No Change; FYI Only (2022-23 carryover)</li> </ul>			

**Review Level**

**Level 3**

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

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/20/2023 Level 3 First Anticipated AS Review
- 10/09/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 10/18/2023 Level 3 Second Anticipated AS Review
- 11/13/2023 PPAC Reviews Second AS Feedback
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- 12/20/2023 Level 3 Anticipated AS Review of Chapter Lead Response
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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](mailto: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>.



## AP 2410 Board Policies and Administrative Procedures (10+1)



P&P Chapter Lead Recommendation  
San Bernardino Community College District

### Reason(s) for Review/Changes

> No Change; FYI Only (2022-23 carryover)

The Policies and Procedures Advisory Committee (PPAC) to the Chancellor's Council is charged with updating, creating, developing, and systematically reviewing Board Policies (BP)/ Administrative Procedures (AP), also known as Policies and Procedures (P&P). This task is accomplished through a cyclical schedule which begins each academic year. The process is intended to:

- Efficiently allow for regular evaluation of policies and procedures.
- Provide faculty, staff, and students an opportunity to express opinions, and give those opinions every reasonable consideration.
- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

### I. STARTING POINT

- Policies & Procedures are incorporated into the *Review Schedule* in one of three ways: *Annual Review*, *Legal Updates*, or *Other Requests*.
- Policies & Procedures are reviewed in pairs, when applicable, to ensure the AP supports the direction outlined in the BP.
- BPs require Board approval. APs are submitted to the Board for informational purposes; however, the Board may direct revisions of any APs judged to be inconsistent with BPs.
- The Chancellor's designee facilitates this process.

### A. Annual Review

The Board will receive a list annually and prioritize the policies that need to be reviewed. Prior to the start of each academic year, the Chancellor's designee will take the necessary steps to initiate review of 10% of SBCCD's P&Ps, including:

1. Identify appropriate P&Ps for review.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.
4. Develop a timeline.
5. Present a *Review Schedule* to PPAC in September.
6. Maintain and publish the *Review Schedule* on PPAC webpage throughout the year.

### B. Legal Updates

SBCCD keeps current with changes in law or accreditation standards through a subscription to the Community College League of California. This service issues periodic legal updates which promote regulatory compliance and familiarity with industry best practices. Legal updates do not need Board review prior to going through the process.

Upon receipt of a Legal Update, the Chancellor's designee will take the necessary steps to initiate review of affected P&Ps, including:

1. Add P&Ps to the Review Schedule.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.

## AP 2410 Board Policies and Administrative Procedures (10+1)



P&P Chapter Lead Recommendation  
San Bernardino Community College District

3. Notify Chapter Leads responsible for review.

### C. Other Requests

Other requests for P&P review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student. All such requests should be submitted to the Chancellor's designee who will take the necessary steps to initiate review, including:

1. Add P&Ps to the Review Schedule.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.

## II. CHAPTER LEAD REVIEW & RECOMMENDATION

Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor's designee.
- Chapter Leads are encouraged to collaborate with appropriate constituent groups before making a recommendation to PPAC. ALL P&Ps designated 10+1 will use Academic Senate as the primary recommending body.
- Chapter Leads return a recommendation to the Chancellor's designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor's designee assigns the recommendation a rating of *Level 1 | Info Only*, *Level 2 | Minor Review (Non 10+1)*, or *Level 3 | Extensive Review* and includes item on the PPAC agenda.

## III. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Constituent feedback is collected through the appointed PPAC representatives and reviewed at committee meetings. The *Review Schedule* is posted on the PPAC webpage, and a report of PPAC activity is sent districtwide to keep all SBCCD employees informed.

To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

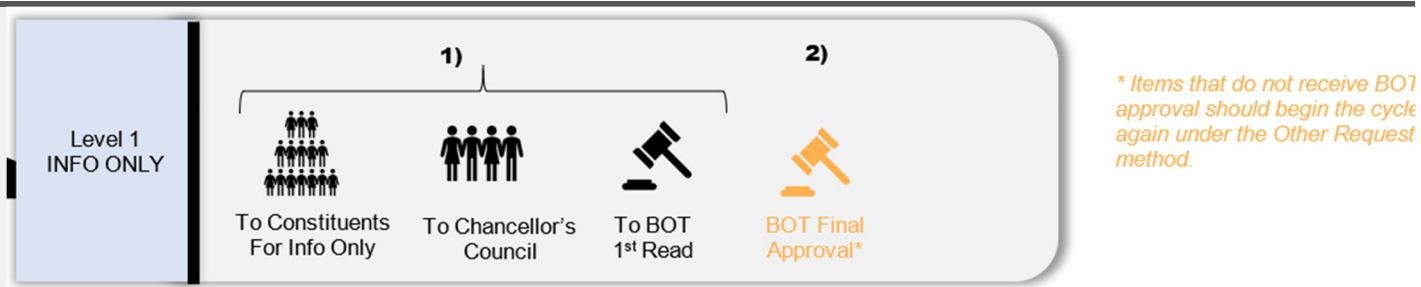
### A. Level 1 | Info Only

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
  - Reviewed with no changes.
  - Reviewed with only minor clerical edits or legal reference changes.
  - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.
- All items deemed appropriately placed in *Level 1* by PPAC members are:
  1. Simultaneously forwarded to constituent groups for information only, forwarded to Chancellor's Council, and scheduled for BOT first read.
  2. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
  3. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.

# AP 2410 Board Policies and Administrative Procedures (10+1)

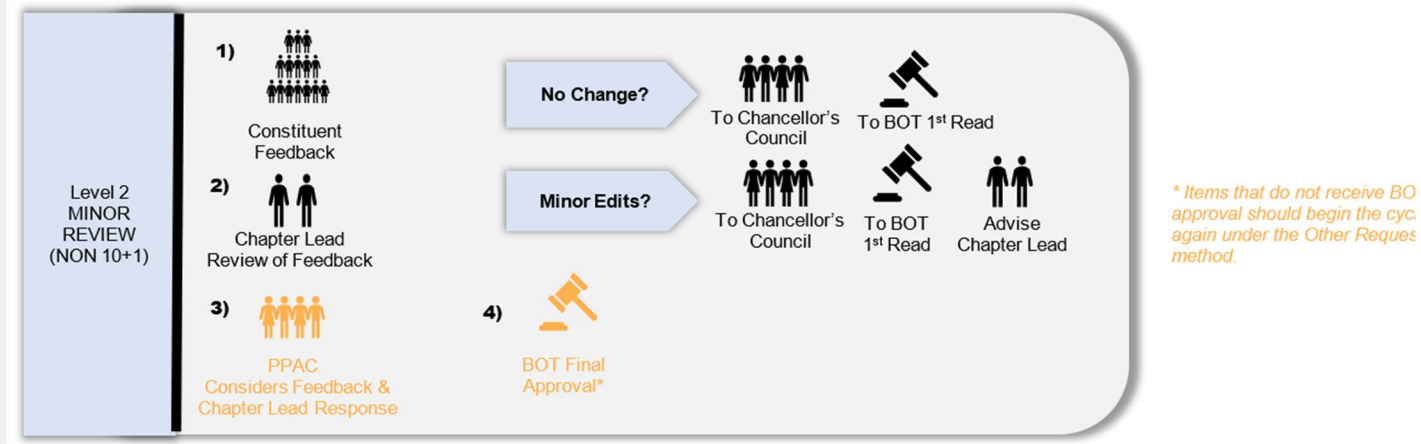


P&P Chapter Lead Recommendation  
San Bernardino Community College District



## B. Level 2 | Minor Review (Non 10+1)

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
  - Existing P&Ps which are simple and non-controversial.
  - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | *Minor Review (Non 10+1)* by PPAC members begin the following review process.
  1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
  2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
  3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes or Minor Edits*. (*Substantial Edits* are not expected for *Level 2 | Minor Review* recommendations.)
    - a. *No Changes*: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
    - b. *Minor Edits*: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
    - c. *Substantial Edits*: Substantial edits are not expected for *Level 2 | Minor Review* recommendations. Any substantial edits will cause these items to be moved to *Level 3 | Extensive Review*.
  4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
  5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



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 2410 Board Policies and Administrative Procedures (10+1)



P&P Chapter Lead Recommendation  
San Bernardino Community College District

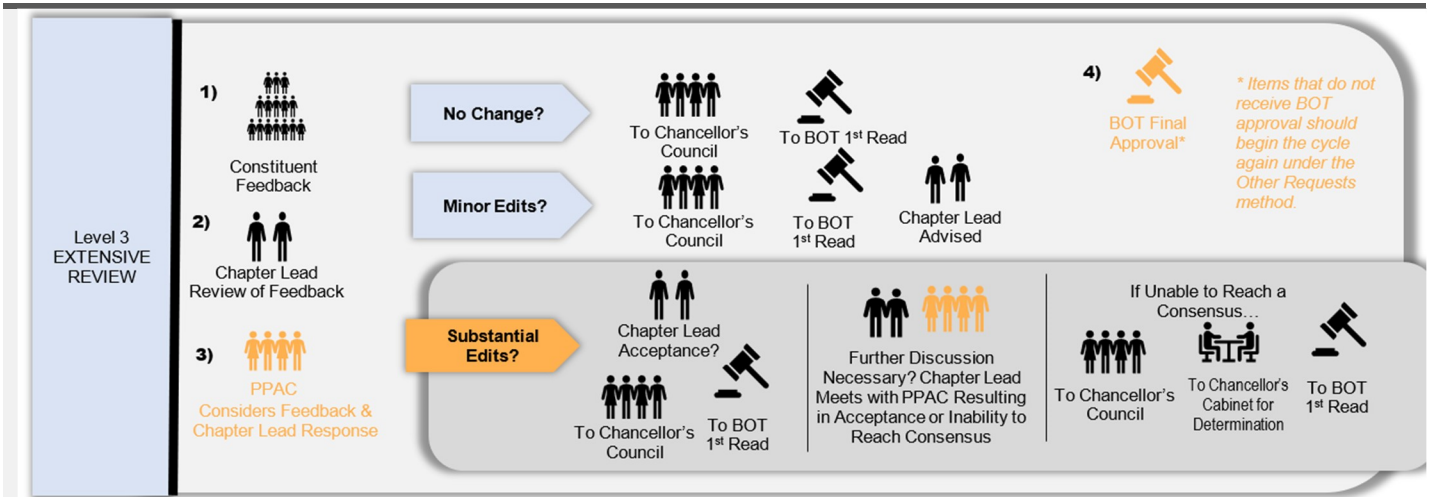
### C. Level 3 | Extensive Review

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
    - 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
  - If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
  - All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process. Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.
1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
  2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
  3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.
    - a. *No Changes*: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
    - b. *Minor Edits*: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
    - c. *Substantial Edits*: Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.
      - i. *Chapter Lead Acceptance of Edits* results in P&Ps being forwarded to Chancellor's Council and scheduled for BOT first read.
      - ii. For *Edits Requiring Further Discussion*, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
      - iii. When *Consensus Cannot be Reached on Edits*, Chancellor's Council will be informed, and P&Ps referred to Chancellor's Cabinet for a determination, which will then be scheduled for BOT first read.
  4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
  5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.

# AP 2410 Board Policies and Administrative Procedures (10+1)



P&P Chapter Lead Recommendation  
San Bernardino Community College District



## DEFINITIONS

**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.

**AP:** Administrative Procedure(s)

**BOT:** Board of Trustees

**BP:** Board Policy(ies)

**Chapters and Chapter Leads:** Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed below.

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees | BOT, Chancellor (Lead)
- Chapter 3: General Institution | Chancellor (Lead) and Chancellor’s Cabinet
- Chapter 4: Academic Affairs | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)

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 2410 Board Policies and Administrative Procedures (10+1)

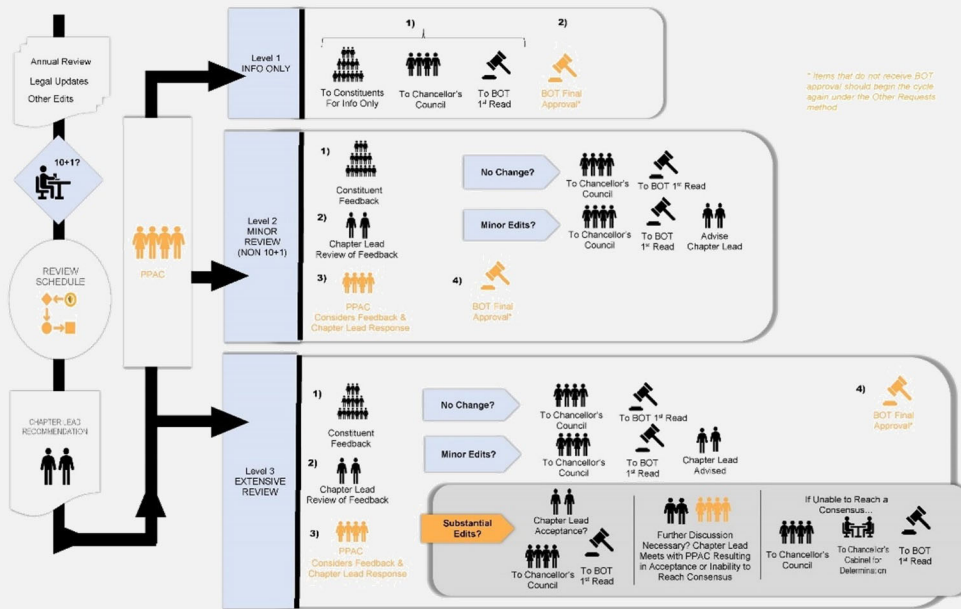


P&P Chapter Lead Recommendation  
San Bernardino Community College District

- Chapter 5: Student Services | Chancellor's Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (Lead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (Lead)

**P&P:** Board Procedure(s) and Administrative Policy(ies)

**PPAC:** Policies and Procedures Advisory Committee, an advisory body to the Chancellor's Council, charged with updating, creating, developing, and systematically reviewing BPs/APs.



**References:**

- Education Code Section 70902;
- ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e)

**End of Recommendation for AP 2410 Board Policies and Administrative Procedures**

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)**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Chapter Lead Response to 10/9/2023  
PPAC Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	10/11/2023	10/31/2023	11/28/2023

**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>)*

- 8/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/9/PPAC Reviews Second AS Feedback | Chapter Lead Response to Input
- 12/11/2023 PPAC Reviews Chapter Lead Response to Input
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 BOT Final Approval

**Action Requested**

As Chapter Lead, you are being requested to facilitate review of this P&P in light of the reason(s) listed above.

1. Staff recommended changes should be **shown in red**.
2. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
3. You are encouraged to collaborate with appropriate constituent groups.
4. All P&Ps designated 10+1 should be coordinated with the Academic Senate.
5. **Email completed review document with your changes and comments to [kgoodric@sbccd.edu](mailto: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 5050 Student Success and Support Program (10+1)**

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Chapter Lead Response to  
10/9/2023 PPAC Feedback

**Reason(s) for Review/Changes**

*Click for CCLC Legal Update Info*

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

Review Process Comments:

- [Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023](#)

- [No further change requested; being brought back to support evaluation of BP 5050 for out of date educational plan language.](#)

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**



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

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Chapter Lead Response to  
10/9/2023 PPAC Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	10/11/2023	10/31/2023	Pending

**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)
- > Chapter Lead Request to address outdated Student Plan language per PPAC meeting on 10/09/2023.

**Review Level**

**Level 3**

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

- 8/25/2023 PPAC Approves Review Level
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**Action Requested**

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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)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Chapter Lead Response to  
10/9/2023 PPAC Feedback

### Reason(s) for Review/Changes

[Click for CCLC Legal Update Info](#)

- > Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)
- > Chapter Lead Request to address outdated Student Plan language per PPAC meeting on 10/09/2023.

#### Review Process Comments:

Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023

~~(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**

Matriculation 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.

**Matriculation services include, but are not limited to, all the following:**

- Processing application for admission and English, Math, and/or ESL Placement authorized by the California Community Colleges Chancellor's Office
- Counseling and orientation services designed to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial aid, registration procedures, student support programs and services, and any other appropriate matters
- Educational planning

#### Admission and Placement:

The District shall support students with the admissions process. SBCCD will 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.

#### Counseling Services:

**Services upon enrollment, shall include, but not be limited to, all the following:**

- Interpretation of placement results to recommend appropriate courses
- Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation and instruction on student study and learning skills
- Referral to instructional and student support services
- Advisement concerning course selection for registration and developing the student educational plan

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)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Chapter Lead Response to  
10/9/2023 PPAC Feedback

### Educational Planning:

Each student, in establishing an educational plan, will do the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework
- Cooperate in the development of the student educational plan that meets a student's educational goal after completing 15 units
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal

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 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

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)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Chapter Lead Response to  
10/9/2023 PPAC Feedback

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 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.

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)

12/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Chapter Lead Response to  
10/9/2023 PPAC Feedback*

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

**End of Recommendation for AP 5050 Student Success and Support Program**