



San Bernardino Community College District
 POLICIES & PROCEDURES ADVISORY
 COMMITTEE (PPAC)
 February 19, 2026
 3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

Via Zoom: <https://sbccd-edu.zoom.us/j/6263916086?omn=86383415999>
 Or Dial-In: 669 444 9171 | Meeting ID: 626 391 6086

I. Welcome & Introductions

Kristina L. Hannon, Nohemy Ornelas, & Jose F. Torres, Tri-Chairs

II. Confirmation of Quorum

III. Approval of Meeting Minutes - 1/15/2026

IV. Orientation

V. Current Topics

A. New Chapter Lead Recommendations

1. *Level 1 - Information Only*
2. *Level 2*
 - i. 3920 Electronic Mail
3. *Level 3*
 - i. 5011 Admission and Concurrent Enrollment of High School and Other Young Students
 - ii. 5200 Student Health Services

B. Information Only - Level 1

1. None

C. Initial PPAC Review - Level 2

1. 4022 Course Approval
2. 5013 Students in the Military
3. 5055 Enrollment Priorities

D. Initial PPAC Review - Level 3

1. 4010 Academic Calendar
2. 4020 Program, Curriculum, and Course Development
3. 4025 Philosophy and Criteria for Associate Degree and General Education
4. 4100 Graduation Requirements for Degrees and Certificates

5. 4103 Work Experience
6. 4235 Credit for Prior Learning
7. 4250 Probation Dismissal and Readmission
8. 4260 Prerequisites and Co-Requisites
9. 5015 Residence Determination
10. 5030 Fees
11. 5031 Instructional Materials
12. 5050 Student Success and Support Program
13. 5075 Course Adds, Drops, and Withdrawals
14. 5130 Financial Aid
15. 5410 Associated Students Elections

E. Review of Initial Input from Academic Senate and Constituents - Level 3

1. 3775 Artificial Intelligence (AI)
2. 5500 Standards of Student Conduct

F. Review of Final Input from Academic Senate - Level 3

1. None

VI. Adjournment & Next Meeting

The next scheduled meeting of PPAC is Thursday, March 26, 2026, at 3:00 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – January 15, 2026, 3:00 p.m.
Via Zoom: <https://sbccd-edu.zoom.us/j/6263916086?omn=86383415999>
Or Dial-In: 669-444-9171 | Meeting ID: 626 391 6086

I. Welcome & Introductions

Jose Torres started the meeting at 3:02p.m.

II. Confirmation of Quorum

Heidi Hoffman confirmed quorum has been met at 3:13pm.

III. Approval of the Minutes – December 18, 2025

Motion: Ray Carlos

Second: Christopher Crew

Motion passed unanimously.

Judy suggested to add clarification slides to be added to the slide deck of the review process.

IV. Current Topics

A. New Chapter Lead Recommendations

1. Level 1 - Information Only

None

2. Level 2

i. 3550 Drug-Free Environment and Drug Prevention Program

Motion: Keith Wurtz

Second: Ray Carlos

Motion passed unanimously

3. Level 3

i. 7230 Classified Employees

Motion: Keith Wurtz

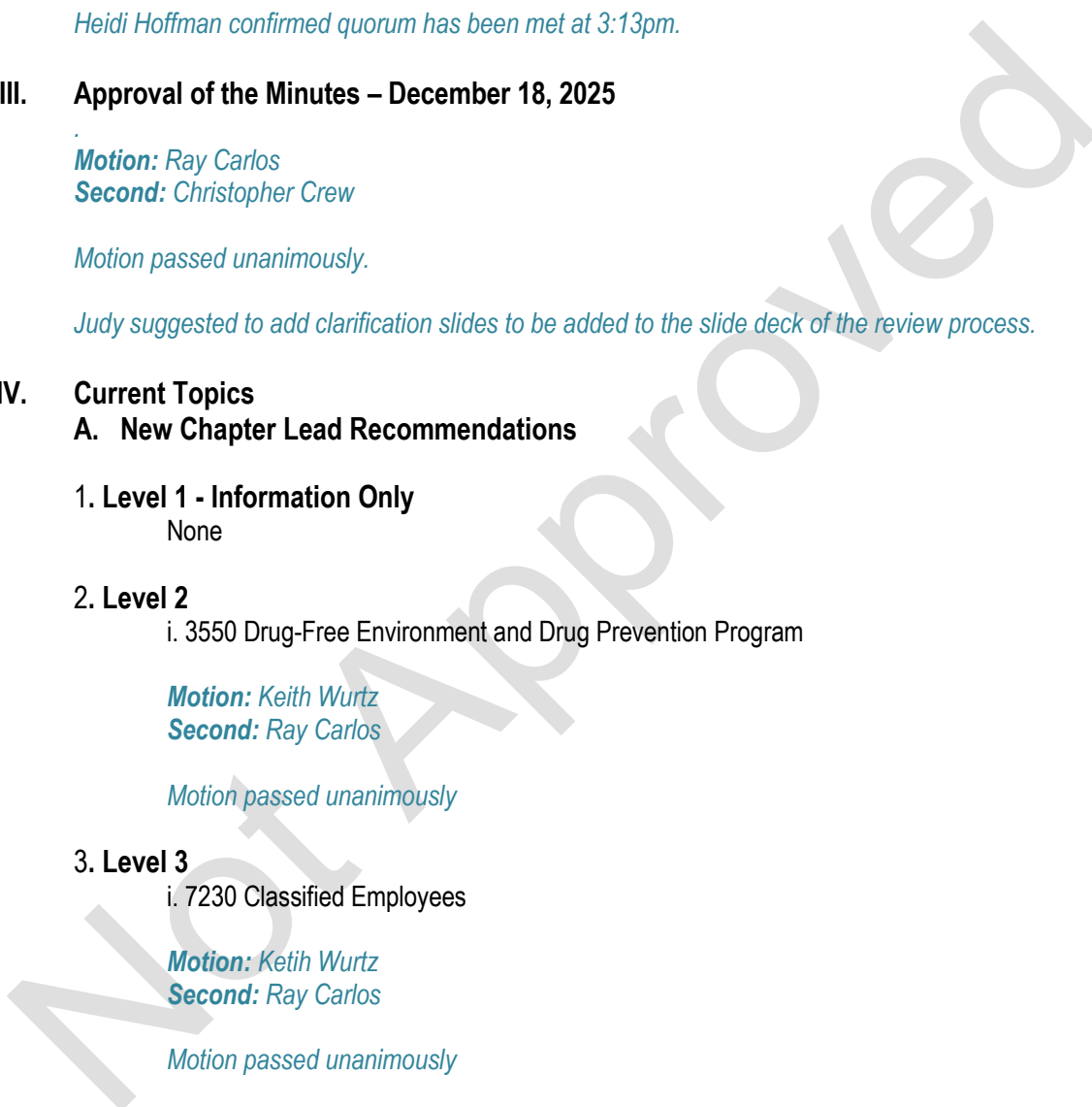
Second: Ray Carlos

Motion passed unanimously

Nathan Yearyear did ask why this particular BP/AP is a 10+1. Jose stated to send this question to Heidi in an email to be part of the next meeting and discussion.

B. Information Only – Level 1

None



C. Initial PPAC Review – Level 2

1. 4022-Course Approval

Nohemy stated that there was no feedback received yet. Keith asked if the changes to the policy were in fact SBCCD changes and stated that they were legal updates, the tracked changes were under the wrong color/designation. Jose stated item would come back to the 2/19 meeting for final review and feedback.

Judy stated that CHC and SBVC wouldn't be able to vote until 3/4. Requested that the November, December and January items all come back for at least one more meeting cycle so that review and feedback could be brought to PPAC. Jose stated to move the items to the February meeting for final review and if need be, move items to the March meeting.

2. 5013-Students in the Military

Only change was a strike out.

3. 5055-Enrollment Priorities

Legal update was the only change.

Motion: Christopher Crew

Second: Carmen Rodriguez

Motion passed unanimously

D Initial PPAC Review – Level 3

1. 4010-Academic Calendar

2. 4025-Philosophy and Criteria for Associate Degree and General Education

3. 4100-Graduation Requirements for Degrees and Certificates

4. 4260-Prerequisites and Co-Requisites

5. 5050-Student Success and Support Program

6. 5130-Financial Aid

7. 5500-Standards of Student Conduct

Motion: Mike Wurtz

Second: Carmen Rodriguez

Motion passed unanimously

Committee agreed to bring items back to the 2/19 meeting and then possibly again to the 3/26 meeting for final review and feedback.

E. Review of Final Input from Academic Senate – Level 3

None

V. Adjournment & Next Meeting

The next PPAC meeting will be held on February 19, 2026, at 3:00pm.

The meeting adjourned at 3:33 p.m.

Judy asked about BP2510 and the Artificial Intelligence AP/BPs and when they would be moved through the process. Nohemy asked to have the December minutes pulled up where it was verified that two sets of AP/BPs were approved to move through the process and they would be presented again at the February meeting. Jose stated that 2510 would go to BPPAC since it is a Board policy. The system is similar to PPAC, will go through their process before being presented to PPAC.

Clarification was given that the items from the December meeting would be back on the agenda in February, as well as the January items and any additional items. Judy still asked if items could be on the agenda for 2 meetings for senators to bring back feedback. Jose and Nohemy agreed that would be fine but if any items can be finalized in February, they will get moved on to close the loop and make their way to Chancellor's Council and the Board meetings for first and final readings.

Additional Attendees:

*Carol Gonzalez
Heather Madole*

Not Approved

2/12/2026
10/2026
1/15
/2026

BP 3920 Electronic Mail



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Level 1 Review Schedule

Current Review Progress

DATE02/10/2026 ♦ Recommendation Received
DATE02/19/2026 ♦ PPAC Approves Review Level

Pending Action Required

12/18/202503/26/2026 ♦ Final Policy Review by PPAC (Level 1 Info Only) PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
023/05/2026 ♦ Chancellor's Council Approval
043/1942/2026 ♦ BOT 1st Read
045/1409/2026 ♦ BOT Final Approval
05/1804/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 3920 Electronic Mail

From current SBCCD BP 3730 titled Electronic Mail

The District provides electronic mail services to its employees at District expense. Use of the electronic mail system is authorized in District business and incidental personal use. Third party use is not authorized.

See BP/AP 3720 titled Computer and Network Use

Reference:
No references

End Recommendation for BP 3920 Electronic Mail

2/12/2026
10/2026-1/15
/2026

AP 3920 Electronic Mail



Non 10+1 ◀ Non CCLC | Legally Advised ▶ Chapter Lead Ornelas ▶ Both BP & AP Exist

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Level 1 Review Schedule

Current Review Progress

02/10/2026 ♦ Recommendation Received
02/19/2026 ♦ PPAC Approves Review Level

Pending Action Required

03/26/2026 ♦ Final Policy Review by PPAC (Level 1 Info Only)
03/05/2026 ♦ Chancellor's Council Approval
04/19/2026 ♦ BOT 1st Read
05/14/2026 ♦ BOT Final Approval
05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 3920 Electronic Mail

Scope and Purpose:

[This procedure applies to any individual who is provided an email account and services managed by or for San Bernardino Community College District \(SBCCD\). Electronic mail, like postal mail, is an official means for communicating SBCCD business. Employees are provided a SBCCD email account to promote the effective and efficient use of time and resources for instruction and SBCCD business related purposes. All employees are expected to read, and shall be presumed to have received and read, all email messages sent to their official SBCCD email account. Employees must only use their SBCCD email for official email correspondence in the performance of their duties. Personal email accounts should not be used to conduct SBCCD related business. Further, SBCCD email accounts should not be used as an individual's primary personal email address. Employees may use SBCCD email to conduct the necessary business of the campus unions, such as updates, scheduling of meetings, and operational questions about union business. Records pertaining to SBCCD business maintained on personal and external email services and devices may be discoverable in litigation, disclosed to comply with a subpoena, and subject to disclosure pursuant to the California Public Records Act.](#)

From current SBCCD AP 3730 titled Electronic Mail

A. Right of Access/Disclosure

The District reserves the right of access to and disclosure of electronic mail messages sent or received by employees with the use of the District electronic mail system.

B. Personal/Private Messages

The District will attempt to honor the privacy or private messages unless it has reasonable grounds to access them. If an employee sends, receives, or stores personal or private messages of an incidental nature, the employee must take special steps to protect the privacy of such messages through such means as designation of the message as private or by storing them in a special area.

C. Snooping

AP 3920 Electronic Mail



Non 10+1 ◀ Non CCLC | Legally Advised ▶ Chapter Lead Ornelas ▶ Both BP & AP Exist

Employees are prohibited from the use of the electronic mail and computer systems for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to the files or communications of others. Violators are subject to appropriate disciplinary measures.

D. Miscellaneous Special Uses

Employees shall not use the District electronic mail system for any of the following uses:

1. Chain letters.
2. Copies of documents in violation of copyright laws.
3. Forwarding of electronic mail messages without a legitimate business purpose under circumstances likely to lead to embarrassment of the sender or to violate clearly expressed desire of the sender to restrict additional dissemination.
4. Use in violation of rules applicable to Electronic Data Interchange systems.
- 4-5. [Automatic Forwarding of all incoming messages to external \(personal/private/non-SBCCD\) email accounts](#)
- 5-6. Use of electronic mail for "moonlighting" or job searches.
- 6-7. Use of electronic mail to send messages, access to which is restricted by government security laws or regulations.

E. Monitoring for Security Violations

The District will not monitor electronic mail messages as a routine matter. The District will respond to legal process and fulfill its obligations to third parties. The District will inspect the contents of electronic mail messages in the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means. The District may review the electronic mail communications of an employee to determine whether there have been any breaches of security, violations of company policy, or defalcations of duty on the part of the employees.

F. Targeted Access

The District recognizes the employees have an interest of privacy with regard to the electronic mail messages they send or receive. The District reserves the right to access and disclose the contents of employee electronic mail messages, but will do so only when it has a legitimate business need to do so and the urgency of the need is sufficiently strong to offset the District's commitment to honor the employee's interest in privacy.

G. Disclosure

The contents of electronic mail, properly obtained for legitimate business purposes, may be disclosed without the permission of the employee. Any disclosure without the consent of the employee who sent the message shall be limited to those employees who have a legitimate need to know.

The District will attempt to refrain from disclosure of particular messages, based on objections on the ground that publication of the message will create personal embarrassment for the employee who sent the message, unless such disclosure is required to serve a legitimate business purpose or satisfy a legal obligation.

The District may use information regarding the number, sender, recipient and address of messages sent over the electronic mail system for any proper business purpose.

H. Disclosure to Law Enforcement Officials

Reasonable effort will be made to notify an employee when law enforcement officials seek access to messages addressed to the employee or under the employee's control unless law enforcement officials obtain orders prohibiting such notice. Such notification is not necessary if the law enforcement activity relates to the possibility that the District may be the victim of a crime.

~~2/12/2026~~
~~10/2026~~1/15
/2026

AP 3920 Electronic Mail



Non 10+1 ◀ Non CCLC | Legally Advised ▶ Chapter Lead Ornelas ▶ Both BP & AP Exist

I. Approval of Access and/or Disclosure

The Chancellor or College President must approve any request for access to the contents of electronic mail to be made without the consent of a sender or recipient. The Chancellor or College President must approve the use or disclosure of information obtained from inspection or monitoring of electronic mail.

Reference:

No references

End Recommendation for AP 3920 Electronic Mail

AP

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



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Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Current Review Progress

02/10/2026 ♦ Recommendation Received
02/19/2026 ♦ PPAC Approves Review Level

Pending Action Required

03/26/2026 ♦ Initial Policy review by PPAC
04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)
05/07/2026 ♦ Chancellor's Council Approval
06/11/2026 ♦ BOT 1st Read
08/13/2026 ♦ BOT Final Approval
08/17/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

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 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

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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.

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.

Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary, or home-schooled 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 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.
- When parental or guardian consent is required to admit a student to a community college dual enrollment course, the

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

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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 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.
- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

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 criteria:

- a review of the materials submitted by the student;
- meeting with the student and their 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 a letter signed by the principal indicating how in their 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 their parent or guardian shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and 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.

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

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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 or a county office of education 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 or county office of education partner that is governed by a CCAP partnership agreement approved by the governing boards of both partners. As a condition of adopting a CCAP partnership agreement, the governing board of each partner, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each partner shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office 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 be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; 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. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
- identify a point of contact for the participating community college district and school district or county office of education 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 Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.

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- 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 plan by the participating community college district to ensure both 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; 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 partner will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which partner will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any pretransfer-level course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in mathematics, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district or county office of education, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative pretransfer course as an intervention in the pupil's junior or senior year to ensure that the pupil 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 allow an existing CCAP partnership to be amended, or a new CCAP agreement to be established with a school district or county office of education and a community college district outside of the primary community college district's service area, if the primary community college district has

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declined a request from the school district or county office of education, or has failed to take action within 60 calendar days of a request by the school district or county office of education, to either amend into the existing CCAP partnership the requested courses, or to approve another community college district to enter into a CCAP partnership to offer those courses.

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 shall 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. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

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, either in person or using an online platform, 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 participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term in courses offered at the community college campus or the participating high school campus, 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 students seeking to enroll in a community college course required for the student's CCAP partnership program from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee 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 participating in a CCAP partnership agreement shall enroll high school pupils in any course that is part of a CCAP partnership agreement offered at a community college campus. Courses

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offered through the CCAP program may be offered at the community college campus or the participating high school campus.

The District or county office of education shall not receive a state allowance or apportionment for an instructional activity for which the partner 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 or county office of education has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the California Community Colleges Chancellor's Office, 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.
- 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.
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

References:

Education Code Sections 11300-11302, 48800, 48800.5, ~~76000-76001~~, 76002, and 76004

Title 5 Section 56700

AP

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



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End Recommendation for AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

BP 5200 Student Health Services



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

Reasons for Review

> Chapter Lead Recommendation

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

Current Review Progress

- 02/10/2026 ♦ Recommendation Received
- 02/19/2026 ♦ PPAC Approves Review Level
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

Pending Action Required

- 03/26/2026 ♦ Initial Policy review by PPAC
- 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)
- 05/07/2026 ♦ Chancellor’s Council Approval
- 06/11/2026 ♦ BOT 1st Read
- 08/13/2026 ♦ BOT Final Approval
- 08/17/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5200 Student Health Services

(Replaces current SBCCD BP 5200)

Select student health services, funded by the Student Health fee, shall be provided in order to contribute to the educational aims of students by promoting physical and emotional well-being through health-oriented programs and services. These services are available to registered students when academic classes are in session.

[The District will charge the maximum allowable fee as approved by the State Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government prior to implementation.](#)

References:

Education Code Section 76401

End Recommendation for BP 5200 Student Health Services

AP 5200 Student Health Services



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

Reasons for Review

> Chapter Lead Recommendation

Begin Recommendation for AP 5200 Student Health Services

(Replaces current SBCCD AP 5200)

- A. Each college shall provide an office of health services for students. Students shall pay fees for health and accident insurance coverage that shall be used solely to defray the costs of such health services and accident coverage as provided in the Education Code. These services are available to registered students who have paid the health fee. Health careers students accepted into their programs may be seen prior to the beginning of the semester to complete requirements needed for clinical placements. [Fees shall be specified in Board Policy.](#)
- B. Exemptions
Certain individuals designated herein shall be exempt from health and accident fees by code exemption or action of the Board of Trustees.
1. Apprentices attending college under an approved training program.
 2. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bona fide religious sect, denomination or organization.
 3. Students who submit evidence that they are financially unable to pay the fee because of low income. The health fee for these students may be included as part of the financial aid package for students who receive government grants.
 4. Students enrolled only in Community Services Classes.
 5. Students enrolled in off-campus classes that are conducted entirely at the agency site.
- C. Students who are enrolled exclusively in International Baccalaureate Services (IBS) classes shall pay only the accident insurance fee.
- D. Students who do not pay health or accident insurance fees are not eligible for health services.
- E. International Students must purchase a Student Accident and Sickness Medical Expense Plan or show evidence of equal coverage and provide a negative tuberculosis skin test or a chest x-ray performed in the United States.

References:

Education Code Section 76401

End Recommendation for AP 5200 Student Health Services

AP 4022 Course Approval



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

> Chapter Lead Recommendation

> CCLC Legal Update

> Minor Clerical Update

Current Review Progress

12/14/2025 ♦ Recommendation Received

12/18/2025 ♦ PPAC Approves Review Level

01/15/2026 ♦ Initial Policy review by PPAC

02/19/2026 ♦ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate (if approved moves to

Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval

04/09/2026 ♦ BOT 1st Read

05/14/2026 ♦ BOT Final Approval

05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4022 Course Approval

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the respective college curriculum committee, following all locally approved processes, prior to approval by the Board of Trustees and submission to the State Chancellor's Office as required.

Credit Courses

Procedures for course approval of credit courses must address at least the following:

- The curriculum committee and District governing board have approved each credit course pursuant to Title 5 Section 55002, Title 5 Section 55002.5, and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- District personnel involved in the credit course approval process, including members of the curriculum committee, received the training provided for in Title 5 Section 55100.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.
- The District governing board has established local policies or procedures specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours.
- The District promptly reported all credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory and Management Information Systems.
- Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District complied with the regulatory requirements relating to the approval of credit courses.

AP 4022 Course Approval



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

Non-Credit Courses

Districts may approve non-credit courses pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. Procedures for course approval of non-credit course must address at least the following:

- The curriculum committee and District governing board have approved each non-credit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District promptly reported all non-credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- District personnel involved in the non-credit course approval process, including curriculum committee members, received the training provided for in Title 5 Section 55150.
- The District governing board has established local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.
- Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of non-credit courses.

By September 30 of each year, the District shall submit a certification to the State Chancellor's Office, verifying that the persons who will serve on the Curriculum Advisory Committee, and others who will be involved in the curriculum approval process at the college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.

Reference:

Title 5 Section 55100 and 55150

End Recommendation for AP 4022 Course Approval

AP 5013 Students in the Military



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

> Chapter Lead Recommendation

> CCLC Legal Update

> Minor Clerical Update

Current Review Progress

12/14/2025 ♦ Recommendation Received

12/18/2025 ♦ PPAC Approves Review Level

01/15/2026 ♦ Initial Policy review by PPAC

02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval

04/09/2026 ♦ BOT 1st Read

05/14/2026 ♦ BOT Final Approval

05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5013 Students in the Military

Residence Determinations for Military Personnel and Dependents

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

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

A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and their dependents, regardless of the veteran's state of residence is entitled to resident classification.

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

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

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

AP 5013 Students in the Military



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

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

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

Withdrawal Policies for Members of the Military

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

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

References:

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

End Recommendation for AP 5013 Students in the Military

~~2/17/2026~~
~~1/22/2025~~

BP BP 5055 Enrollment Priorities



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

Reasons for Review

> Chapter Lead Recommendation

Level 2 Review Schedule

Curent Review Progress

- 11/15/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 01/15/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved, moves to Chancellor's Council, otherwise bring back for further discussion)
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)
- DATE ♦ Recommendation Received**

Pending Action Required

- 03/05/2026 ♦ Chancellor's Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5055 Enrollment Priorities

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References:

Title 5, Sections 51006, 58106; and 58108

End Recommendation for BP 5055 Enrollment Priorities

2/17/2026
1/22/2025

AP AP 5055 Enrollment Priorities



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

Reasons for Review

> [Chapter Lead Recommendation](#)

Level 2 Review Schedule

Curent Review Progress

[11/15/2025 ♦ Recommendation Received](#)

[11/20/2025 ♦ PPAC Approves Review Level](#)

[12/18/2025 ♦ Initial Policy review by PPAC](#)

[01/15/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate \(if approved, moves to Chancellor's Council, otherwise bring back for further discussion\)](#)

[02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate \(if approved moves to Chancellor's Council, otherwise bring back for further discussion\)](#)

> [Chapter Lead Recommendation](#)

Pending Action Required

[03/05/2026 ♦ Chancellor's Council Approval](#)

[04/09/2026 ♦ BOT 1st Read](#)

[05/14/2026 ♦ BOT Final Approval](#)

[05/18/2026 ♦ Final Policy Posted to SBCCD Website](#)

DATE ♦ [Recommendation Received](#)

~~Level 2 Review Schedule~~

Begin Recommendation for AP 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8;
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Student Accessibility Services or Extended Opportunity Programs and Services;
- A student who is receiving services through CalWORKS, [or the Tribal Temporary Assistance for Needy Families program \(Tribal TANF\)](#);
- A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student; and

- A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Educational Code Section 66025.9
- A student receiving services from a program funded by Rising Scholars Network funds.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans. Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. The appeal will be determined by the appropriate authority designated by the college.

Additionally, students who have demonstrated significant academic improvement may appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250. The appeals process for academic improvement will follow the same procedure as for extenuating circumstances, with the decision made by the designated authority at each college.

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure:

- Limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- In the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- Limiting enrollment to any selection procedure expressly authorized by statute; and
- Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

A. General Access

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

B. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

C. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

References:

Education Code Sections 66025.8 and 66025.9;
Title 5 Sections 58106 and 58108

End Recommendation for AP 5055 Enrollment Priorities

BP 4010 Academic Calendar



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Level 3 Review Schedule

Curent Review Progress

- 12/14/2025 ♦ Recommendation Received
- 12/18/2025 ♦ PPAC Approves Review Level
- 01/15/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

Pending Action Required

- 03/05/2026 ♦ Chancellor’s Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 4010 Academic Calendar

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar. The academic calendar may include flexible calendar days for professional learning activities as authorized or required by Title 5.

References:

- Education Code Section 70902(b)(12)
- Title 5 Section 55720-55732

End Recommendation for BP 4010 Academic Calendar

BP

4020 Program, Curriculum, and Course Development



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

Reasons for Review

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

Level 3 Review Schedule

[10/06/2024 ♦ Recommendation Received](#)

Curent Review Progress

[11/15/2025 ♦ Recommendation Received](#)

[11/20/2025 ♦ PPAC Approves Review Level](#)

[12/18/2025 ♦ Initial Policy review by PPAC](#)

[02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate \(if approved moves to Chancellor's Council, otherwise bring back for further discussion\)](#)

[10/17/2024 ♦ PPAC Approves Review Level](#)

[10/18/2024 ♦ Level 2 to Constituents and AS for Feedback](#)

[11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input](#)

[11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3](#)

[— PENDING ♦ AS Reviews Level 3 for Final Input](#)

Pending Action Required

[03/05/2026 ♦ Chancellor's Council Approval](#)

[04/09/2026 ♦ BOT 1st Read](#)

[05/14/2026 ♦ BOT Final Approval](#)

[05/18/2026 ♦ Final Policy Posted to SBCCD Website](#)

[— PENDING ♦ PPAC Reviews Final AS Input](#)

[— PENDING ♦ BOT 1st Read](#)

[— PENDING ♦ BOT Final Approval](#)

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

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

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

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

The Board acknowledges that District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian

BP

4020 Program, Curriculum, and Course Development



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

American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

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

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

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

Credit Hour

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

The Chancellor shall establish procedures:

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

References:

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, [55090 et seq.](#), 55100, 55130, and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards [II.A and II.A.9.2](#)

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

AP 4020 Program, Curriculum, and Course Development



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

Reasons for Review

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

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

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

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

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

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

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

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

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

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

AP

4020 Program, Curriculum, and Course Development



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

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

References:

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

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

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

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

BP

4025 Philosophy and Criteria for Associate Degrees and General Education



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Level 3 Review Schedule

Curent Review Progress

- 12/14/2025 ♦ Recommendation Received
- 12/18/2025 ♦ PPAC Approves Review Level
- 01/15/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

Pending Action Required

- 03/05/2026 ♦ Chancellor’s Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 4025 Philosophy and Criteria for Associate Degree and General Education

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy:

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better self-understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society societal problems.

The District may offer baccalaureate degrees. The District’s philosophy on general education shall extend to the baccalaureate degree, and the District’s goals for the baccalaureate shall include addressing unmet local and regional workforce needs.

References:

BP

4025 Philosophy and Criteria for **Associate** Degrees and General Education



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

[Title 5 Section 55061 and 55090 et seq.: ACCJC Accreditation Standard 2](#)

End Recommendation for BP 4025 Philosophy and Criteria for Associate Degree and General Education

AP

4025 Philosophy and Criteria for Associate Degree and General Education



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

> ~~Chapter Lead Recommendation~~

> CCLC Legal Update

> ~~Minor Clerical Update~~

Curent Review Progress

12/14/2025 ♦ Recommendation Received

12/18/2025 ♦ PPAC Approves Review Level

01/15/2025 ♦ Initial Policy review by PPAC

02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval

04/09/2026 ♦ BOT 1st Read

05/14/2026 ♦ BOT Final Approval

05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4025 Philosophy and Criteria for Associate Degree and General Education

The philosophy and criteria for the associate degree and general education should address the considerations contained in the references listed below. These include, but are not limited to:

The programs of the District are consistent with the institutional mission, purposes, demographics and economics of its community.

The philosophy and criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:

- The ability to think and communicate clearly and effectively in speaking and writing;
- Understand and use mathematics in everyday living;
- Understand the modes of inquiry of the major disciplines;
- Understand the methods used in knowledge acquisition within major disciplines such as science, humanities, and social sciences;
- Achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. Be aware and receptive to other cultures and time periods
- Develop an understanding and appreciation of the arts and humanities

The philosophy and criteria regarding the baccalaureate degree should address the considerations contained in the references listed above and reference the District's baccalaureate degree goals, which shall include addressing unmet local and regional workforce needs.

The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Develop the capacity for improved self-understanding.

AP**4025 Philosophy and Criteria for Associate Degree and General Education**

10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

- General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

Procedures to determine which courses address this philosophy and criteria are developed by the campus curriculum committees under the purview of the respective Academic Senate. These procedures are documented in the campus curriculum committee handbook.

References:

Title 5 Section 55061 [and 55090 et seq.](#); ACCJC Accreditation Standard 2

End Recommendation for AP 4025 Philosophy and Criteria for Associate Degree and General Education

BP**4100 Graduation Requirements for Degrees and Certificates**

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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Level 3 Review Schedule**Current Review Progress**

12/14/2025 ♦ Recommendation Received
 12/18/2025 ♦ PPAC Approves Review Level
 01/15/2025 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for 4100 Graduation Requirements for Degrees and Certificates

The District grants the degrees of Associate in Arts, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer (AA/AS) to those students who have completed the subject requirements for graduation. The District also grants Certificates of Achievement and Certificates of Completion. Non-credit certificates, such as Certificates of Competency (e.g., Job Readiness Skills Certificate), will be included to ensure recognition of diverse student achievements. Note: Non-credit certificates are not transcribed on the official academic transcript.

The District grants the degree of Bachelor of Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in degree-applicable courses. Students must also complete the general education and residence requirements set forth in Title 5 regulations.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:

Education Code Section 70902 subdivision (b)(3); Title 5, Sections 55060 et seq. and 55090 et seq.

End Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

AP**4100 Graduation Requirements for Degrees and Certificates**

10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Current Review Progress

12/14/2025 ♦ Recommendation Received
 12/18/2025 ♦ PPAC Approves Review Level
 01/15/2025 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates**Graduation Requirements for Degrees and Certificates**

Degree or Certificate graduation requirements are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For Associate in Arts and Associate in Science Degrees (AA/AS), the requirements include:

- Demonstrate competence in reading, in written expression, and in mathematics as defined in the college catalog.
- Satisfactorily complete at least 60 semester units of college work and have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.
- Complete at least 18 semester units in general education and at least 18 semester units in a major listed in the State Chancellor's Taxonomy of Programs.
- Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.
- Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and communication, analytical thinking and Ethnic Studies.

Coursework for Baccalaureate Degrees

The student must satisfactorily complete at least 120 semester units or 180 quarter units of degree-applicable credit courses.

The courses must include at least 40 semester or 60 quarter units or equivalent of total upper-division coursework, including units in the major and in general education. The courses must include a minimum of nine semester or 13.5 quarter units of upper division general education courses.

"Upper division courses" require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation.

AP

4100 Graduation Requirements for Degrees and Certificates



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Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

A “major” is defined above.

General education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation.

A lower division course may meet an upper division course requirement but may not be counted toward the required minimum number of upper division units.

Other Conditions for Awarding Baccalaureate Degrees

The District will award a baccalaureate degree to students who fulfill the coursework requirements described above and who meet the following conditions:

The student satisfactorily completed each course designated as an upper-division major requirement with a minimum grade of “C”, or “P” if taken on a “pass-no pass” basis.

The student satisfactorily completed at least 12 semester units or 18 quarter units of upper-division coursework in residence. The Board may excuse the residence requirement to alleviate undue hardship.

The student completed the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student’s cumulative GPA below 2.0, the District may compute the GPA based solely on courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

The District will count courses completed within another California higher education segment, or at an institutionally accredited institution meeting District standards of rigor, toward baccalaureate degree unit requirements.

Courses may meet multiple requirements, including general education, a major, and additional requirements, if locally approved to do so. A course may not be counted in more than one general education area, even if approved in multiple areas.

Students may receive credit for knowledge or skills acquired through the District's procedures for awarding credit for prior learning.

Students who have already been awarded a bachelor’s degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the

AP**4100 Graduation Requirements for Degrees and Certificates**

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baccalaureate degree.

Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree.

Students may petition to have noncredit courses counted toward satisfaction of baccalaureate degree requirements.

Note: Detailed graduation requirements are listed in the respective college catalog.

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

Certificates of Achievement and Other Credit Programs

Certificates Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students has completed coursework and developed capabilities relating to a career or general pathway.

Requirements for the District include:

- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

References:

Title 5, Sections 55060 et seq., 55090 et seq., and 55270 et seq.

End Recommendation for AP # & Title

BP 4103 Work Experience



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

Reasons for Review

> FYI only to support Legal Update 43 review of AP.

Level 3 Review Schedule

Curent Review Progress

- 11/15/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

Pending Action Required

- 03/05/2026 ♦ Chancellor’s Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 4103 Work Experience

~~(Replaces current SBCCD BP 4106)~~

The District allows students to receive credit for work experience. The Chancellor is responsible for regulations governing this program.

References:

- Education Code Section 78249;
- Title 5 Sections 55250 et seq.

End Recommendation for BP 4103 Work Experience

AP 4103 Work Experience



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

Reasons for Review

> Legal Update 43: The Service updated this procedure to revise the title and content to align with changes in the Title 5 regulations.

Level 3 Review Schedule

Current Review Progress

11/15/2025 ♦ Recommendation Received
 11/20/2025 ♦ PPAC Approves Review Level
 12/18/2025 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from
 Constituents and Academic Senate (if approved moves to
 Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4103 Work Experience

(Replaces current SBCCD-AP-4106)

The SBCCD has developed a Cooperative Work Experience plan which has been submitted to the State Chancellor's Office. The plan delineates:

- ~~The systematic design of the program so that students gain realistic learning experiences through work;~~
- ~~The respective responsibilities of the college, the student, the employer and other cooperating agencies;~~
- ~~The guidance services offered to prospective and accepted students;~~
- ~~The academic personnel who have been hired to manage and direct the program;~~
- ~~The process for documenting the students' on-the-job learning experiences is documented with written measurable learning objectives;~~
- ~~The learning objective students are required to meet certain criteria and how the objectives are evaluated;~~
- ~~The basis for awarding grades and credit;~~
- ~~How adequate clerical and instructional services is being provided~~
- The respective responsibilities of the college, faculty, student, employer, and any other cooperating individuals or agencies involved in providing work experience education;
- The types of work experience education offered by the District;
- How the District will:
 - Provide guidance services for students during the enrollment in work experience education;
 - Assign sufficient instructional or other personnel to direct the program and provide other required District services;
 - Assess student progress in work experience education through written, measurable learning objectives and outcomes;
 - Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
 - Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
 - Analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);
 - Ensure adequate clerical and instructional services are available to facilitate the program; and
 - Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

In addition, the plan procedures addresses The retention as student records the following documents for each work experience education student: learning agreements establishing hours that will be worked; statements verifying hours worked; records of consultation with the employer; records of faculty consultation; evaluation of student achievement of learning objectives by instructor; the work permit for minor students; and records of the final grade. ~~the maintenance of records including the type and units of work experience in which student is enrolled, where employed, job held,~~

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 4103 Work Experience



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~~basis for determining student qualifications, statement of student hours worked, evaluation of, and issuance of a work permit.~~

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience
- Identify their Faculty Advisor in a related discipline and their Worksite Supervisor

Supervising faculty maintain records documenting consultation with the employer and the student, evaluation of the student's achievement, and basis upon which the final grade was awarded. Final grades will be determined by the work experience instructor who may consult with the employer.

The Cooperative Work Experience Plan is posted on the SBCCD website.

References:

[Education Code Section 78249;](#)
Title 5, Sections 55250 et seq.

End Recommendation for AP 4103 Work Experience

2/10/2026
15/2025

BP 4235 Credit for Prior Learning



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

Reasons for Review

> FYI

Level 3 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

Curent Review Progress

- 11/15/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved, moves to Chancellor's Council, otherwise bring back for further discussion)
- 02/20/2025 ♦ PPAC Approves Review Level
- 02/21/2025 ♦ Level 2 to Constituents and AS for Feedback
- 03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 03/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 04/03/2025 ♦ AS Reviews Level 3 for Final Input

Pending Action Required

- 03/05/2026 ♦ Chancellor's Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website
- 04/17/2025 ♦ PPAC Reviews Final AS Input
- 05/08/2025 ♦ BOT 1st Read
- 06/12/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4235 Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment or examination. Authorized assessments may include the evaluation of approved external standardized examinations, joint services transcripts, student-created portfolios, and credit by examination. The Chancellor shall establish administrative procedures to implement this policy.

Reference:

Title 5 Section 55050, et seq.

End Recommendation for BP 4235 Credit for Prior Learning

2/10/2026+
15/2025

AP 4235 Credit for Prior Learning



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

Reasons for Review

> Request of chapter lead

Curent Review Progress

11/15/2025 ♦ Recommendation Received
11/20/2025 ♦ PPAC Approves Review Level
12/18/2025 ♦ Initial Policy review by PPAC
02/19/2026 ♦ PPAC Hears Feedback on Policy Review from
Constituents and Academic Senate (if approved, moves to
Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
04/09/2026 ♦ BOT 1st Read
05/14/2026 ♦ BOT Final Approval
05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4235 Credit for Prior Learning

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- ~~Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.~~
- ~~Achievement of a score that qualifies for credit by College Level Examination Program (CLEP) examination.~~
- ~~Achievement of a score that qualifies for credit by International Baccalaureate examination.~~
- ~~Evaluation of joint service transcript (JST) that considers the credit recommendations of the American Council on Education pursuant to Education Code 66025.71.~~
- ~~Evaluation of industry recognized credential documentation.~~
- ~~Evaluation of student created portfolios.~~
- ~~Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.~~
- ~~Achievement of an examination administered by other agencies approved by the college.~~
- ~~Assessment approved or conducted by proper authorities of the college.~~

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college [and based on a students degree plan](#). Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Determination of Eligibility for Credit for Prior Learning:

- ~~The student must be currently registered in the college and in good standing.~~ [The student must be in good standing in the District.](#)
- The student must have previously earned credit or noncredit from the [District](#) or be currently registered in the [District](#).
- Current students must have an education plan on file.
- The student is not currently enrolled in the course to be challenged.
- [The course is listed in the current San Bernadino Valley College or Crafton Hills College Catalog.](#)

2/10/2026
15/2025

AP 4235 Credit for Prior Learning



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

~~Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.~~

- ~~• A fee may be charged for administering an examination provided that the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.~~

~~The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.~~

~~Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:~~

- ~~• California Intersegmental General Education Transfer Curriculum (IGETC),~~
- ~~• California State University General Education (CSUGE) Breadth,~~
- ~~• The college's general education requirements or requirements for a student's chose program, or~~
- ~~• Electives for students who do not require additional general education or program credits to meet their goals.~~

Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by discipline faculty). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.

A. **Advanced Placement (AP)**

See Administrative Procedure 4236 Advanced Placement Credit.

- Appeal Process

If students believe they are eligible for credit based on an AP score but have not been awarded credit, they may appeal the decision to the Academic Affairs or Admissions & Records Office .The appeal process will include a review of the student's official AP exam scores, course requirements, and any supporting documentation submitted by the student.

B. **College Level Examination Program (CLEP)**

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

C. **International Baccalaureate (IB)**

Students requesting Credit for Prior Learning using International Baccalaureate (IB) shall receive credit for completing a satisfactory score on a district-approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions & Records Office.
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide.

D. **Joint Service Transcript (JST)/ Military Credentials**

Students interested in Credit for Prior Learning using military transcripts/Joint Service Transcripts (JSTs) shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the department chair or faculty designee of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition form.
- Official military transcripts/Joint Service Transcripts (JSTs) must be on file in the Records Office.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.
- Faculty may go beyond the ACE recommendations when awarding Credit for Prior Learning for military experience.

2/10/2024/
15/2025

AP 4235 Credit for Prior Learning



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E. Industry-recognized Credential

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition form.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
 - The student submits all industry recognized credential documents to be reviewed by the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the industry certification adequately measures mastery of the course learning outcomes and content as set forth in the Course Outline of Record, the appropriate faculty shall complete the petition form process with attached industry recognized credential(s) to be kept on file. The Records office will then record the credits on the student transcript.

F. Student-created Portfolios

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition form.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course learning outcomes and content as set forth in the Course Outline of Record, the appropriate faculty shall complete the petition form process. Completed portfolios must remain on file in the college learning management system.

G. Credit by Examination

The Department chair or faculty designee shall determine whether a student requesting Credit by Examination is sufficiently prepared to pursue this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to discuss the matter with the department chair or faculty designee during the petition process. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the CTE High School Articulation Credit by Exam.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the College Catalog.
- For credit by exam only, a student must be registered at the college and in good standing.

Grading

Grading shall be according to the regular grading system approved by the governing board, ~~except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.~~ The student's academic record shall be clearly annotated to reflect that credit was earned by earned through credit for prior learning.

Reporting Requirements Policy Review

2/10/20264/
15/2025

AP 4235 Credit for Prior Learning



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

The SBCCD will adhere to any reporting requirements from the California Community Colleges Chancellor's Office. Board of Trustees will review the credit for prior learning policy every three years and report the findings to the California Community College Chancellor's Office that include the following:

- ~~The number of students who received credit for prior learning~~
- ~~The number of credits awarded per student~~
- ~~Retention and persistence rates of students earning credit for prior learning~~
- ~~Completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and~~
- ~~Qualitative assessments by students of the policies and procedures.~~

Reference:

Education Code Section 79500;
Title 5 Sections 55050, 55051, 55052, and 55025.5

End Recommendation for AP 4235 Credit for Prior Learning

2/10/2026
1/12/2025

BP

4250 **Probation** Standards for Student Success, Academic Notice, **PauseDismissal**, and Readmission



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

Reasons for Review

> Minor Clerical Update

Level 3 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

Curent Review Progress

11/15/2025 ♦ Recommendation Received

11/20/2025 ♦ PPAC Approves Review Level

12/18/2025 ♦ Initial Policy review by PPAC

02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved, moves to Chancellor's Council, otherwise bring back for further discussion)

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constiutents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/06/24 ♦ AS Reviews Level 3 for Final Input

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval

04/09/2026 ♦ BOT 1st Read

05/14/2026 ♦ BOT Final Approval

05/18/2026 ♦ Final Policy Posted to SBCCD Website

11/21/24 ♦ PPAC Reviews Final AS Input

12/13/24 ♦ BOT 1st Read

01/09/25 ♦ BOT Final Approval

Begin Recommendation for BP **Probation** Standards for Student Success, Academic Notice, Dismissal, and Readmission

Probation-Academic Notice

A student shall be placed on academic **probation notice** if he, she, **they has have** attempted a minimum of 12 semester units of work and has a grade point average of less than a C (2.0).

A student shall be placed on academic **probation notice** if he, she, **they has have** enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of W, I, NC, and NP were recorded reaches or exceeds fifty percent.

A student who is placed on **probation-academic notice** may submit an appeal in accordance with regulations to be established by the Chancellor.

A student on **probation academic notice** shall be removed from **probation academic notice** when the student's accumulated grade point average is 2.0 or higher. A student on **progress-probation academic notice** shall be removed from **probation academic notice** when the percentage of units in the categories of W, I, NC, and NP drops below fifty percent.

PauseDismissal

A student who is on **probation academic notice** shall be subject to **dismissal/pause** if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of three (3) consecutive semesters.

A student who is on **probation academic notice** shall be subject to **dismissal/pause** if the cumulative percentage of units in which the student has been enrolled for which entries of W, I, NC and NP are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to **dismissal/pause** may submit a written appeal in compliance with **the** administrative procedures **at the attending college**.

2/10/202614
/12/2025

BP

4250 ~~Probation~~ Standards for Student Success, Academic Notice, DismissalPause, and Readmission



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

~~DismissalPause~~ may be postponed and the student continued on ~~probation~~ academic notice if the student has provided *evidence of extenuating circumstances* or shows significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures at the attending college.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References:

Education Code Section 70902(b)(3);
Title 5, Sections 55030-55034

End Recommendation for BP 4250 ~~Probation~~ Standards for Student Success, Academic Notice, DismissalPause, and Readmission

2/10/2026
1/12/2025

AP

4250 **Probation** Standards for Student Success, Academic Notice, Dismissal/Pause, and Readmission



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

Reasons for Review

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

Level 3 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

Curent Review Progress

11/15/2025 ♦ Recommendation Received

11/20/2025 ♦ PPAC Approves Review Level

12/18/2025 ♦ Initial Policy review by PPAC

02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved, moves to Chancellor's Council, otherwise bring back for further discussion)

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constiutents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/06/24 ♦ AS Reviews Level 3 for Final Input

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval

04/09/2026 ♦ BOT 1st Read

05/14/2026 ♦ BOT Final Approval

05/18/2026 ♦ Final Policy Posted to SBCCD Website

11/21/24 ♦ PPAC Reviews Final AS Input

12/13/24 ♦ BOT 1st Read

01/09/25 ♦ BOT Final Approval

Begin Recommendation for AP 4250 **Probation** Standards for Student Success, Academic Notice, Dismissal/Pause, and Readmission

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Academic Probation

After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.

Progress Probation

After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

Notification of Academic **Probation Notice and **Dismissal/Pause****

Each student is entitled to be notified of his/her/they/them academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on **probation** academic notice shall be sent to the student informing him/her/them that he/she/they is on academic **probation** notice. "All units attempted" is defined as all units of credit for which the

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student is enrolled in at the community college that they attend.

Probationary Academic Notice Letter

The letter notifying the student of **probation academic notice** will cover, at a minimum, the significance of being on **probation academic notice** and description of the services available.

At the end of the third semester on which the student is on academic or **probation academic notice**, a notice that the student is subject to **dismissalpause** will be sent to the student informing him/her/them that he/she/they is(are) subject to **dismissalpause**.

A student who is on **probation academic notice** and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student on academic notice because of an excess of units for which entries of "W," "I," and "NP" are recorded shall be removed from Academic Notice when the percentage of units in this category drops below 50%.

A student who is on academic notice and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Academic Progress

After earning twelve or more units at a District college, a student shall be placed on academic notice when his/her grade point average falls below 2.0 for all work attempted.

After earning twelve or more units at a District college, a student shall be placed on academic **probation notice** if the student receives symbols when the percentage of a student's recorded entries of "W," "I," "NC" and or "NP" reaches or exceeds in 50% or more of all units in which a student has enrolled, the student shall be placed on **progress-probation-academic notice**.

A student on Academic Notice because of an excess of units for which entries of "W," "I," and "NP" are recorded shall be removed from Academic Notice when the percentage of units in this category drops below 50%.

Appeal/Removal from Probationary Academic Notice Status

- A. A student may appeal **probation academic notice** status by filing a request for special consideration with the designated academic standards committee at each college.
- B. A student who has been placed on **probation academic notice status** shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled in at the community college that he/she/they/them attends.
- C. A student who has been placed on **probation academic notice** shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.

Intervention

A student who continues to maintain a grade point average below 2.0 while on **academic-or-progress-probation-academic notice** will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she/they attends.

DismissalPause/Readmission Standards

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.

DismissalPause

A student on **academic-and/or-progress-academic notice** shall be dismissed for one semester when one or more of the following conditions exist:

- A. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

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- B. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.

Readmission

- A. A student may appeal [dismissalpause](#) by filing a request as a part of the procedures established at the college he/she/[they](#) attends.
- B. A student may be reinstated after one semester from the date of [dismissalpause](#).
- C. A student enrolled following [dismissalpause](#) shall be on ~~probation~~ [academic notice](#) status and subject to [dismissalpause](#).
- D. If the scholastic achievement of a student readmitted after [dismissalpause](#) continues at a ~~probation~~ [academic notice](#) level, the student may be dismissed for one year.

Please refer to Administrative Procedure 4255, [DismissalPause](#) and Readmissions

References:

Title 5, Sections 5503[10](#)-55034

End Recommendation for AP 4250 ~~Probation~~ Standards for Student Success, Academic Notice, DismissalPause, and Readmission

BP 4260 Prerequisites and Co-requisites



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

Reasons for Review

> Requested by CHC Academic Senate at 3/11/2024 PPAC to review to change the five-day timeframe in which to resolve challenges to a ten-day time frame, and to define what working days mean for faculty.

Level 3 Review Schedule

Current Review Progress

12/14/2025 ♦ Recommendation Received
 12/18/2025 ♦ PPAC Approves Review Level
 01/15/2026 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 4260 Prerequisites and Co-requisites

(Replaces current SBCCD BP 4260)

NOTE: The language in current SBCCD BP 4260 reflects the **legally required** information.

- From current SBCCD BP 4260 titled **Prerequisites and Corequisites**

The college curriculum committees are authorized by the Chancellor to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in College publications available to students.

References:

Title 5, Sections 55000, and 55003

End Recommendation for BP 4260 Prerequisites and Co-requisites



4260 Prerequisites and Co-requisites



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

Reasons for Review

> Requested by CHC Academic Senate at 3/11/2024 PPAC to review to change the five-day timeframe in which to resolve challenges to a ten-day time frame, and to define what working days mean for faculty.

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03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4260 Prerequisites and Co-requisites

~~(Replaces current SBCCD AP 4260)~~

NOTE: Language in Title 5 regarding prerequisites and co-requisites has undergone frequent revisions in the last several years. The language in red ink (below) was updated in 8/07, 7/11, 3/12, 9/12, 6/13. It appears that current SBCCD AP 4260 reflects the recent revisions in the Title 5 Regulations.

- From current SBCCD AP 4260 titled Prerequisites and Corequisites

Prerequisites, corequisite, advisories, and limitations are necessary to ensure that San Bernardino Community College District (District) students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

A. Information in the Catalog and Schedule of Courses

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

1. Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment that have been established.
2. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
3. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.



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4. Definitions of contract course, corequisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

B. Challenge Process

1. Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
 - a. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 - b. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
2. Grounds for challenge shall include the following:
 - a. Those grounds for challenge specified in Title 5, Section 55201(f).
 - b. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
 - c. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
 - d. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, corequisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department does all of the following:
 1. Approve the course; and,
 2. As a separate action, approve any prerequisite or corequisite, only if:
 - a. The prerequisite or corequisite is an appropriate and rational measure of a student's



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readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:

- i. involvement of faculty with appropriate expertise;
 - ii. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - iii. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - iv. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - v. identification and review of the prerequisite or co-requisite that develops the body of knowledge and/or measures skills identified under iv.
 - vi. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - vii. maintain documentation that the above steps were taken.
- b. The prerequisite or corequisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.
3. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 4. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 5. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
 6. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or corequisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
 - a. A course which should have a prerequisite or corequisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - i. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - ii. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
 - b. The curriculum committee also reviews the course and prerequisite in a manner that



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meets each of the requirements specified above.

- c. If the District chooses to use content review as defined in Title 5 of the Code of California Regulations Section 55000(c) to define prerequisites and corequisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations Section 55003(c).
4. **Program Curriculum Review.** As a regular part of the curriculum review process or at least every six years, the college shall review each prerequisite, corequisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or corequisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
 5. **Implementing Prerequisites, Corequisites, and Limitations on Enrollment.** Implementation of prerequisites, corequisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
 6. **Instructor's Formal Agreement to Teach the Course as Described.** Each college shall establish a procedure so that courses for which prerequisites or corequisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

D. Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or corequisite(s), then such a prerequisite or corequisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or corequisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. **Levels of Scrutiny.** Prerequisites and corequisites must meet the requirements of at least one of the following subsections:
 - a. **The Standard Prerequisites or Corequisites.** The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.

Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught



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in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of courses.

- b. **Courses in Communication or Computation Skills.** Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
1. A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
 2. Research is conducted as provided above. The prerequisite or corequisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills.

This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.

- c. **Cut Scores and Prerequisites.** Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.
- d. **Programs.** In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
- e. **Health and Safety.** A prerequisite or corequisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
1. The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
 2. The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.
- f. **Recency and Other Measures of Readiness:** Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:



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1. A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
2. Data are gathered according to sound research practices in at least one of the following areas:
 - a. The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or corequisite is necessary.
 - b. Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.
 - c. Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
 - d. Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
3. The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or corequisite. The research design, appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or corequisite only by following the process described in this policy and any applicable college policies.
4. If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or corequisite, then the prerequisite or corequisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
 - a. All other requirements for establishing the prerequisite or corequisite have already been met; and
 - b. Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and corequisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

E. **Additional Rules.** Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

1. **Advisories on Recommended Preparation.** The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.



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2. **Limitations on Enrollment.** The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.
3. **Performance Courses.** The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
 - a. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 - b. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

4. **Honors Courses.** A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.
5. **Blocks of Courses or Sections.** Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

NOTE: This procedure is **legally required**. The District may insert its local practice here. The example in red ink below was developed by the State Chancellor's Office Task Force in conjunction with the State Academic Senate. The District should consult with local legal counsel before deviating from this example.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that



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prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

1. Information in the Catalog and Schedule of Courses

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- B. Grounds for challenge shall include the following:
 1. Those grounds for challenge specified in Title 5 Section 55201(f).
 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
 3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
 4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.



4260 Prerequisites and Co-requisites



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C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 1. Approve the course; and,
 2. As a separate action, approve any prerequisite or co-requisite, only if:
 - a. The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - i. involvement of faculty with appropriate expertise;
 - ii. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - iii. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - iv. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - v. identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - vi. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - vii. maintain documentation that the above steps were taken.
 3. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 4. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.



4260 Prerequisites and Co-requisites



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5. **Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.**
6. **Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.**
 - b. **A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:**
 1. **Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or**
 2. **Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.**
 - c. **The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.**
 - d. **If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 55003(c).**
4. **Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.**
5. **Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.**



4260 Prerequisites and Co-requisites



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6. **Instructor's Formal Agreement to Teach the Course as Described.** Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

3. **Advisories on Recommended Preparation**

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

4. **Limitations on Enrollment**

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- A. **Performance Courses.** The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
 1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

AP**4260 Prerequisites and Co-requisites**

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- B. Honors Courses.** A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

References:

Title 5, Sections 55000 et seq.

End Recommendation for AP 4260 Prerequisites and Co-requisites

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BP 5015 Residence Determination



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Reasons for Review

> FYI to support review of AP.

Level 3 Review Schedule

~~01/31/2025 ♦ Estimated Receipt of Recommendation~~

Curent Review Progress

~~11/15/2025 ♦ Recommendation Received~~

~~11/20/2025 ♦ PPAC Approves Review Level~~

~~12/18/2025 ♦ Initial Policy review by PPAC~~

~~02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved, moves to Chancellor's Council, otherwise bring back for further discussion)~~

~~02/20/2025 ♦ PPAC Approves Review Level~~

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

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

~~03/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3~~

~~04/03/2025 ♦ AS Reviews Level 3 for Final Input~~

Pending Action Required

~~03/05/2026 ♦ Chancellor's Council Approval~~

~~04/09/2026 ♦ BOT 1st Read~~

~~05/14/2026 ♦ BOT Final Approval~~

~~05/18/2026 ♦ Final Policy Posted to SBCCD Website~~

~~04/17/2025 ♦ PPAC Reviews Final AS Input~~

~~05/08/2025 ♦ BOT 1st Read~~

~~06/12/2025 ♦ BOT Final Approval~~

Begin Recommendation for BP 5015 Residence Determination

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

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

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

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

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BP 5015 Residence Determination



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References:

Education Code Sections 68040, 68083, 68086, and 76140;
Title 5 Sections 54000 et seq.
(38 U.S. Code Section 3679)

End Recommendation for BP 5015 Residence Determination

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AP 5015 Residence Determination



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Reasons for Review

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

Level 3 Review Schedule

~~01/31/2025 ♦ Estimated Receipt of Recommendation~~

Curent Review Progress

- ~~11/15/2025 ♦ Recommendation Received~~
- ~~11/20/2025 ♦ PPAC Approves Review Level~~
- ~~12/18/2025 ♦ Initial Policy review by PPAC~~
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- ~~02/20/2025 ♦ PPAC Approves Review Level~~
- ~~02/21/2025 ♦ Level 2 to Constiutents and AS for Feedback~~
- ~~03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input~~
- ~~03/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3~~
- ~~04/03/2025 ♦ AS Reviews Level 3 for Final Input~~

Pending Action Required

- ~~03/05/2026 ♦ Chancellor's Council Approval~~
- ~~04/09/2026 ♦ BOT 1st Read~~
- ~~05/14/2026 ♦ BOT Final Approval~~
- ~~05/18/2026 ♦ Final Policy Posted to SBCCD Website~~
- ~~04/17/2025 ♦ PPAC Reviews Final AS Input~~
- ~~05/08/2025 ♦ BOT 1st Read~~
- ~~06/12/2025 ♦ BOT Final Approval~~

Begin Recommendation for AP 5015 Residence Determination

Residence Classification

Residency classifications shall be determined for each student at the time of each application for admission or registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any semester during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions & Records Office.

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

A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

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

Rules Determining Residence

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

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

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- ~~A person may establish their residence. A person's residence shall not be derivative from that of their spouse. A man or a woman may establish their residence. A woman's residence shall not be derivative from that of her husband.~~
- The residence of the parent with whom an unmarried minor child maintains their place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish their residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

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

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States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose their resident classification, so long as they remains continuously enrolled in the District.

- A student who is a member of the armed forces of the United States stationed in this state, [except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education](#), is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose their resident classification, so long as they remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and their dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with their parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until they have resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if they have sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in their first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

Right To Appeal

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

Appeal Procedure

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

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AP 5015 Residence Determination



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

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

Reclassification

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

Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by their parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of their parent during the calendar year the reclassification application is made.

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

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

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

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

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AP 5015 Residence Determination



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

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States [without inspection at a designated port of entry and has not obtained a status under the immigration laws of the United States allowing them to establish domicile, with a visa that requires they have a residence outside of the United States](#), ~~illegally~~ illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

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

Any students who are U.S. citizens, permanent residents of the U.S., and [foreign national persons](#) ~~aliens~~ who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

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

Additionally, the following requirements must be met:

- Graduation from a California high school or attainment of the equivalent thereof; or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College, or fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges;
- Registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- Filing a California Nonresident Tuition Exemption Request form with the District or in the case of students applying for state-based financial aid, by filing a California Dream Act Application (CADAA) with the California Student Aid Commission verifying eligibility for this nonresident tuition exemption; and
- In the case of undocumented persons, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status or will file an application as soon as he/she/they is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

- ~~high school attendance in California for three or more years;~~
- ~~graduation from a California high school or attainment of the equivalent thereof;~~
- ~~registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;~~
- ~~completion of a questionnaire form prescribed by the State Chancellor's Office and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and~~

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- ~~in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so.~~

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

References:

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

End Recommendation for AP 5015 Residence Determination

BP 5030 Fees



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Reasons for Review

> Chapter Lead Recommendation

Level 3 Review Schedule

Curent Review Progress

11/15/2025 ♦ Recommendation Received
 11/20/2025 ♦ PPAC Approves Review Level
 12/18/2025 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from
 Constituents and Academic Senate (if approved, moves to
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 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5030 Fees

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 Program Fees (Title 5 Section 5850120)

[Students enrolled in upper-division coursework in a baccalaureate degree program shall be charged a per-unit fee in addition to the enrollment fee.](#)

~~Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree 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 they regularly have two or more passengers commuting with 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.

[The District shall ensure student access to textbooks and supplemental materials on the first day of class and strengthen student access to other instructional materials before their required use.](#) (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.

BP 5030 Fees



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

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 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 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 Section 76300 et seq;
 Title 5 Sections 5850120;
 ACCJC Accreditation Eligibility Requirement 20

End Recommendation for BP 5030 Fees

AP 5030 Fees



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

Reasons for Review

> Chapter Lead Recommendation

Begin Recommendation for AP 5030 Fees

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree program fees (Title 5 Section 5850129)

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 their immigration status, or will file an application as soon as they 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)
- 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)

AP 5030 Fees



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- 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)
- 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)
- 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

AP 5030 Fees



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

Associated Students Discount Sticker

\$9.50—CHC

\$7.50—SBVC

Breakage/Lost Property Fee

Replacement cost of item(s) broken or lost

Campus Center Fee

\$1.00/unit (not to exceed \$10 per fiscal year)

Capital Outlay Fee

As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.

Catalog

\$6.00—purchased on campus

Enrollment Fee

\$46.00/unit

Upper Division Coursework Fee

\$84/unit

Insufficient Funds Check

\$15.00

International Student Application

\$25.00 (nonrefundable)

Key Deposit/Replacement

\$15.00 plus cost of rekeying if needed (metal/electronic key)

Learning Center Reproduction Fees, SBVC

\$0.20—Laser printout: text, black and white printer

\$0.50—Laser printout: graphics, black and white printer (over 1/2 page)

\$1.00—Laser printout: graphics and/or text, color

\$2.00—Scan text or graphics to disk, per scan

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

Parking Permit Fees

\$45.00—one semester (\$25 Promise Grant students)

\$24.00—summer session

\$3.00—daily

AP 5030 Fees



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

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~~

Student Representation

~~\$2.00~~

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~~
~~\$ 2.00 per item—Duplication of medical records~~
~~At cost—Birth Control Pills~~

Transcripts/Verification

~~No cost—First two transcripts~~
~~\$10.00—Additional transcripts~~
~~\$20.00—Immediate requests for transcripts~~
~~\$5.00 plus cost—Online transcripts~~

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~~

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~~

Book Rental Program Fee

~~Students registering for credit courses have the option to participate in the book rental program:~~
~~\$20.00 per unit~~

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee

AP 5030 Fees



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

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.

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.

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, 5850120, and 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Eligibility Requirement 20

End Recommendation for AP 5030 Fees

~~2/17/2026~~
~~12/2025~~
10/21/2025

BP 5031 Instructional Materials Fees



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

Reasons for Review

> Chapter Lead Recommendation

Level 3 Review Schedule

~~10/06/2024 ♦ Recommendation Received~~

Curent Review Progress

~~11/15/2025 ♦ Recommendation Received~~

~~11/20/2025 ♦ PPAC Approves Review Level~~

~~12/18/2025 ♦ Initial Policy review by PPAC~~

~~02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved, moves to Chancellor's Council, otherwise bring back for further discussion)~~

~~10/17/2024 ♦ PPAC Approves Review Level~~

~~10/18/2024 ♦ Level 2 to Constituents and AS for Feedback~~

~~11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input~~

~~11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3~~

~~12/04/2024 ♦ AS Reviews Level 3 for Final Input~~

Pending Action Required

~~03/05/2026 ♦ Chancellor's Council Approval~~

~~04/09/2026 ♦ BOT 1st Read~~

~~05/14/2026 ♦ BOT Final Approval~~

~~05/18/2026 ♦ Final Policy Posted to SBCCD Website~~

~~12/20/2024 ♦ PPAC Reviews Final AS Input~~

~~01/09/2025 ♦ BOT 1st Read~~

~~02/13/2025 ♦ BOT Final Approval~~

Begin Recommendation for BP 5031 Instructional Materials Fees

(Replaces current SBCCD BP 5031)

Students may be required to [obtain](#) instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

References:

Education Code Section 76365;

Title 5 Sections [54221](#) and [59400](#) et seq.

End Recommendation for BP 5031 Instructional Materials Fees

~~2/17/2026~~
~~12/2025~~
 10/
 21/2025

AP 5031 Instructional Materials Fees



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

Reasons for Review

> Chapter Lead Recommendation

Curent Review Progress

11/15/2025 ♦ Recommendation Received

11/20/2025 ♦ PPAC Approves Review Level

12/18/2025 ♦ Initial Policy review by PPAC

02/19/2026 ♦ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate (if approved, moves to
 Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval

04/09/2026 ♦ BOT 1st Read

05/14/2026 ♦ BOT Final Approval

05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5031 Instructional Materials Fees

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

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

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

[The District will ensure student access to textbooks and supplemental materials that are needed on the first day of class. The District will strengthen student access to other instructional materials before their required use in any course to minimize financial and administrative burdens to students.](#)

Instructors [are responsible for selecting instructional materials and](#) shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

~~2/17/2026~~
~~12/2025~~
 21/2025

AP 5031 Instructional Materials Fees



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

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

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

References:

Education Code Section 76365;
 Title 5 Sections [54221](#) and 59400 et seq.

End Recommendation for AP 5031 Instructional Materials Fees

BP 5050 Student Success and Support Program



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

> Chapter Lead Recommendation

> CCLC Legal Update

> Minor Clerical Update

Level 3 Review Schedule

Curent Review Progress

12/14/2025 ♦ Recommendation Received

12/18/2025 ♦ PPAC Approves Review Level

01/15/2026 ♦ Initial Policy review by PPAC

02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval

04/09/2026 ♦ BOT 1st Read

05/14/2026 ♦ BOT Final Approval

05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5050 Student Success and Support Program

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. 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 District shall also operate a Mathematics, Engineering, Science Achievement \(MESA\) program consistent with Title 5 regulations.](#)

The Chancellor is responsible for establishing procedures to assure implementation of Student Success and Support Program services [and the MESA program](#) that comply with the Title 5 regulations.

References:

Education Code Sections 78210 et seq. [and 88682](#); Title 5 Sections 55500 et seq. [and 56300 et. seq.](#) ACCJC Accreditation Standard 2

BP 5050 Student Success and Support Program



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

End Recommendation for BP 5050 Student Success and Support Program



5050 Student Success and Support Program



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Current Review Progress

12/14/2025 ♦ Recommendation Received
 12/18/2025 ♦ PPAC Approves Review Level
 01/15/2026 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from
 Constituents and Academic Senate (if approved moves to
 Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5050 Student Success and Support Program

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;



5050 Student Success and Support Program



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

- 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 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

Mathematics, Engineering, Science Achievement (MESA) Program

The District shall operate a Mathematics, Engineering, Science Achievement (MESA) program consistent with Title 5 regulations.

References:

Education Code Sections 78210 et seq [and 88682](#); Title 5, Sections 55500 et seq. [and 56300 et. seq](#)

ACCJC Accreditation Standard 2

End Recommendation for AP 5050 Student Success and Support Program



5075 Course Adds, Drops, and Withdrawals



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

Reasons for Review

> FYI only to support review of AP

Level 3 Review Schedule

Curent Review Progress

- 11/15/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

Pending Action Required

- 03/05/2026 ♦ Chancellor’s Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

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

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

References:

Title 5 Sections 55024, 58004 and 58509

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



5075 Course Adds, Drops, and Withdrawals



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

Reasons for Review

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

Curent Review Progress

11/15/2025 ♦ Recommendation Received
 11/20/2025 ♦ PPAC Approves Review Level
 12/18/2025 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from
 Constituents and Academic Senate (if approved moves to
 Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

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

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

Adding Courses

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

Withdrawal/Military Withdrawal

- A. **Withdrawal Prior to Census (20% of instruction)**
 Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.
- B. **Withdrawal 20% - 60% of Instruction**
 Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.
- C. **Withdrawal After 60% of Instruction**
 The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".
- D. **Extenuating Circumstances**
 Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are



5075 Course Adds, Drops, and Withdrawals



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

defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.

E. Military Withdrawal

An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.

Intervention Program

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

- A. Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.
- B. [Students shall be allowed an excused withdrawal \("EW"\) in extenuating circumstances at any time, upon petition of the student or their representative.](#) An ~~excused withdrawal ("EW")~~ will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. ~~An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5 Section 58509.~~ In no case shall an excused withdrawal result in a student being assigned an "FW" grade,

Instructor Initiated Drops Prior to Census

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

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

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses ~~and~~ are therefore dropped by the instructor, [except if there are extenuating circumstances.](#)

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

Course Repetition

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

AP

5075 Course Adds, Drops, and Withdrawals



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

References:

Title 5 Sections 55024, 58004, and 58509

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

BP 5130 Financial Aid



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Level 3 Review Schedule

Current Review Progress

12/14/2025 ♦ Recommendation Received
 12/18/2025 ♦ PPAC Approves Review Level
 01/15/2026 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5130 Financial Aid

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

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

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

Misrepresentation

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

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

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

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

Scholarship Displacement

BP 5130 Financial Aid



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

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

References:

Education Code Sections 66021.6, 70045, et seq., and 76300 ; 20 U.S. Code Sections 1070, et seq. ;
 34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
 ACCJC Accreditation Standard 3

End Recommendation for BP 5130 Financial Aid

AP 5130 Financial Aid



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Current Review Progress

12/14/2025 ♦ Recommendation Received
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Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5130 Financial Aid

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

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

- The California Promise Grant (formerly known as the BOG Fee Waiver)
- Chafee Grant
- Cal Grant A, B, and C
- Federal Direct Loans
- Federal Pell Grant
- Federal Work Study
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Student Success Completion Grant (SSCG)
- Internal and External Scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education.

Students should regularly check the financial aid website at the college they are attending and receiving financial aid, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

AP 5130 Financial Aid



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Application Procedures

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

Student Eligibility

General student eligibility requirements consist of the following:

- Demonstrate financial need for need-based federal student aid programs;
- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be enrolled as a regular student in an eligible degree or certificate program;
- Maintain satisfactory academic progress;
- Provide consent and approval to have your federal tax information transferred directly into your Free Application for Federal Student Aid (FAFSA) form;
- Not in default or overpayment on any federal aid;
- Have a high school diploma, GED, or equivalent.

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

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

Deadlines

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

Payment Procedures

Financial aid disbursements are calculated based on a student's Student Aid Index (SAI), financial need, availability of funds, and enrollment intensity.

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

Disbursements are refunded electronically to the students' BankMobile (Bmtx) selection. Students must enroll and make their selection at <https://disbursements.bmtx.com/refundchoices/>. Students also have the ability to have their refunds transferred to their existing bank account using the ACH option, applying for a Vibe account, or having a check mailed to them.

AP 5130 Financial Aid



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Students who do not select a refund preference will default to a refund check being processed and mailed 21 days after disbursement to the student's home address as reported with Admissions and Records.

Overpayment Recovery (Return of Title IV)

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

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of their intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;

Accounting Requirements

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

Fraudulent Documents

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

Submission of fraudulent documents is a violation of the Standards of Student Conduct and as such, subject to disciplinary action. The student will be informed that withdrawing the fraudulent document is not a pardon from disciplinary action. Any student submitting a fraudulent document will be referred to the Chief Student Services Officer or designee for disciplinary action.

Satisfactory Academic Progress

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

AP 5130 Financial Aid



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

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

Satisfactory Academic Progress (SAP) Appeal Procedure

Appeal Process:

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

SAP Appeal Special Circumstances

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

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

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

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

AP 5130 Financial Aid



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

Misrepresentation

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

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

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

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

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

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

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

The District shall establish written procedures by which a student may appeal the loss of a California

College Promise Grant due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and SAS student status.

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress

AP 5130 Financial Aid



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probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

Students Enrolled in a Baccalaureate Degree Program

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

Scholarship Displacement

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

The District shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award, a Cal Grant award, or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance. The District may reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award, a Cal Grant award, or financial assistance under the California Dream Act by no more than the amount of the student's gift aid that is in excess of the student's annual cost of attendance. The District shall not consider receipt or anticipated receipt of private scholarships when considering a student who is eligible to receive a federal Pell Grant award, a Cal Grant award, or financial assistance under the California Dream Act for qualification for institutional gift aid.

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69432.7, 69514, 70045 et seq., 70030 et seq., 76300, 78042, and 94912.5;

Title 5 Sections 55031, 58600 et seq.; 20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668;

(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard 3

End Recommendation for AP 5130 Financial Aid

BP 5410 Associated Students Elections



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

Reasons for Review

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

Level 3 Review Schedule

Current Review Progress

- 11/15/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

- 03/05/2026 ♦ Chancellor's Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5410 Associated Students Elections

~~1. From current SBCCD BP 5410 titled Associated Students Elections~~

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

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

1. The student shall be enrolled in the District at the time of election and throughout the student's term of office, with a minimum of five semester units or equivalent.
2. The student shall meet and maintain the minimum standards of scholarship (Board Policy BP 4220 titled Standards of Scholarship and related administrative procedures regulations.).
3. The student shall be enrolled at the District in an adult education program offered by the District at the time of the election and throughout the student's term.
- ~~3.4.~~ The student is enroll in the District at the time of the election, and though the student's term and is a disabled student as defined by subdivision (b) of Section 84850.

Reference:

Education Code Section 76061

End Recommendation for BP 5410 Associated Students Elections

AP 5410 Associated Students Elections



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

Reasons for Review

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

Level 3 Review Schedule

Curent Review Progress

11/15/2025 ♦ Recommendation Received
 11/20/2025 ♦ PPAC Approves Review Level
 12/18/2025 ♦ Initial Policy review by PPAC
 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from
 Constituents and Academic Senate (if approved moves to
 Chancellor's Council, otherwise bring back for further discussion)

Pending Action Required

03/05/2026 ♦ Chancellor's Council Approval
 04/09/2026 ♦ BOT 1st Read
 05/14/2026 ♦ BOT Final Approval
 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5410 Associated Students Elections

NOTE: This procedure is legally required if the District has an Associated Students Organization created by the Board pursuant to Education Code Section 76060.

The Associated Students shall conduct annual elections to elect officers.

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

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

Officers defined: All elected positions including student trustee are considered officers.

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

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

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

Education Code Section 76061

End Recommendation for AP 5410 Associated Students Elections

AP 3775 Artificial Intelligence (AI)



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

Reasons for Review

>Legal Update 45: Review suggestion for new AP.

Level 3 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

Curent Review Progress

- 11/19/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

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- 03/05/2026 ♦ Chancellor’s Council Approval
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- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 3775 Artificial Intelligence (AI)

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

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

New 10/24

References:

No specific references

End Recommendation for AP 3775 Artificial Intelligence (AI)

Begin Draft for AP 3775 Artificial Intelligence

1. PURPOSE AND SCOPE

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

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

2. DEFINITIONS

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

3. RESPONSIBLE USE

A. Faculty and Staff

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

B. Students

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

I. Academic Integrity

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

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

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

C. **Third Parties**

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

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

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

4. **DATA PRIVACY AND SECURITY**

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

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

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

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

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

5. **ETHICAL CONSIDERATIONS**

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

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

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

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

6. **AI USE GUIDELINES**

A. **AI in Teaching**

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

I. **AI Detection Tools**

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

B. **AI in Learning**

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

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

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

D. **AI in Administrative Functions**

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

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

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

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

7. **LIMITATIONS OF AI USE**

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

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

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

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

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

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

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

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

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

9. **TRAINING AND SUPPORT**

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

10. **Review Guidelines:**

Due to the rapid changes with artificial intelligence, this policy will be reviewed every three years or as changes are needed.

REFERENCES

[Education Code Sections 66300 and 66301](#)
[ACCJC Accreditation Standard 2](#)

End Draft for AP 3775 Artificial Intelligence

BP 5500 Standards of Student Conduct



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

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Level 3 Review Schedule

Curent Review Progress

- 11/19/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

Pending Action Required

- 03/05/2026 ♦ Chancellor’s Council Approval
- 04/09/2026 ♦ BOT 1st Read
- 05/14/2026 ♦ BOT Final Approval
- 05/18/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5500 Standards of Student Conduct

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

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

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

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

References:

Education Code Sections 66300, [66304 et seq.](#), and 76120; ACCJC Accreditation Standard 2

End Recommendation for BP 5500 Standards of Student Conduct

AP 5500 Standards of Student Conduct



10+1 • CCLC | Legally Advised • Chapter Lead Ornelas • Both BP & AP Exist

Reasons for Review

Please select one of the reasons for review below. Delete all other options.

- > Chapter Lead Recommendation
- > CCLC Legal Update
- > Minor Clerical Update

Begin Recommendation for AP 5500 Standards of Student Conduct

Standards of Student Conduct

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Standards of Student Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Standards of Student Conduct. [The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Sexual Harassment under Title IX.](#)

- Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty ([refer to AP 3775 Artificial Intelligence \(AI\) for information regarding responsible use of AI](#)).
- Alcohol. Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
- Assault/Battery. Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
 1. Inflicting bodily harm upon any Member of the District Community;
 2. taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
 3. taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
Causing a Member of the District Community to believe that the offender or their agent may cause bodily harm to that person or any member of their family or any other Member of the District Community;
 4. Inflicting or attempting to inflict bodily harm on oneself.
- Bias. Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe, negative, or unwelcome environment for the targeted person.
- Bullying. Defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals

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

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

- Gambling. Unauthorized gambling on District Property or at any District function.
- Harassment/Bullying. A specific act, or series or acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member of the District Community, occurring within the jurisdiction of the District as set forth in Section 1.4.
- Hateful Behavior. Hateful behavior aimed at a specific person or group of people.
- Hazing. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to ~~any Student or other person.~~ a former, current, or prospective student of the District.
- Infliction of Mental Harm. (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of their family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
- Library Materials. Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- Misrepresentation. A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.
- Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of identification.
- Possession of Stolen Property. Possession of District Property, or the property of any other person, when the Student knows or reasonably should know, that the property was stolen
- Possession of Weapons. Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
- Public Intoxication. Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.
- Sexual Harassment. Sexual harassment against a member of the District Community. Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or initiate, and which the person regards as undesirable or offensive.
- Sexual Misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity

without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure. Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct or has occurred. Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.

- Serious Injury or Death. Any intentional, unintentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or their family.
- Smoking. Smoking in an area where smoking has been prohibited by law or regulation of the District.
- Stalking. Stalking behavior in which a Student repeatedly engages in the course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for their safety, or the safety of their family; where the threat is reasonably determined by the College Conduct Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.
- Sexual Stalking. The course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking. Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
- Theft or Abuse of District's Computers or Electronic Resources. Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of a computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
- Theft or Conversion of Property. Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had the knowledge or reasonably should have had knowledge that it was stolen.
- Trespass and Unauthorized Possession. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.
- Unauthorized Recording. Recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
- Unauthorized Use of Course or Copyrighted Materials. Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under the authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior

permission of the copyright owner, except as allowed by the “fair use” doctrine. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

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

District Community.

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

[Please refer to AP 5520, Student discipline procedures for the defined process for the fair and impartial review and determination of alleged improper Student behavior.](#)

References:

Education Code Sections 66300, [et seq.](#), and 66304 ACCJC
Accreditation Standard 2

End Recommendation for AP 5500 Standards of Student Conduct