



San Bernardino Community College District
 POLICIES & PROCEDURES ADVISORY
 COMMITTEE (PPAC)
 April 16, 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 - 3/26/2026**
- IV. **Current Topics**
 - A. **New Chapter Lead Recommendations**
 1. *Level 1 - Information Only*
 2. *Level 2*
 3. *Level 3*
 - B. **Information Only - Level 1**
 1. 2015 Student Members
 2. 2305 Annual Organizational Meeting
 3. 2315 Closed Session
 4. 2320 Special and Emergency Meetings
 5. 2325 Teleconferenced Meetings
 6. 2340 Agendas
 7. 2745 Board Self-Evaluation
 8. 6320 Investments
 - C. **Initial PPAC Review - Level 2**
 - D. **Initial PPAC Review - Level 3**
 1. 4105 Distance Education
 - E. **Review of Initial Input from Academic Senate and Constituents - Level 2**
 - F. **Review of Final Input from Academic Senate and Constituents - Level 3**
 1. 3775 Artificial Intelligence (AI)

2. 4100 Graduation Requirements for Degrees and Certificates
3. 4235 Credit for Prior Learning
4. 4250 Probation Dismissal and Readmission
5. 5011 Admission and Concurrent Enrollment of High School and Other Young Students
6. 5200 Student Health Services
7. 7230 Classified Employees

V. Adjournment & Next Meeting

The next scheduled meeting of PPAC is Thursday, May 7, 2026, at 3:00 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – March 26, 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

Nohemy Ornelas started the meeting at 3:00p.m.

II. Confirmation of Quorum

Heidi Hoffman confirmed quorum was met at 3:05pm.

III. Approval of the Minutes – February 19, 2026

***Motion:** Christopher Olivera
Second: Carmen Rodriguez*

Jeff Demsky asked if we could memorialize AP5075 'that faculty would continue to have authority to establish their own withdrawal policies in their section'. Judy Joshua asked for correction that the next meeting listed in the minutes was April 16th but should have been listed as March 26th.

Motion passed unanimously with amendments.

IV. Current Topics

A. New Chapter Lead Recommendations

1. Level 1 - Information Only

- i. 2015 Student Members
- ii. 2305 Annual Organizational Meeting
- iii. 2315 Closed Session
- iv. 2320 Special and Emergency Meetings
- v. 2325 Teleconferenced Meetings
- vi. 2340 Agendas
- vii. 2745 Board Self-Evaluation
- viii. 6320 Investments

***Motion:** Christopher Crew
Second: Christopher Olivera*

Motion passed unanimously

2. Level 2

None

3. Level 3

- i. 4105 Distance Education

***Motion:** Carmen Rodriguez
Second: Christopher Crew*

Motion passed unanimously

B. Information Only – Level 1

None

C. Initial PPAC Review – Level 2

1. 3550 Drug Free Environment and Drug Prevention Program

Motion: *Carmen Rodriguez*

Second: *Christopher Olivera*

Motion passed unanimously

Discussion was had from Judy Joshua that SBVC academic senate is far behind with reviewing the BPs and APs coming to PPAC. They are still reviewing from the November and December meetings and could not give feedback for the March meeting. Kristina Hannon stated that this BP was legal updates and the subject matter experts with human resources and police services, as well as outside council, had looked it over. Kristina stated that there is also the opportunity for senate to have feedback at Chancellor's Council on April 2nd.

2. 3920 Electronic Mail

Motion: *Christopher Olivera*

Second: *Carmen Rodriguez*

Motion passed unanimously

Judy Joshua stated that senate had not had their eyes on this BP in an official capacity. Nohemy stated that it is a level 2 and needs to get approved and moved through the process as it's needed for safety and security of our data and our information.

D Initial PPAC Review – Level 3

1. 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Nohemy Ornelas stated that there is a district-wide dual enrollment workgroup made up of different representatives working on this. But mostly it's legal updates required for the CCAP agreements. Jose stated item would come back once more at the April 16th meeting.

2. 5200 Student Health Services
3. 7230 Classified Employees

E. Review of Initial Input from Academic Senate and Constituents – Level 2

1. 4022 Course Approval
2. 5013 Students in the Military

3. 5055 Enrollment Priorities

Motion: Judy Joshua

Second: Carmen Rodriguez

Motion passed unanimously

Jose stated these are all level 2s and need to move forward since there is no feedback for the small changes and legal updates made to the BPs.

F. Review of Final Input from Academic Senate and Constituents– Level 3

1. 3775-Artificial Intelligence (AI)

Discussion was had between Nohemy and Judy Joshua regarding various terms used in the BP/AP and transparency as it relates to the AI Approved applications listed in the AP. Nohemy stated that that was a missed heading that should have been taken off the BP but had missed the deadline for the March meeting. After discussion and clarification was made with the help also of Christopher Crew, it was decided to bring back 3775 once more for the April 16th meeting and then move it to Chancellor's Council.

2. 4010-Academic Calendar
3. 4020-Program, Curriculum, and Course Development
4. 4025-Philosophy and Criteria for Associate Degree and General Education
5. 4100-Graduation Requirements for Degrees and Certificates

Discussion was had around various clarifications brought forth by Judy Joshua regarding Title V, Bachelor of Arts and competency taken out of the BP/AP. Nohemy stated happy to bring item back on April 16th to change the BP to match the AP to no specificity of stated for the Bachelors Degree. Also stated that Admissions and Records and the VPIs reviewed the item before coming to PPAC.

6. 4103-Work Experience
7. 4235-Credit for Prior Learning

Discussion was had regarding the collaborative meetings that were had with both colleges which made up the majority of the recommendations for the BP/AP and reviewed the document and language that was adopted. Judy Joshua stated she was waiting on feedback from Dr. Lewis regarding CPL. Nohemy stated she was happy to hold back this item until the April 16th meeting. Carmen Rodriguez asked if she could be included in the meetings going forward for CPL.

8. 4250-Probation, Dismissal and Readmission

Discussion was had about bringing this item back on April 16th with some clarity to language that is being used.

9. 4260-Prerequisites and Co-Requisites
10. 5015-Residence Determination
11. 5030-Fees

12. 5031-Instructional Materials
13. 5050-Student Success and Support Program
14. 5075-Course Adds, Drops, and Withdrawals
15. 5130 Financial Aid
16. 5410 Associated Student Elections
17. 5500 Standards of Student Conduct

Motion: Carmen Rodriguez

Second: Jeff Demsky

Motion passed unanimously, except for BP/APs 3775, 4100, 4235 and 4250 that will be brought back on April 16th

Jose Torres asked that it be reflected in the minutes that Judy Joshua stated SBVC academic senate had not been able to review anything from 4260 on. Judy also asked if a universal document or way for everyone could edit it together. Jose stated that over the break he, Heidi and Charmaine would be looking at ways to streamline the PPAC process for fall. Judy also asked about expanded slides for the slide deck regarding if more time was needed on an item. Jose stated that Kristina had done her training and sent out the slides to the group and would look to see if it was included.

V. Adjournment & Next Meeting

The next PPAC meeting will be held on April 16, 2026, at 3:00pm.

The meeting adjourned at 4:21 p.m.

BP 2015 Student Trustees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ No Matching AP Exists

Reasons for Review

Legal Update #47

Level 1 Review Schedule

02/11/2026 ♦ Recommendation Received

Curent Review Progress

03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

03/26/2026 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 2015 Student Trustees

The Board of Trustees shall include one non-voting student member from each college in the District. The term of office shall be one year commencing June 1.

A student member shall be enrolled in and maintain a minimum of five semester units, or its equivalent, in the District at the time of appointment and throughout the term of service. A student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average during the term of office. [The District shall not impose eligibility requirements more stringent than those set forth in Education Code Section 72023.5.](#)

A student member shall be seated with the Board during the open session portion of meetings and shall be recognized as a full member of the Board at meetings. A student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board except for issues and items discussed in closed session. A student member shall have the right to attend each and all public meetings of the Board. A student member shall not have the right, or be afforded the opportunity, to attend executive sessions of the Board.

A student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

A student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. A student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

A student member may make and second motions at the discretion of the Board. A student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law. See BP 2725 Board Member Compensation.

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/Associated Student Government meetings
- Meet regularly with senior administrators

On or before May 15 of each year, the Board may determine if the student members will commence on May 15 instead of June 1. The

BP 2015 Student Trustees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ No Matching AP Exists

Board of shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

References:

Education Code Section 72023.5

Legal Update 47

End Recommendation for BP 2015 Student Trustees

BP 2305 Annual Organizational Meeting



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ No Matching AP Exists

Reasons for Review

Legal Update #46

Level 1 Review Schedule

- 02/11/2026 ♦ Recommendation Received
- 03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 03/26/2026 ♦ PPAC Approves Review Level
- 04/16/2026 ♦ Level 1 to Constituents and AS for Info Only
- 05/14/2026 ♦ BOT 1st Read
- 06/11/2026 ♦ BOT Final Approval

Begin Recommendation for BP 2305 Organizational Meeting

(Replaces current SBCCD BP 2100)

The Board will hold an annual organizational meeting at its December Board meeting. In years when Trustees are elected, the annual organizational meeting of the Board will be held within 15 days after the second Friday in December.

*The purpose of the annual organizational meeting is to elect a **board** chair, vice chair, and a clerk, and conduct any other business as required by law or determined by the Board. See BP 2200 Officers of the Board.*

In addition to this meeting, the Board will elect members to the following committees as needed: Board Finance Committee, Board Policies & Procedures Advisory Committee, Board Legislative Committee, District Budget Advisory Committee, Election of Board Representative and Alternate to the Nominating Committee on School District Organization, Assignment to Board Advisory Committees, and Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority.

References:

Education Code Section 72000 subdivision (c)(2)(A)

[Legal Update #46](#)

End Recommendation for BP 2305 Organizational Meeting

BP 2315 Closed Session



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ No Matching AP Exists

Reasons for Review

Legal Update #46

Level 1 Review Schedule

04/03/2025 ♦ Recommendation Received

Curent Review Progress

03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

03/26/2026 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 2315 Closed Session

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- *the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;*
- *charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;*
- *advice of counsel on pending litigation, or the initiation of litigation, as defined by law;*
- *consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;*
- *real property transactions;*
- *threats to public security;*
- *review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;*
- *discussion of student disciplinary action, with final action taken in public; conferring of honorary degrees;*
- *consideration of gifts from a donor who wishes to remain anonymous; and*
- *to consider its response to a confidential final draft audit report from the Bureau of State Audits; [and](#)*
- *[to receive confidentially discuss, and learn about cybersecurity risks, vulnerabilities, and threats facing the District.](#)*

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

BP 2315 Closed Session



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ No Matching AP Exists

References:

*Education Code Section 72122; Government Code Sections 54954.5, 54956.8, 54956.9, 54957, 54957.1, 54957.6, and 11125.4
Legal Update #46*

End Recommendation for BP 2315 Closed Session

BP 2320 Special and Emergency Meetings



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ Both BP & AP Exist

Reasons for Review

No update to BP. Legal Update #46 to AP

Level 1 Review Schedule

02/11/2026 ♦ Recommendation Received

Curent Review Progress

- 03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 03/26/2026 ♦ PPAC Approves Review Level
- 04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

- 05/07/2026 ♦ Chancellor's Council Approval
- 06/11/2026 ♦ BOT 1st Read
- 08/13/2026 ♦ BOT Final Approval
- 09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 2320 Special and Emergency Meetings

(Replaces current SBCCD BP 2120)

Special meetings may from time to time be called by the Chancellor or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the Chancellor when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

References:

Education Code Section 72129;
Government Code Sections 54956, 54956.5, and 54957

End Recommendation for BP 2320 Special and Emergency Meetings

AP 2320 Special and Emergency Meetings

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead BOT & Chancellor ♦ Both BP & AP Exist

Reasons for Review

No update to BP. Legal Update #46 to AP

Level 1 Review Schedule

02/11/2026 ♦ Recommendation Received

Current Review Progress

03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

03/26/2026 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 2320 Special and Emergency Meetings

Special Meetings

Whenever a special meeting of the [governing board](#) is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Board, including the student trustees.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. [The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.](#) **Emergency Meetings**

Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone [or email](#) at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If [internet services and](#) telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References:

*Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5*

End Recommendation for AP 2320 Special and Emergency Meetings

AP 2325 Teleconferenced Meetings

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead BOT & Chancellor ♦ Both BP & AP Exist

Reasons for Review

No update to BP. Legal Update #47 to AP

Level 1 Review Schedule

02/11/2026 ♦ Recommendation Received

Curent Review Progress

03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

03/26/2026 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 2325 Teleconferenced Meetings

The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:

- At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
- The Board will identify all teleconference sites on the agenda;
- The Board will post the agenda at all teleconference sites;
- The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
- The Board members must vote by roll call; and
- The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

Meetings during States of Emergency

The Board may use teleconferencing without complying with the requirements above in either of the following circumstances:

- The Board holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- The Board holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If a state of emergency remains active in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than 45 days after teleconferencing for the first time pursuant to the above circumstances, and every [45](#) 45 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency; and
- The state of emergency continues to directly impact the ability of the members to meet safely in person.

AP 2325 Teleconferenced Meetings

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead BOT & Chancellor ♦ Both BP & AP Exist

Requirements for Individual Board Members Participating Remotely

The Board can use teleconferencing without posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

A member of the Board must only participate in a meeting remotely if either:

- The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, or travel on District business or for another state or local agency; or
- The member requests the Board allow the member to participate in the meeting remotely due to emergency circumstances and the Board takes action to approve the request. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

The member must participate through both audio and visual technology.

A member may not participate remotely under the "just cause" or "emergency circumstances" provisions in more than:

- two meetings per calendar year, if the Board regularly meets once per month or less;
- five meetings per calendar year, if the Board regularly meets twice per month; or
- seven meetings per calendar year, if the Board regularly meets three or more times per month.

Public Access Requirements When Board Is Teleconferencing Under Amended Teleconference Rules

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend and address the Board through a call-in option, through an internet-based service option, and at the in-person location of the meeting.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time.

References:

*Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5*

End Recommendation for AP 2325 Teleconferenced Meetings

BP 2340 Agendas



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ Both BP & AP Exist

Reasons for Review

Legal Update #46 to BP. No update to AP

Level 1 Review Schedule

02/11/2026 ♦ Recommendation Received

Curent Review Progress

03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

03/26/2026 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 2340 Agendas

An agenda shall be posted in a location physically accessible 24 hours per day, as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the Chancellor in consultation with the Officers of the Board.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.

BP 2340 Agendas



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead BOT & Chancellor ♦ Both BP & AP Exist

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff.

Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

[Information regarding members of the public to speak to the Board of Trustees reference BP 2350 Speakers.](#)

References:

Education Code Sections 72121 and 72121.5;

Government Code Sections 54954 et seq. and 7920.000 et seq.

End Recommendation for BP 2340 Agendas

AP 2340 Agendas

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead BOT & Chancellor ♦ Both BP & AP Exist

Reasons for Review

Legal Update #46 to BP. No update to AP.

Level 1 Review Schedule

02/11/2025 ♦ Recommendation Received

Curent Review Progress

03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

03/26/2026 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 2340 Agendas

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the district administration building, campus administration buildings, and district education centers, or adjacent to the place of the meeting, at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

References: *Education Code Section 72121*

End Recommendation for AP 2340 Agendas

BP 2745 Board Self-Evaluation



Non 10+1 ♦ Staff Recommended ♦ Chapter Lead BOT & Chancellor ♦ No Matching AP Exists

Reasons for Review

> Staff Recommendation

Level 1 Review Schedule

02/11/2026 ♦ Recommendation Received

Curent Review Progress

03/11/2026 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

03/26/2026 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 2745 Board Self-Evaluation

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its effectiveness.

To this end the Board has established the following processes for evaluation:

~~An ad hoc committee of the Board shall be appointed in April to~~ The Board Executive Committee, with the Chancellor will determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

~~The process for evaluation shall be recommended to and approved by the Board.~~

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Office of the Chancellor and/or consultant.

A summary of the evaluations will be presented and discussed at ~~an annual a~~ Board retreat ~~scheduled for that purpose~~. The results will be used to identify accomplishments in the past year and ~~possible~~ goals for the following year.

References:

ACCJC Accreditation Standard 4

End Recommendation for BP 2745 Board Self-Evaluation

BP 6320 Investments



Non 10+1 ♦ Annual Update ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

- > Per Board Policy 6320 Investments, the AP shall be reviewed annually by the Board of Trustees.
- > No Proposed Changes

Level 1 Review Schedule

- 03/26/26 ♦ PPAC Approves Review Level
- 04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)
- 05/07/2026 ♦ Chancellor's Council Approval
- 06/11/2026 ♦ BOT 1st Read
- 08/13/2026 ♦ BOT Final Approval

Begin Recommendation for BP 2015 Student Trustees

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including *Government Code* Sections 53600 which states:

"The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern."

Investments shall be made based on the following criteria:

1. The preservation of principal shall be of primary importance. Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.
2. The investment program must remain sufficiently flexible to permit the District to meet all operating requirements. The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.
3. Transactions should be avoided that might impair public confidence. Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

BP 6320 Investments



Non 10+1 • Annual Update • Chapter Lead Torres • Both BP & AP Exist

4. Return on Investment. The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

End Recommendation for BP 2015 Student Trustees

AP 6320 Investments



Non 10+1 ♦ Annual Update ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Per Board Policy 6320 Investments, the AP shall be reviewed annually by the Board of Trustees.

> No Proposed Changes

Level 1 Review Schedule

03/26/26 ♦ PPAC Approves Review Level

04/16/2026 ♦ Final Policy review by PPAC (Level 1 Info Only)

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

Begin Recommendation for AP 6320 Investments

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.

AP 6320 Investments



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- d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
 4. San Bernardino County Treasurer's Office, whenever required by law.

Authorized Personnel

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to invest surplus funds.

Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Executive Vice Chancellor and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

Reporting

The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees.

Reference:

Government Code Sections 53600 et seq., 87200

End Recommendation for AP 6320 Investments

BP 4105 Distance Education



10+1 ♦ 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

- 03/10/2026 ♦ Recommendation Received
- 03/26/2026 ♦ PPAC Approves Review Level
- 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)

Pending Action Required

- 05/7/2026 ♦ Chancellor’s Council Approval
- 06/11/2026 ♦ BOT 1st Read
- 8/13/2026 ♦ BOT Final Approval
- 09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 4105 Distance Education

All distance education programs will adhere to the same programmatic requirements as in-person classroom programs. In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing procedures for distance education programs that comply with accreditation standards, and federal and state guidelines.

References:

Title 5 Sections 55200 et seq.

End Recommendation for BP 4105 Distance Education

AP 4105 Distance 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

Begin Recommendation for AP 4105 Distance Education

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously and is not self-paced. Title 5, as well as State and Federal regulations require districts to have processes in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit. Distance Education programs do not include correspondence Courses.

Correspondence Education: Education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Student Authentication: Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Course Modality: The modes of Distance Education courses will be published and made available in the course schedule of classes. Course-required materials and devices will be available in college publications such as the college catalog, a schedule of classes, a student handbook, course outlines of record, or course syllabi, and adhere to Title 5 disclosure requirements. This includes but is not limited to:

- All online and in-person synchronous meeting days/dates and times
- Any required asynchronous in-person activities
- Any required technology platforms, devices, and applications
- Any test or assessment proctoring requirements.

Course Approval: The review and approval of new and existing Distance Education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance Education courses shall be approved under the same conditions and criteria as all other courses, and adhere to Title 5, as well as State and Federal regulations.

Course Quality: Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student population. Faculty for whom this provision applies to and shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees.

Course Certification: When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-person classes.

AP 4105 Distance Education



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- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular and substantive interaction (RSI) between instructor and students, as well as among students, either synchronously or asynchronously.
 - Regular and Substantive Interaction (RSI) is intentional, ongoing, and instructor-initiated engagement that supports learning, provides academic guidance, and demonstrates active faculty presence in a distance education course. RSI must be planned, frequent, meaningful, and clearly visible and documented in the learning management system.
 - Substantive Interaction: At least two of the following must occur consistently: instructor feedback on student work, content clarification and responses to questions, facilitation of academic discussions, or synchronous direct instruction.
 - Regular Interaction: These interactions must occur on a predictable schedule, with ongoing monitoring of student engagement and instructor-initiated follow-up and support.
- **Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
 - Course outcomes;
 - Regular and substantive interaction between instructors and students; as well as among students, and
 - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- **Duration of Approval:** Courses will be reviewed following the curriculum review process. Outside of the 6-year review process, all Distance Education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References:

Education Code Sections 66700 and 70901 et seq.;

Title 5 Sections 55002.5, 55200 et seq., and 55260 et seq.;

34 Code of Federal Regulations Part 602.17 (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 2

End Recommendation for AP 4105 Distance Education

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)
- 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
- 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)

Pending Action Required

- 05/07/2026 ♦ Chancellor’s Council Approval
- 06/11/2026 ♦ BOT 1st Read
- 08/13/2026 ♦ BOT Final Approval
- 09/01/2026 ♦ 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. [Responsible Use](#)
4. [Data privacy and security](#)
5. [Ethical considerations](#)
6. [AI Use Guidelines](#)
7. [Limitations on the use of AI and Its Risks](#)
8. [Consequences of Violating the Artificial Intelligence Policy](#)
9. [Training and support](#)
10. [Review Guidelines](#)

New 10/24

References:

No specific references

End Recommendation for AP 3775 Artificial Intelligence (AI)

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

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 or equipment in any form. 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):** Machine-based systems or machines that simulate cognitive functions such as learning, decision making, and problem-solving to perform task or automate outputs.
- 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. **Constituents:** All individuals associated with the district, including students, faculty, staff, and external partners.

3. RESPONSIBLE USE

A. Employees

Employees may 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 Regulations including but not limited to California Privacy Rights Act (CPRA)
- 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**

Any violations of this policy will follow all applicable board policies and administrative procedures.

9. **TRAINING AND SUPPORT**

The district will provide training to ensure all constituents 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

BP

4100 Graduation Requirements for Degrees and Certificates



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

Reasons for Review

> CCLC Legal 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)
 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval
 06/11/2026 ♦ BOT 1st Read
 08/13/2026 ♦ BOT Final Approval
 09/01/2026 ♦ 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

> CCLC Legal 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)
 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval
 06/11/2026 ♦ BOT 1st Read
 08/13/2026 ♦ BOT Final Approval
 09/01/2026 ♦ 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 educations and at least 18 semester units in a major listed in the State Chancelor'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

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

AP

4100 Graduation Requirements for Degrees and Certificates



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

demonstration of critical thinking through writing, oral communication, or computation. 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

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

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institution shall be deemed to have fulfilled the general education course requirements for the 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

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

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

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)
- 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
- 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

Pending Action Required

- 05/07/2026 ♦ Chancellor’s Council Approval
- 06/11/2026 ♦ BOT 1st Read
- 08/13/2026 ♦ BOT Final Approval
- 09/01/2026 ♦ Final Policy Posted to SBCCD Website

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

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

Current Review Progress

11/15/2025 ♦ Recommendation Received
 11/20/2025 ♦ PPAC Approves Review Level
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 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)
 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval
 06/11/2026 ♦ BOT 1st Read
 08/13/2026 ♦ BOT Final Approval
 09/01/2026 ♦ 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 student's 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.](#)

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

AP 4235 Credit for Prior Learning



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~~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.

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback



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 The SBCCD will adhere to any reporting requirements from the California Community Colleges Chancellor's Office.

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

AP

4235 Credit for Prior Learning



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Reference:

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

End Recommendation for AP 4235 Credit for Prior Learning

BP 4250 **Probation** Standards for Student Success, Academic Notice, Pause, 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)
 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval
 06/11/2026 ♦ BOT 1st Read
 08/13/2026 ♦ BOT Final Approval
 09/01/2026 ♦ Final Policy Posted to SBCCD Website

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.

Pause

A student who is on **probation academic notice** shall be subject to 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 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 pause may submit a written appeal in compliance with **the** administrative procedures **at the attending college**. Pause

Review Notes | Key:

Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

BP

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



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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 placed on pause (break from attending classes) may request reinstatement to reenroll at the college. 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, Pause, and Readmission

Review Notes | Key:

Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

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



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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

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)
 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval
 06/11/2026 ♦ BOT 1st Read
 08/13/2026 ♦ BOT Final Approval
 09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4250 **Probation** Standards for Student Success, Academic Notice, 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 Pause

Each student is entitled to be notified of his/her/their academic difficulty and the availability of college support services to respond to the academic difficulty before the student's enrollment is paused. 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 student is enrolled in at the community college that they attend.

Review Notes | Key:

Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

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



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~~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 ~~probation~~ academic notice, a notice that the student is subject to pause will be sent to the student informing him/her/them that he/she/they is(are) subject to pause.

A student who is on ~~probation~~ academic notice and earns a semester grade point average of 2.0 or better shall be able to continue to be enrolled in courses 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 student may appeal ~~probation~~ academic notice status by filing a request for special consideration with the designated academic standards committee at each college.
- 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.
- 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 be allowed to register for succeeding terms until after the student has completed the requirements established by the Counseling department at the college he/she/they attends.

Pause/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.

Pause

A student on ~~academic and/or progress~~ academic notice shall have their enrollment paused for one semester when one or more of the following conditions exist:

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

Review Notes | Key:

Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

AP

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



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consecutive semesters.

Readmission

- A. A student may appeal **their pause in enrollment** 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 pause.
- C. A student enrolled following pause shall be on **probation academic notice** status and subject to pause in enrollment.
- D. If the scholastic achievement of a student after pause continues at an **probation academic notice** level, the student may be **have their enrollment paused** for one year.

Please refer to Administrative Procedure 4255, Pause and Readmissions

References:

Title 5, Sections 550310-55034

End Recommendation for AP 4250 **Probation** Standards for Student Success, Academic Notice, Pause, and Readmission

Review Notes | Key:

Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback



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

Curent Review Progress

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

Pending Action Required

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- 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

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

AP

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



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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

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

AP

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

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

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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

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controlled substance offense as defined in Education Code Section 87011.

- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- 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

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of the primary community college district's service area, if the primary community college district has 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

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course that is part of a CCAP partnership agreement offered at a community college campus. Courses 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- 76002, and 76004

AP

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Title 5 Section 56700

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

Curent 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 b03/26/2026 ♦ 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) ack for further discussion)

Pending Action Required

- 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.
- 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

BP 7230 Classified Employees



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Hannon ♦ Only BP Exists

Reasons for Review

> **Legal Update 46:** The Service updated this policy to add provisions about providing official letters of recommendation to a district employee pursuant to changes in the Education Code. The Service also updated this policy to exclude part-time students employed part-time as student-tutors by their district from the classified service pursuant to changes in the Education Code.

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

> **Legal Update 40:** The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)

Level 3 Review Schedule

Curent Review Progress

01/07/2026 ♦ Recommendation Received

01/15/2026 ♦ PPAC Approves Review Level

03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents

04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents

Pending Action Required

05/07/2026 ♦ Chancellor's Council Approval

06/11/2026 ♦ BOT 1st Read

08/13/2026 ♦ BOT Final Approval

09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 7230 Classified Employees

Employees represented by [the Classified School Employees Association \(CSEA\)](#) or [the Police Officers' Association \(POA\)](#) should refer to their respective bargaining unit agreement for information specific to their unit.

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include the following:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- [Apprentices](#)
- [Professional experts employed on a temporary basis for a specific project, regardless of length of employment, and](#)
- ~~Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.~~
- ~~Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work-experience education program conducted by the District.~~ [Full-time students employed part-time, part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District, and part-time students employed part-time as student-tutors by their community college district of enrollment.](#)

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110 titled Delegation of Authority, [Human Resources](#).)

[Before a short-term employee is employed, the Board of Trustees, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board of Trustees may later act to shorten or extend the ending date.](#)

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

BP 7230 Classified Employees



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Hannon ♦ Only BP Exists

but shall not extend it beyond 75 percent of an academic year.

The Chancellor or designee is responsible for establishing procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be six months or 130 days of paid service, whichever is longer, however this probationary period does not apply to full-time peace officers employed by a District, who instead would be required to serve a probationary period of not less than one year of paid service from their date of appointment to that full-time position to be designated as a permanent employee of the District. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification shall be employed in the position from which the employee was promoted.

The evaluation of classified employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

Any administrator or manager who elects to provide an official letter of recommendation to a District employee must consult with the Office of Human Resources to determine if the employee is a respondent in a sexual harassment complaint filed with the District. The District prohibits an administrator or manager from providing an official letter of recommendation if the employee is a respondent in a sexual harassment complaint and any of the following occurred: (1) the District's final administrative determination determined the employee committed sexual harassment, (2) before a final administrative decision is made, and while an investigation is pending, the employee resigns from their current position, and (3) the employee enters into a settlement with the District based on allegations arising from the sexual harassment complaint.

References:

Education Code Sections 88003; 88004; 88009; 88013; and 88120

Title 5 Section 53602

End Recommendation for BP 7230 Classified Employees