



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
October 15, 2026
3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

Via Zoom: <https://sbccd-edu.zoom.us/j/84535954940>
Or Dial-In: 669 444 9171 | Meeting ID: 845 3595 4940

I. Welcome & Introductions

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

II. Confirmation of Quorum

III. Approval of Meeting Minutes - September 17, 2026

IV. Current Topics

A. New Chapter Lead Recommendations

1. *Level 1 - Information Only*
 - i. BP 6250 Budget Management
 - ii. AP 6305 Reserves
 - iii. BP 6450 Wireless or Cellular Telephone Use
 - iv. AP 6450 Wireless or Cellular Telephone Use
 - v. BP 6700 Civic Center and Other Facilities Use
 - vi. AP 6700 Civic Center and Other Facilities Use
 - vii. BP 6750 Parking
 - viii. AP 6750 Parking
2. *Level 2 - Minor Review*
3. *Level 3 - Extensive Review*

B. Information Only - Level 1

C. Initial PPAC Review - Level 2

1. AP 4010 Academic Calendar
2. BP 5400 Associated Students Organization
3. AP 5400 Associated Students Organization
4. BP 7150 Evaluation
5. AP 7150 Evaluation

D. Initial PPAC Review - Level 3

1. AP 4100 Graduation Requirements for Degrees and Certificates
2. BP 4240 Academic Renewal
3. AP 4240 Academic Renewal
4. AP 4255 Pause and Readmission
5. AP 5050 Student Success and Support Program

V. Adjournment & Next Meeting

The next scheduled meeting of PPAC is November 19, 2026 at 3:00 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – Sep. 17, 2026, 3:00 p.m.
 Via Zoom: <https://sbccd-edu.zoom.us/j/88934518895>
 Or Dial-In: 669-444-9171 | Meeting ID: 845 3595 4940

I. Welcome & Introductions

Jose Torres started the meeting at 3:00p.m.

II. Confirmation of Quorum

Charmaine confirmed quorum at 3:01p.m.

I. Approval of Meeting Minutes – August 27, 2026

Motion: Keith Wurtz

Second: Jillian Robertson

Motion was passed with all voting members in favor and two abstentions.

Abstentions: Carmen Rodriguez & Denise Knight

II. Current Topics

A. New Chapter Lead Recommendations

1. Level 1 – Information Only

- i. BP 3250 Institutional Planning

Motion: Keith Wurtz

Second: Tatiana Vasquez

Motion to approve item II. A. 1 as Level 1 policy was passed unanimously.

2. Level 2 – Minor Review

- i. AP 4010 Academic Calendar
- ii. BP 5400 Associated Students Organization
- iii. AP 5400 Associated Students Organization
- iv. BP 7150 Evaluation
- v. AP 7150 Evaluation

Motion: Tatiana Vasquez

Second: Carmen Rodriguez

Motion to approve items II. A. 2. i., iv., & v. as Level 3 policies failed, with 3 in favor, 6 opposed, and 1 abstention.

Ayes: Denise Knight, Tatiana Vasquez, Carmen Rodriguez

Noes: Jackline Martinez, Kristina Hannon, Keith Wurtz, Jillian Robertson, Nathan Yearyear, and Karen Petersen.

Abstentions: Susan Mattson

Comments: Members discussed the Level 2 designation for AP 4010 & BP/AP 7150: minor calendar updates, extending the academic calendar to three years for planning flexibility, and the

language changed in 7150 Evaluation. Jose Torres clarified that the motion for approval was for the level only. Feedback should be sent to chapter leads or their executive assistants for future consideration.

Motion: Keith Wurtz

Second: Jillian Robertson

Motion to approve II. A. 2. as Level 2 policies was passed with majority voting members, 2 abstentions, and 1 opposition.

Ayes: Jillian Robertson, Keith Wurtz, & 6 more members

Abstentions: Susan Mattson & April Dale

Noes: Tatiana Vasquez

Jose Torres noted that for this academic year, one vote will be taken from the tri-chairs.

3. Level 3 – Extensive Review

- i. AP 4100 Graduation Requirements for Degrees and Certificates
- ii. BP 4240 Academic Renewal
- iii. AP 4240 Academic Renewal
- iv. AP 4255 Pause and Readmission
- v. AP 5050 Student Success and Support Program

Motion: Keith Wurtz

Second: Tatiana Vasquez

Motion to approve II.A.3 as Level 3 policies was passed unanimously.

III. Adjournment & Next Meeting

The next PPAC meeting will be on October 15, 2026 at 3:00pm.

Members were asked to submit feedback as soon as possible. Changes will be shown in green. The agenda will be provided at least one week in advance, with a list of dates identifying the timeline for approval. Upcoming reviews include a Level 2 review on October 15 and a Level 3 extensive review on November 19.

The meeting adjourned at 3:37pm.



Level 1 – Information Only

These items are anticipated to follow review cycle:

11/5/2026 Chancellor's Council

11/12/2026 BOT Agenda for First Reading

12/11/2026 BOT Agenda for Final Reading

PPAC Review Notes | Key:

- Black: Existing Language
- Blue: CCLC Legal Update Changes
- Red: Chapter Lead Update Addition
- Green: PPAC Committee Feedback

Status **Active**



Origination 09/2004
Last 11/2023
Approved
Effective 11/2023
Last Revised 11/2023
Next Review 11/2033

Chapter Lead Jose Torres:

Policy Area Chapter 6
Business &
Fiscal
Services

References CCLC I
Legally
Required

BP 6250 Budget Management

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general reserves shall be no less than the prudent reserve defined by the State Chancellor's Office as specified in AP 6305 Reserves.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

References:

Title 5 Sections 58307 and 58308



Origination 11/2016
 Last Approved 12/2022
 Effective 12/2022
 Last Revised 12/2022
 Next Review 12/2032

Chapter Lead Jose Torres:
 Policy Area Chapter 6
 Business &
 Fiscal
 Services
 References CCLC | Good
 Practice/
 Optional

AP 6305 Reserves

Reserves

SBCCD will maintain a minimum fund balance of approximately two months of expenditures in its Unrestricted General Fund as recommended by the Government Finance Officers Association, unless fund balance is utilized for specially identified one-time needs as authorized by the Board of Trustees.

One-time is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.

References:

Budget and Accounting Manual, Chapter 5; Appendix A



Origination 06/2002
 Last 06/2015
 Approved
 Effective 06/2015
 Last Revised 06/2015
 Next Review 02/2021

Chapter Lead Jose Torres:
 Policy Area Chapter 6
 Business &
 Fiscal
 Services
 References CCLC I
 Legally
 Advised

BP 6450 Wireless or Cellular Telephone Use

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

Employees may receive reimbursement for cellular telephone usage only under the terms and conditions recommended by the Chancellor.

References:

Vehicle Code Sections 12810.3, 23123, and 23124; 26 U.S. Code Sections [12](#), 274(d)(4) and 280F(d)(4)

Status **Active**

Origination 06/2002
 Last 05/2015
 Approved
 Effective 05/2015
 Last Revised 05/2015
 Next Review 02/2021

Chapter Lead Jose Torres:
 Policy Area Chapter 6
 Business &
 Fiscal
 Services
 References CCLC I
 Legally
 Advised

AP 6450 Wireless and Cellular Telephone Use

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless telephone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for non-compensatory business reasons.

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

There is no expectation of privacy in the use of a District-issued cellular telephone.

A. Authorization

Each college president and each vice chancellor may designate employee to receive partial reimbursement for the use of a cellular telephone in conducting District business.

B. Application

Managers and supervisors shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the ~~Vice Chancellor of Fiscal Services~~ **Executive Vice Chancellor** for implementation.

C. Reimbursement

Reimbursement shall be at a rate not to exceed \$50 per month, which shall include purchases of the telephone, activation, monthly service charges, and air use time - including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.

D. Review

This regulation shall be periodically reviewed to assess the appropriateness of the reimbursement rate.

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

26 U.S. Code Sections [132](#), 274(d)(4) and 280F(d)(4)

Status **Active**



Origination	08/2004	Chapter Lead	Jose Torres:
Last Approved	09/2025		
Effective	09/2025	Policy Area	Chapter 6 Business & Fiscal Services
Last Revised	09/2025		
Next Review	09/2035	References	CCLC I Legally Required

BP 6700 Civic Center and Other Facilities Use

There is a Civic Center at each of the colleges *and Centers*. The Civic Centers are the auditoriums, ~~and~~ outdoor sporting fields, **or other facilities suitable for public use**. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of *college* District property and facilities, including ~~but not limited to~~ property designated by the District as a Civic Center, ~~facilities, equipment and supplies,~~ by community groups, ~~and other outside contractors,~~ and others.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The *regulations* procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using *college* District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by the community and organizations for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which the governing board deems proper, subject to the limitations allowed by law. In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

References:

Education Code Sections 82537 and 82542
Title 5 Sections 59601 et seq.

Status **Active**



Origination 12/2008
Last 09/2025
Approved
Effective 09/2025
Last Revised 09/2025
Next Review 09/2035

Chapter Lead Jose Torres:

Policy Area Chapter 6
Business &
Fiscal
Services

References CCLC I
Legally
Required

AP 6700 Civic Center and Other Facilities Use

General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Chancellor or President, or their designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Vice President of Administrative Services **or district designee are is** responsible for the coordination and implementation of these procedures. The Office of Administrative Services **or district designee** shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply:

- All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or public agency meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) subdivision will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of their normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs or not to exceed the fair rental value of District facilities and grounds under its control. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees and contracted workers, and salaries and benefits paid to District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration and refurbishment of college facilities and grounds used by the group.

The District shall maintain a fee schedule adopted by the Board that includes the hourly fee for each specific school facility and grounds.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of the District's Civic Center should be made at least 10 business days (or 20 business days for requests requiring Board approval) in advance of the first date of use being requested. Requests shall be made to the Office of Administrative Services **or district designee** on forms provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the end of this Section.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable a minimum of 5 days in advance. Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless they are an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Chancellor or President, or their designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Reserving parking, or requests for suspending parking, for events shall be approved by the ~~President's Office for each campus.~~ **Chancellor or President, or their designee.**

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils

References:

Education Code Sections 82537 and 82542;

Public Resources Code Section 42648.3;

Title 5 Sections 59601 et seq;

Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221



Origination 02/2016
Last Approved 04/2020
Effective 04/2020
Last Revised 02/2016
Next Review 04/2030

Chapter Lead Jose Torres:

Policy Area Chapter 6
Business &
Fiscal
Services

References CCLC I
Legally
Required

BP 6750 Parking

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 titled Fees.)

References:

Education Code Section 76360; Vehicle Code Sections 21113 and ~~22651.5~~ 40220

Status **Active**

Origination 10/2012
 Last 11/2022
 Approved
 Effective 11/2022
 Last Revised 11/2022
 Next Review 11/2032

Chapter Lead Jose Torres:
 Policy Area Chapter 6
 Business &
 Fiscal
 Services
 References CCLC I
 Legally
 Required

AP 6750 Parking

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college(s) are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor or infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

A. Authorization

Any person who operates or parks a motor vehicle on District property is subject to District Parking and Traffic Regulations and the provisions of the California Motor Vehicle Code.

8. Parking Permit

District parking permits are required for all vehicles parked on District property from 7:00 AM Monday through 4:30 PM Friday, unless otherwise noted herein. Parking permits and daily parking permits are valid at all District locations.

1. Special Events Parking

"Special Events" parking permits may be made available free of charge for non-students who participate in such things as theater productions, and "no cite" periods may be provided for such events as dances, college night and career day. Parking fees for sporting or community events may be charged an amount commensurate to the event.

2. Guest Parking

Guest permits are available through the District Office and through the College Administrative Services Department. It is the responsibility of the individual inviting an off-campus guest to secure a parking permit prior to the event.

C. Violations/Citations

Any person who violates the Parking and Traffic Regulations or the California Motor Vehicle Code may receive a District citation and/or be subject to District disciplinary action. Disciplinary action only applies to intentional acts that constitute dishonesty, falsification of information, willful or persistent violation of the rules made applicable to the District by the Governing Board. Disciplinary action includes suspension, demotion or, in severe cases, dismissal. When disciplinary action is sought, employees are entitled to due process protection as per applicable District policy and collective bargaining agreements.

Student/Public parking areas: Parking citations shall not be issued during the first two weeks of fall and spring semesters, during each summer session, or when classes are not in session.

[A registered owner \(CVC 460, 505\) or person responsible for vehicle citations received on District property shall be eligible to enroll in a payment plan according to AP 6751 Parking Citation Payment Plan.](#)

D. Liability

Parking of motor vehicles or bicycles on District property is done at the owner's risk. The District assumes no liability for damage or theft except as provided for unit members covered by Article 20 of the SBCCD/SBCCDTA contract.

E. Traffic Regulations

1. Driver must obey all posted speed limits. The speed limit on all campus roads is posted.
2. The speed limit in all parking lots is a maximum of 5 miles per hour.
3. Pedestrians have the right-of-way at all times.
4. The use of skateboards, roller skates or bicycles is prohibited on the interior of District property.
5. Unless by special permit, no vehicles are permitted on inner campus walks except for emergency vehicles, or district owned vehicles performing assigned duties. The permit may specify that a guide is required to walk in front of or beside the vehicle while moving on campus.
6. Roadblocks, barriers, cones, or stanchions may be placed by District employees at any

point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.

7. Motorcycles and other two-wheeled powered vehicles are limited to designated motorcycle parking areas. Motorcycle parking in these designated spaces does not require a permit. Mopeds may be parked in bicycle racks on campus, but shall be walked when on campus walkways. Use of private powered vehicles is prohibited where pedestrian traffic is present.

F. Parking Controls

1. All vehicles parked on District/college parking lots or District/college roadways are required to display a current parking permit or a daily parking permit. Permits must be displayed on windshield or rear-view mirror while on campus. Daily parking permits shall be posted face up on the dashboard so as to be readable. Failure to post permits properly shall be grounds for citation.

2. Students/visitors may purchase semester parking permits on-line or daily permits from a vending machine located in various parking lots.

3. Parking permit refunds for students are subject to the provisions of the Fee Refund Policy. In order to obtain a refund, a student must take all or a portion of the decal bearing the permit number to the College Police Department at SBVC, or the Campus Business Office at CHC, within the time-lines specified in the Fee Refund Policy. Refunds are not provided to employees unless they qualify under the AQMD Ride-Sharin Incentive Program.

4. Certain parking lots and parking areas are restricted for employee "staff" parking only. Students, dependents and relatives of employees, who are not employees themselves, are prohibited from using employee lots and parking areas.

5. Parking stalls marked "visitors" are solely for visitors and may be governed by time limits. Students and employees are prohibited from parking in visitor areas.

6. Students with physical handicaps may be given special parking privileges that will be evidenced by a District handicapped permit affixed to the right side of the rear bumper or the rear-view mirror. Permits may be obtained in the Student Accessibility Services office. It is the responsibility of SAS to inform the Police Department of any such privileges.

7. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.

8. Parking is prohibited in loading zones, posted areas, along red curbing, or red lined areas.

9. Vehicles parked in prohibited areas which block the flow of traffic, emergency vehicles/equipment, driveways, roadways, or in posted "NO PARKING" zones may be towed away at the owner's expense at no responsibility to the District pursuant to current California Vehicle Code authority.

10. Vehicles parked illegally in reserved parking stalls will be cited for illegal parking.

11. Vehicles abandoned on college property for over 72 hours without college authorization from the College Administrative Services Department will be removed at owner's expense

pursuant to current California Vehicle Code authority.

12. Energy Efficient Vehicles will be defined as Zero Emission Vehicles (ZEV) by the California Air Resources Board, or fuel-efficient vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

References:

Education Code Section 76360; Vehicle Code Section 21113 and 40220



Level 2 – Minor Review

These items are anticipated to follow review cycle:

10/15/2026 PPAC

11/5/2026 Chancellor's Council

11/12/2026 BOT Agenda for First Reading

12/11/2026 BOT Agenda for Final Reading

PPAC Review Notes | Key:

- Black: Existing Language
- Blue: CCLC Legal Update Changes
- Red: Chapter Lead Update Addition
- Green: PPAC Committee Feedback



Origination 05/2004
 Last Approved 08/2025
 Effective 08/2025
 Last Revised 08/2025
 Next Review 08/2035

Chapter Lead Nohemy Ornelas:
 Chapter 3(CC),4&5
 Policy Area Chapter 4 Academic Affairs
 References I0+I, CCLC | Legally Required

AP 4010 Academic Calendar

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

A districtwide subcommittee meets to coordinate the academic calendar for the District. The deliberations from this subcommittee are shared with the Academic Senates for both colleges before they are reported to the Institutional Effectiveness Advisory Committee (IEAC). The IEAC will review recommendations and submit to the Chancellor's Council and Chancellor for approval followed by Board action.

The District shall maintain approved academic calendars at least three academic years in advance to support effective institutional planning, scheduling, and coordination.

Holidays include:

New Year's Day (January 1)
 Dr. Martin Luther King, Jr. Day (third Monday in January)
 Lincoln Day (February 12 or see note below)
 Washington Day (third Monday in February)
 Memorial Day (last Monday in May)
 Juneteenth (June 19)
 Independence Day (July 4)
 Labor Day (first Monday in September)
 Veterans Day (November 11)
 Thanksgiving Day (fourth Thursday in November)
 Christmas Day (December 25)

The following are local options if collectively bargained (Education Code Sections 79020 subdivision (k);

79020 subdivision (l), 79020 subdivision (m), and 79020 subdivision (n):

- ~~Cesar Chavez Day~~ National Farmworkers' Day
- ~~Native American Day~~ Indigenous Peoples' Day
- Genocide Remembrance Day (April 24)
- Lunar New Year
- Diwali

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

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

References:

Education Code Sections 79020; and 88203;

Title 5 Sections 55700 et seq. and Section 58142



Origination 04/2004
 Last Approved 04/2004
 Effective 04/2004
 Last Revised 04/2004
 Next Review 08/2019

Chapter Lead Nohemy Ornelas:
 Chapter 3(CC),4&5
 Policy Area Chapter 5 Student Services
 References 10+1, CCLC I Legally Required

BP 5400 Associated Students Organization

(Replaces current SBCCD BP 5400)

- From current SBCCD BP 5400 titled Associated Students Organization

The students of the District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students of the District.

The student government association at each college shall be known as the Associated Students. The Associated Students shall develop an organizational constitution which defines, but is not limited to, functions, membership, official elected positions, authority and responsibilities, qualifications and election procedures, finance and business procedures, constitutional amendment procedures, recall procedures, and standard rules of order. Such constitutions shall be approved by the Board of Trustees and shall be on file in the student government office, the office of the chief student services officer, the office of the College President, and the office of the Chancellor.

The ~~Student Supreme Court~~ Student Senate Executive Committee shall have original jurisdiction over disputes arising out of the Constitution. Decisions of the ~~Student Supreme Court~~ Student Senate Executive Committee may be appealed to the College President or designee. The decision of the College President or designee shall be final.

The Associated Student organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the College President, or Chancellor. Activities of the Associated Students shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations, Board policies and administrative procedures established by the Chancellor.

The Association Students shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

Reference:

Education Code Section 76060

Attachments

- 🔗 BP 5400 Associated Students Organization - Comments
- 🔗 BP 5400 Associated Students Organization - Legal Citations
- 🔗 BP5400 -OLD.pdf

Approval Signatures

Step Description	Approver	Date
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Origination 08/27/26
 Last Approved
 Effective
 Last Revised
 Next Review

Chapter Lead: Nohemy Ornelas: Chapter 3(CC), 4&5
 Policy Area: Chapter 5 Student Services
 References: 10+ 1, CCLC

AP 5400 Associated Students Organization

The District/Each College in the District shall have one Associated Students Organization. Both day and evening student representatives shall be encouraged.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

Teleconference Meetings

If authorized by resolution of the Board of Trustees, the student organization may conduct meetings by teleconference only if a majority of its members vote to do so. The student organization shall notify the Board of Trustees of its election and provide its justification for using teleconferencing.

If the student organization conducts a teleconference meeting, pursuant to Government Code Section 54953.8.5, it shall comply with all quorum, physical location, public access, and accommodation requirements.

Revised 4/26

Reference:

Education Code Section 76060
 Government Code Section 54953.8.5

Attachments



Origination 08/27/26
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Effective
Last Revised
Next Review

Chapter Lead: Nohemy Ornelas: Chapter 3(CC), 4&5
Policy Area: Chapter 5 Student Services
References: 10+ 1, CCLC



Origination	05/2013	Chapter Lead	Kristina Hannon:
Last	04/2021	Chapter	3 (CC) & 7
Approved		Policy Area	Chapter 7
Effective	04/2021		Human Resources
Last	04/2021	References	Non 10+1, Non CCLC
Revised			
Next Review	04/2031		

BP 7150 Evaluation

~~(Replaces current SBCCD BP 7251)~~

~~All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.~~

~~The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager or confidential employee and the supervisor.~~

~~Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.~~

The District shall establish and maintain a systematic process for evaluating employees at prescribed intervals to assess employee performance and effectiveness, promote professional growth and continuous improvement, and support institutional effectiveness. Accordingly, the Chancellor or their designee shall develop, implement, and maintain procedures governing the frequency, criteria and standards, and methods for conducting employee evaluations

Reference:

WASC/ACCJC Accreditation Standard III.A.1.b



Origination 05/2013
 Last Approved 04/2021
 Effective 04/2021
 Last Revised 04/2021
 Next Review 04/2031

Chapter Lead Kristina Hannon:
 Chapter 3(CC)&7
 Policy Area Chapter 7 Human Resources
 References Non 10+1, Non CCLC Required to Meet Accrediting Standards

AP 7150 Evaluation

The District shall maintain comprehensive evaluation procedures and processes designed to assess employee performance and effectiveness, promote professional growth and continuous improvement, and support institutional effectiveness. As part of this commitment, written evaluation procedures and criteria shall be established for employees. Through this process, evaluations shall be conducted in a systematic, timely, and documented manner, and any resulting personnel actions shall be administered in accordance with applicable Education Code requirements, Board policies and administrative procedures, and collective bargaining agreements.

Management Employees

Management employees shall be evaluated in accordance with the procedures, criteria and standards, and timelines set forth in the Management Employee Handbook. The Management Employee Handbook shall govern the administration of management evaluations and shall be maintained by the Office of Human Resources and made available for review through the Office of Human Resources and on the District's official website.

Non-Management Employees

Employees represented by a collective bargaining unit shall be evaluated in accordance with the evaluation procedures, criteria and standards, and timelines established in the applicable collective bargaining agreement.

Confidential employees shall be evaluated in accordance with the evaluation procedures, criteria and standards, and timelines set forth in the Confidential Employee Handbook.

The applicable collective bargaining agreements, the Confidential Employee Handbook, and any other documents referenced in this section shall govern the administration of non-management employee evaluations, as applicable. These documents shall be maintained by the Office of Human Resources and made available for review through the Office of Human Resources and on the District's official website.

Related Board policy and administrative procedure: BP/AP 2435, Evaluation of the Chancellor

~~(Replaces current SBCCD AP 7251)~~

Frequency of Evaluation

~~Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.~~

~~For managers within the first year of evaluation, the supervising manager and manager being evaluated will establish goals and objectives to be accomplished. The supervising manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year, and each year thereafter, the evaluation committee process will be instituted.~~

~~Interim Managers will be evaluated during the sixth month of interim appointment, and annually thereafter if the assignment is greater than one semester in length. The supervising manager will be solely responsible for providing the evaluation. A survey will be sent campus/district wide for all interims when appropriate. Evaluations may be held on a more frequent basis as appropriate.~~

EVALUATION TIMELINE:

~~No later than October 1 of each calendar year the supervising manager and manager will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.~~

~~By November 1 of each year, the committee shall be formed. The committee will convene and provide a written report to the supervising manager no later than December 31 of each calendar year.~~

~~The final evaluation report shall be provided to the manager no later than January 31 of each calendar year.~~

Goals/Objectives

~~Each manager will meet with his/her supervising manager at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short and long-range goals and objectives.~~

~~In an effort to ensure that evaluations are completed in a timely manner, the following process will be followed by Human Resources:~~

- ~~1. The supervising manager will receive an email from Human Resources notifying him or her that an evaluation of the manager is due.~~
- ~~2. The person to whom the supervising manager reports will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to Human Resources within the required timeframe.~~
- ~~3. The President of the College and the appropriate Vice President will be copied on the email.~~

Committee

~~In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by~~

~~CSEA.~~

~~In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.~~

~~In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.~~

~~All supervisors and managers will be evaluated by the supervising manager.~~

~~In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.~~

~~At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.~~

Campus/District Survey

~~As appropriate to the assignment, the supervising manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the supervising manager shall use an approved evaluation form. Using the approved form, the supervising manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities.— Responses on the approved form shall be signed, and the supervising manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee.~~

Evaluatee

~~Prior to the evaluation conference, the manager being evaluated will submit, to their supervising manager, a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The manager may submit a portfolio of representative work, or any other items he/she considers appropriate.~~

Evaluation Report

The supervising manager will produce a written evaluation report by January 31. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervising manager.
3. An assessment of the extent to which the manager meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments.

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the supervising manager and the manager before being placed in the manager's file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within 15 working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in Human Resources. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in Human Resources.

Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the

areas judged unsatisfactory. This work plan shall be reviewed and approved by the supervising manager (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the supervising manager will work with the manager to identify a mentor to provide guidance and advice.

~~In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervising manager, but in no case later than six months after the initial findings of the supervising manager. The re-evaluation process shall include the submission of new goals and objectives to the supervising manager, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.~~

~~Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration~~

~~In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.~~

~~Non-Management Employees~~

~~Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.~~

~~The criteria for confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the confidential employee and the supervisor.~~

~~Additional documents related to evaluation can be reviewed on the Human Resources web page. Also see BP/AP 2435 titled Evaluation of the Chancellor~~

Reference:

Accreditation Standard III.A.5 (formerly III.A.1.b)



Level 3 – Extensive Review

These items are anticipated to follow review cycle:

10/15/2026 PPAC

11/19/2026 PPAC Final Review

12/3/2026 Chancellor's Council

12/11/2026 BOT Agenda for First Reading

01/14/2027 BOT Agenda for Final Reading

PPAC Review Notes | Key:

- Black: Existing Language
- Blue: CCLC Legal Update Changes
- Red: Chapter Lead Update Addition
- Green: PPAC Committee Feedback



Origin	07/2008
Last Approved	08/2026
Effective	08/2026
Last Revised	08/2026
Next Review	08/2036

Chapter Lead	Nohemy Ornelas: Chapter 3(CC), 4&5
Policy Area	Chapter 4 Academic Affairs
References	10+1, CCLC Legally Required

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 **local 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~~ Satisfy the approved degree and general education requirements published in the applicable college catalog.
- Satisfactorily complete at least 60 semester units of ~~college work and have maintained a 2.0~~ degree-applicable lower-division credit coursework and maintain a minimum cumulative grade point average ~~in subjects attempted unless otherwise stipulated by the major of 2.0 in degree-applicable courses.~~ Students must also ~~complete the~~ satisfy the applicable general education ~~residency and competency~~ and residence requirements ~~set forth~~ in Title 5 ~~regulations and Education Code.~~
- Complete at least 18 semester units of general education, subject to the alternatives and exemptions below, ~~in general education~~ and at least 18 semester units in a major ~~listed in the State Chancellor's Taxonomy of Programs.~~ or interdisciplinary area of emphasis, consistent with Title 5.
- Complete at least 12 semester units of study in residence; ~~exceptions to the residence~~ within the District. Procedures for permitting students to obtain waivers of this requirement ~~can be made by the Governing Board when an injustice or under hardship would result.~~ to alleviate injustice and undue hardship should be consistent with Title 5.
- Complete ~~a minimum~~ at least 12 semester units of general education course work ~~in the natural sciences, the social and behavioral sciences, humanities and communication, analytical thinking and Ethnic Studies~~ in the following areas, consistent with Title 5 and subject to the alternatives and exemptions below:
 - (1) English Composition, Oral Communication, and Critical Thinking: at least 6 semester units, including at least 3 units in English Composition and at least 3 units in Oral Communication and Critical Thinking.
 - (2) Mathematical Concepts and Quantitative Reasoning: at least 3 semester units.
 - (3) Arts and Humanities: at least 3 semester units.

- (4) Social and Behavioral Sciences: at least 3 semester units.
- (5) Natural Sciences: at least 3 semester units.
- (6) Ethnic Studies: at least 3 semester units.

Courses approved for general education must meet the content and course-level requirements. As appropriate, natural science courses shall include learning about the effects of human activities on climate and the environment.

- Complete each course counted toward the major or area of emphasis with a grade of “C” or better, or “P” if the course is taken on a pass-no pass basis.

Completion of an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University satisfies the associate-degree general education requirement under Title 5. Students who have been awarded a bachelor’s degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

If units accumulated beyond those required for the associate degree lower a student’s cumulative grade point average below 2.0, the District may compute the grade point average using only courses that satisfy the degree requirements, provided the courses used fulfill all major or area-of-emphasis and general education requirements.

Courses may satisfy a major or area of emphasis and general education when locally approved, but one course may not be counted in more than one local general education area. Students may receive credit for prior learning through District procedures. Students intending to transfer shall be advised of limitations a receiving institution may place on the transferability of credit.

Associate Degrees for Transfer (AA-T/AS-T)

Associate Degrees for Transfer shall meet Education Code section 66746. Students must complete 60 semester units eligible for transfer to the California State University, including the applicable general education pattern and at least 18 semester units in a major or area of emphasis meeting an approved transfer model curriculum, and attain a minimum grade point average of 2.0. Each course counted toward the major or area of emphasis must be completed with a grade of “C” or better, or “P” if taken on a pass-no pass basis.

Beginning with the fall term of the 2025-26 academic year, the applicable general education pattern is the California General Education Transfer Curriculum (Cal-GETC). A student placed on IGETC or CSU General Education-Breadth before that term who completes the pattern with appropriate certification satisfies this requirement. The District shall not impose additional local graduation requirements for an Associate Degree for Transfer.

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.~~

The student must complete at least 40 semester units or 60 quarter units of general education, including the applicable lower-division general education requirements in Title 5, at least nine semester units or 13.5

quarter units of upper-division general education, and additional lower- or upper-division general education as needed to reach the overall minimum. The general education exemptions below apply.

"Upper division courses" require the application of lower division knowledge and the 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 Upper-division 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 at colleges within the District.~~ The Board ~~may excuse the residence~~ may adopt policies permitting students to obtain waivers of this 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 fulfills 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.0

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

Students who have already been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the 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. ~~shall not be required to complete further lower-division general education courses.~~

Students may petition ~~to have~~, through established procedures to have completion of noncredit courses counted toward satisfaction of baccalaureate degree requirements.

General Graduation Provisions

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

~~College work includes all courses acceptable toward the~~ Coursework counted toward an associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, must satisfy Title 5, sections 55002(a) and 55061(a). if Courses completed at other ~~than a~~ institutionally accredited institutions shall be counted toward associate-degree unit requirements when they meet or exceed California ~~community college, would reasonably be expected to meet the standards of that section~~ Community Colleges standards, consistent with Title 5, section 55062(b).

Students may petition ~~to have,~~ through procedures established by the Board, to have completion of noncredit courses counted toward ~~the~~ satisfaction of ~~the~~ 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

~~Successful completion of a course of student or curriculum that consists~~ A grouping of courses consisting of 16 or more semester units of degree-applicable credit coursework ~~for a certificate of achievement shall be~~ requires Chancellor's Office approval pursuant to Title 5, and shall lead to a Certificate of Achievement. The award represents successful completion of learning experiences designed to ~~demonstrate that the students have completed coursework and developed~~ develop capabilities relating to a career, intersegmental, general education pathway, or local needs.

Requirements for the District include:

- Shorter credit programs ~~that lead to a~~ of fewer than 16 semester units leading to a local certificate may be established ~~by the District~~ after approval by the college curriculum committee and the Board of Trustees. Unless approved by the Chancellor's Office as a Certificate of Achievement under Title 5, section 55070(c), these certificates shall not be designated as Certificates of Achievement, Completion, or Competency and shall not be listed on a student's transcript.
- The District may submit a program of two or more courses totaling at least 8 but fewer than 16 semester units of degree-applicable credit coursework to the Chancellor's Office for approval as a Certificate of Achievement under Title 5. If approved, the certificate may be listed on the student's transcript.
- ~~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.~~
- A Certificate of Achievement shall not consist solely of basic skills courses. A description of each approved certificate program shall be included in the college catalog.
- The District ~~may~~ must obtain Chancellor's Office approval of a direct assessment competency-based education program ~~from the California Community College Chancellor's office~~ before claiming state apportionment for the program, consistent with Title 5.

References:

~~Title 5, Sections 55060 et seq.~~ California Education Code, sections 66746, 70901 and 70902; California Code of Regulations, Title 5, sections 51004, 55002, 55050, 55060-55062, 55070, 55090-55092, 55130, and 55270 et

seq., including section 55270.2.



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Next Review 06/2024

Chapter Lead Nohemy Ornelas:
Chapter 3(CC),4&5
Policy Area Chapter 4 Academic Affairs
References I0+I, CCLC | Legally Required

BP 4240 Academic Renewal

(Replaces current SBCCD BP 4240)

Previously recorded substandard performance may be disregarded if it is not reflective of a student’s demonstrated ability. The Chancellor is responsible for establishing procedures that provide for academic renewal- **and will be implemented in accordance with applicable laws.**

Reference:

Title 5, Sections **55000**, 55046, 55044

Attachments

- ☐ [BP 4240 Academic Renewal - Comments](#)
- ☐ [BP 4240 Academic Renewal - Legal Citations](#)
- ☐ [BP4240 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
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Board of Trustees 2nd Reading	Stacey Nikac: Administrator	07/2018
Board of Trustees 1st Reading	Stacey Nikac: Administrator	07/2018
District Assembly receives for information only	Stacey Nikac: Administrator	07/2018
Academic Senates	Stacey Nikac: Administrator	07/2018
Chancellor's Cabinet	Stacey Nikac: Administrator	07/2018
Chapter owners are notified	Stacey Nikac: Administrator	07/2018



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Chapter Lead: Nohemy Ornelas: Chapter 3(CC), 4&5

Policy Area: Chapter 4 Academic Affairs

References: 10+ I, CCLC | Legally Required

AP 4240 Academic Renewal

(Replaces current SBCCD AP 4240)

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance—**D, F, or FW**—which is not reflective of their demonstrated ability under the following conditions:

- Students may petition to have eliminated from the computation of the total grade point average any units and credits taken ~~to be excluded from GPA calculations while preserving a complete academic history during not more than two consecutive terms of attendance, excluding Summer Session,~~ at any college within the San Bernardino Community College District.
- Students must have achieved a minimum grade point average of 2.0 in all coursework completed subsequent to the semester(s) requested in the petition.
- Students ~~must~~ need only complete the following after the term containing the coursework to be alleviated: ~~a minimum of twenty-four semester units subsequent to the semester(s) requested in the petition, at any accredited college~~
 - Six semester units or nine quarter units with at least a 2.0 GPA;
 - Those units with Pass grades;
 - 288 hours of noncredit coursework with Pass grades; or
 - A combination of these options.
- ~~At least two semesters must have elapsed from the time the course work to be removed was completed.~~
- ~~A student may not petition for academic renewal under this procedure more than one time per college.~~
- ~~Up to thirty units of course work may be eliminated from consideration in the cumulative grade point average per college.~~
- A course with a grade of “D” may be renewed after a degree or certificate has been awarded when:
 - Renewal will not invalidate or alter the award;
 - The course was not needed to reach the 2.0 GPA;
 - The course was not needed to complete the required number of units; and
 - The course was not needed for a general education, major, or certificate requirement—unless reevaluation shows that another course completed with a

“C” or better before conferral could have met that requirement.

- Academic renewal may not:
 - Alleviate a course used to earn a degree or certificate, except under the post-award provision;
 - Alleviate a passing grade of “C” or better; or
 - Alleviate the nonevaluative symbols “I” or “IP.”
- Students must file the Petition for Academic Renewal in the Admissions & Records Office at the respective college where the units were completed. The determination of eligibility will be decided by the Director of Admissions & Records, or their designee.

Academic renewal actions are irreversible. Institutional action taken under this procedure will not remove the courses, units, grades, or any other information from the student's permanent record. The record will continue to display all coursework and grades and include an annotation explaining why a grade is excluded from the GPA. When academic renewal procedures permit previously recorded substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal procedures will not prevent the student from retaking the course in a subsequent semester, if necessary, in accordance with course repeat policies or alter records of previous attempts of the same course.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Reference:

Title 5, Section 55000 55046 ~~55044~~
Education Code Section 76220, 76224, and 76225



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Chapter Lead: Nohemy Ornelas: Chapter 3(CC), 4&5
 Policy Area: Chapter 5 Student Services
 References: 10+ 1, CCLC

AP 4255 Pause and Readmission

Standards for Pause

A student who is on 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 the three consecutive semesters. A student who has been placed on notice shall be subject to pause if the 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 consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). (Note: Title 5 Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.)

Pause Letter

The letter notifying the student that he/she is subject to pause will cover, at a minimum, reference to this procedure, explanation of what pause means, procedure for reinstatement, and procedure to appeal the pause.

Appeal of Pause

The student has the right to appeal a proposed pause action if the student feels that facts exist that warrant an exception to the pause action. The student must file the written petition of appeal [identify where petition is filed] within 10-business days after the pause letter was mailed. If the student fails to file a written petition within the 10-business days from the date the letter was emailed or mailed, the student waives all future rights to appeal the pause action. It is the student’s responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. The student will be continued on academic notice until the **designated authority** decides on the student’s appeal.

The decision will be communicated to the student in writing. The **college** will notify the student of its action within 10-business days of receipt of the student’s appeal. The student may appeal the decision in writing to the Chancellor or designee, within 5-business days of the date of notification of the decision of the **[Appeals Committee]**. The decision of the Chancellor or designee is final.

If the pause appeal is granted, the student will be continued on notice for an additional semester. At the end of the additional semester, the student’s academic record will



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Chapter Lead: Nohemy Ornelas: Chapter 3(CC), 4&5
 Policy Area: Chapter 5 Student Services
 References: 10+ 1, CCLC

again be evaluated to determine whether the student may be removed from notice, or should be continued on notice.

Fall Pauses

Special circumstances exist for pauses after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to pause letters will be sent no later than mid-January informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on notice. Pause status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal pause in accordance with the appeals process.

Procedure for Fall Pause Appeals

Appeals for students subject to pause as a result of the Fall grades must be filed following notification during the Spring semester. The following conditions apply:

- Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on notice and have their pause status reevaluated at the end of the Spring semester.
- Students who have not enrolled in the Spring semester will be subject to pause unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals

Pause appeals may be granted under the following circumstances:

- If the pause determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Pause

In considering whether students may be re-admitted after a pause and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).



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Chapter Lead: Nohemy Ornelas: Chapter 3(CC), 4&5
 Policy Area: Chapter 5 Student Services
 References: 10+ 1, CCLC

- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Reference:

Title 5 Sections 55033 and 55034
 Education Code Section 76060

Attachments



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 Last Approved 06/2026
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 Next Review 06/2036

Chapter Lead Nohemy Ornelas:
 Chapter 3(CC),4&5
 Policy Area Chapter 5 Student Services
 References 10+1, CCLC I Legally Required

AP 5050 Student Success and Support Program

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

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. Matriculation services include, but are not limited to, all the following:

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

Admission and Placement:

The District shall support students with the admissions process. SBCCD will not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

The District shall:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or

quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;

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

Counseling Services:

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

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

Educational Planning:

Each **non-exempt** student, in establishing an educational plan, will do the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework
- **To the maximum extent possible, complete a ~~Cooperate in the development of the~~ student educational plan ~~that meets a student's educational goal after completing 15 units~~ no later than the end of the student's first academic year or sooner.**
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal

Mathematics, Engineering, Science Achievement (MESA) Program

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

References:

Education Code Sections 78210 et seq and 8862.;
Title 5, Sections 55500 et seq. and 56300 et. seq;
ACCJC Accreditation Standard 2

Attachments

- 🔗 [AP 5050 Student Success & Support Program - Comments](#)
- 🔗 [AP 5050 Student Success and Support Program - Legal Citations](#)
- 🔗 [AP5050 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Approved per Level 3 process in AP 2410	Brooke Quinones: HR Admin	06/2026