

BP PARTICIPATION IN DISTRICT AND COLLEGE GOVERNANCE

References:

Education Code Sections 70902, 70901.2
Code of Regulations 51023.5, 51023.7, 53200-53206
Accreditation Standards IV.A and IV.D.7

It is the belief of the Chabot-Las Positas Community College District Board of Trustees that participatory governance is both a philosophy and a process, which assures the mutual respect of all district and college constituencies by providing them the right to participate effectively in district and college governance. Although the Board of Trustees has the ultimate responsibility in decision making in those areas assigned to it by state and federal laws, the Board recognizes that the best decisions for the district can be made by relying upon the collective knowledge and expertise of the district and college communities and by ensuring that each constituency has the opportunity to express its opinions and provide advice and counsel.

The Board is committed to participatory governance and shall ensure faculty, classified professionals, and students participate as required by law in the decision-making processes of the District as follows:

- **Faculty**

The Board shall consult collegially upon the advice and judgement of each Academic Senate independently on college matters and the two senates jointly on District matters. District matters should be of sufficient importance that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies.

“Rely primarily” means that the recommendations of the Academic/Faculty Senate will be forwarded to the Board through the Chancellor will normally be accepted by the Board. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the respective senate. In instances where a recommendation is not accepted, the Board’s decision must be based on a clear and substantive rationale, which puts the explanation for the decision in an accurate, appropriate, and relevant context.

The Board elects to rely primarily on the Academic Senate in the following academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses in disciplines;
- Degree and certificate requirements;
- Grading policies;
- Faculty roles and involvement in accreditation processes including self-study and annual reports.

The Board elects to reach mutual agreement with the Academic Senate on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the College President and Academic Senate as defined in separate local policies for each. (See Chabot College Participatory Governance & Collegial Consultation Process and Las Positas College Participatory Governance Handbook.) On District matters, mutual agreement will be

reached between the Chancellor and the Academic Senates through the Chancellor's Council. Mutual agreement means that the Board and the Academic Senate shall each approve such policies or procedures before they are put into effect. If such agreements are not approved by both parties, existing policies and procedures will remain in force unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

The Board elects to reach mutual agreement with the Academic Senates in these academic and professional matters:

- a) Educational program development;
- b) Standards or policies regarding student preparation and success;
- c) District and college governance structures as related to faculty roles;
- d) Policies for faculty professional development activities;
- e) Process for program review;
- f) Process for institutional planning and budget development.
- g) Process for the development and design of the district and colleges facilities master plans.

- ~~a) Faculty shall be provided the opportunity to participate effectively in district and college governance and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration. The Board recognizes the Academic Senates of the colleges as the bodies that represent faculty related to academic and professional matters, as defined by law. The Board or its designee shall consult collegially with or reply primarily upon the Academic Senates, as duly constituted with respect to these academic and professional matters.~~

The selection of faculty to serve on district or college task forces, committees, or other groups shall be made by the Academic/Faculty Senates and, as set forth in the Faculty Contract, the faculty collective bargaining unit. The Academic Senates and the faculty collective bargaining unit each design and administer their own processes for assigning representation to district and college task forces, committees, and other groups where designated.

- **Classified Professionals**

Classified professionals, defined as all employees in classified positions exclusive of those who are designated as management, shall be provided the opportunity to participate effectively in district and college governance, and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration. Classified professionals shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on classified professionals, and in those processes for jointly developing recommendations for action by the Board, that have or will have a significant effect on classified professionals. The Board recognizes the Classified Senates of the colleges and district office as the bodies that represent classified professionals on all non-collective bargaining matters that have or will have a significant effect on classified professionals.

Commented [RG1]: FA CBA 4.J

- **Students**

Students shall be provided the opportunity to participate effectively in district and college governance, and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration. Students shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that have or will have a significant effect on students. The Board recognizes the Student Senates of the colleges as the bodies that represent students on matters having a significant effect on students.

The selection of students to serve on district or college task forces, committees, or other groups shall be made by the Student Senates, which design and administer their own processes for assigning representation to district and college task forces, committees (including hiring committees), and other groups where designated.

Except for unforeseeable, emergency situations, the Board shall not take any action on matters significantly affecting faculty, classified professionals, and students until the affected constituent group or groups have been provided the appropriate opportunity to participate in the formulation and development of those matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of all constituencies before such action is taken.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3450 et seq.

AP PARTICIPATION IN DISTRICT AND COLLEGE GOVERNANCE

References:

Education Code Sections 70902
Code of Regulations 51023.5, 51023.7, 53200-53206
Accreditation Standards IV.A and IV.D.7

The Board of Trustees is committed to participatory governance. This administrative procedure is intended to ensure that faculty, classified professionals, and students have the right and opportunity to participate effectively in district and college governance. This procedure also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of academic and professional matters.

The Board and its designee receive advice and recommendations from faculty, classified professionals, and students through the district and college participatory governance systems, collegial consultation, and mutual agreement with constituent groups, and the drafting or revising of written policy and procedures.

Chancellor's Council

The Chancellor's Council coordinates and supervises the District governance system. As the final district-wide policy recommending body, Chancellor's Council solicits, involves, and utilizes the opinions of faculty, classified professionals, students, and administrators, and provides an opportunity for constituent groups to inform and advise each other on policy matters. It shall ensure that district-wide participatory governance committees do not misconceive their purpose or overlap their function, and that any policy recommendation emanating from one group but affecting other groups be reviewed by appropriate committees and constituent groups before reaching final approval and being submitted to the Board.

The composition of the Chancellor's Council shall be as follows: Chancellor, College Presidents, Academic/Faculty Senate Presidents, Classified Senate Presidents, Student Senate Presidents, President of the faculty exclusive representative, and President of the classified exclusive representative, and one representative from the Administrative Association. Changes to this composition must be jointly agreed upon by the Chancellor and the Academic, Classified, and Student Senates.

District and College Participatory Governance Systems

- Faculty, classified professional, student, and administrator participation in District participatory governance system is outlined in the [Chabot-Las Positas Community College District Integrated Planning & Budget Model](#).
- Faculty, classified professional, student, and administrator participation in the Chabot College participatory governance system is outlined in the [Chabot College Participatory Governance and Collegial Consultation Process](#).
- Faculty, classified professional, student, and administrator participation in the Las Positas College participatory governance system is outlined in the [Las Positas College Participatory](#)

[Governance Handbook.](#)

Collegial Consultation with Academic/Faculty Senates

The Board recognizes the Academic/Faculty Senates of the colleges as the bodies that represent the faculty in collegial consultation related to academic and professional matters. "Academic and professional matters" means the following policy development and implementation matters:

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

[See Board Policy 1300.](#)

~~The Board shall consult collegially upon the advice and judgement of each Academic Senate independently on college matters and the two senates jointly on District matters. District matters should be of sufficient importance that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies.~~

~~"Rely primarily" means that the recommendations of the Academic/Faculty Senate will be forwarded to the Board through the Chancellor will normally be accepted by the Board. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the respective senate. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale, which puts the explanation for the decision in an accurate, appropriate, and relevant context.~~

~~The Board elects to rely primarily on the Academic Senate in the following academic and professional matters:~~

- ~~a) Curriculum, including establishing prerequisites and placing courses in disciplines;~~
- ~~b) Degree and certificate requirements;~~
- ~~c) Grading policies;~~
- ~~d) Faculty roles and involvement in accreditation processes including self study and annual reports.~~

~~The Board elects to reach mutual agreement with the Academic Senate on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the College President and Academic Senate as defined in separate local policies for each. (See Chabot College Participatory Governance & Collegial Consultation Process and Las Positas College Participatory Governance Handbook.) On District matters, mutual agreement will be reached between the Chancellor and the Academic Senates through the Chancellor's Council. Mutual agreement means that the Board and the~~

~~Academic Senate shall each approve such policies or procedures before they are put into effect. If such agreements are not approved by both parties, existing policies and procedures will remain in force unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.~~

~~The Board elects to reach mutual agreement with the Academic Senates in these academic and professional matters:~~

- ~~b)a) Educational program development;~~
- ~~c)a) Standards or policies regarding student preparation and success;~~
- ~~d)a) District and college governance structures as related to faculty roles;~~
- ~~e)a) Policies for faculty professional development activities;~~
- ~~f)a) Process for program review;~~
- ~~g)h) Process for institutional planning and budget development.~~

Collegial Consultation with Classified Professionals

The District recognizes the Classified Senates of the colleges and district office as the bodies that represent classified professionals on all non-collective bargaining matters that have or will have a significant effect on classified professionals. The ~~Board-District~~ shall ensure that the Classified Senates are provided the opportunity to actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- a) Standards, policies, and procedures regarding student support and success, [as related to classified professional roles](#);
- b) College and district governance structures, as related to classified professional roles;
- c) Standards, policies, and procedures regarding implementation and integration of technology systems, [as related to classified professional roles](#);
- d) Professional development policies and activities;
- e) Processes for program review, as related to classified professional roles;
- f) Processes for institutional planning and budget development;
- g) Classified professional roles and involvement in accreditation processes;
- h) Classified professional roles and involvement in program planning, development, and staffing;
- ~~i) Regulations and procedures relating to physical safety;~~
- ~~jj) Classified professional roles and involvement in facilities planning and development;~~
- ~~k)j) Any other district or college policy, procedure, or related matters that have or will have a significant effect on classified professionals.~~

Except for unforeseeable, emergency situations, the ~~Board-District~~ shall not take any action on these matters until the Classified Senate has been provided the appropriate opportunity to participate in the formulation and development of these matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of the Classified Senate before such action is taken.

Collegial Consultation with Student Senates

Commented [RG2]: Article 20 of CBA

The [Board-District](#) recognizes the Student Senates of the colleges as the bodies that represent students on matters having a significant effect on students. The [Board-District](#) shall ensure that the Student Senates are provided the opportunity to actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- Grading policies;
- Codes of student conduct;
- Academic disciplinary policies;
- Curriculum development;
- Courses or programs which should be initiated or discontinued;
- Processes for institutional planning and budget development;
- Standards and policies regarding student preparation and success;
- Student services planning and development;
- Student fees within the authority of the district to adopt; and
- Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Except for unforeseeable, emergency situations, the Board shall not take any action on these matters until the Student Senate have been provided the appropriate opportunity to participate in the formulation and development of these matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of the Student Senate(s) before such action is taken.

General Institution

BP 3250 INSTITUTIONAL PLANNING

Reference(s):

Accreditation Standard ~~I.B.~~I.B.9; III.B.4; III.C.2; III.D.2; IV.B.3; and IV.D.5
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, and
55510, and 56270 et seq.;
BP 1200, BP 2510, and BP 3110

Note: This policy is legally required.

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

Program review, planning, and resource allocation will be part of an integrated process that leads to accomplishment of the mission, sustained financial stability, and continuous improvement of academic quality and institutional effectiveness.

The following plans shall be renewed at least every six years:

- District Strategic Plan
- College Educational Master Plan
- District Facilities Master Plan

These plans shall inform District and College priorities and activities, as well as resource allocations.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

District Comprehensive Plan

The District Budget is aligned with the Comprehensive Plan. The District's Comprehensive Plan will be comprised of the District Strategic Plan, the Chabot College Educational Master Plan, and the Las Positas College Educational Master Plan. The

District also maintains a Comprehensive Facilities Master Plan, ~~which includes the~~and a District Technology Master Plan.

The Comprehensive Plan will include goals and objectives for meeting the mission, sustained financial stability, and continuous improvement of quality and effectiveness. The goals will align with the systemwide goals identified in the Vision for Success, which were adopted by the Board of Governors of the California Community Colleges in 2017. Strategic priorities will be identified from the goals and objectives, to serve as areas of focus for the Colleges and District.

College Educational Master Plan

Each College will complete an Educational Master Plan (EMP) that aligns with the District Strategic Plan, and includes College long term goals and measurable objectives. The EMP will contain plans for instructional programs, student support services, and learning support services, including but not limited to degree programs, transfer programs, career technical programs, noncredit courses and programs, remedial and developmental programs, online education, library services, counseling, placement, and financial aid. The plan will examine current and future enrollments, and will integrate goals and activities from student equity plans, student success and support programs, and strong workforce plans.

Program Review

Comprehensive Program Reviews will be conducted regularly at least once every three years by operational service areas at the colleges and District, and by instructional, student service, and learning support service programs. The Program Review will provide a program-level assessment of progress in meeting strategic priorities, goals and objectives included in the Educational Master Plan and District Strategic Plan. The Program Review will also evaluate the effectiveness of core functions of the program, impact on academic quality and institutional effectiveness, future plans and resource needs. Student learning outcomes will be included in Program Reviews.

A College-Wide Program Review Summary at each college and a District Office Program Review Summary will be completed following the completion of comprehensive Program Reviews, for use in the annual budget development and resource allocation processes.

Program Review Updates will be completed by programs during any year that a comprehensive Program Review is not required.

District Facilities Master Plan and District Technology Master Plan

The District Facilities Master Plan serves as the long-term capital plan for physical resources of the District and the Colleges, including facilities, equipment, land, and other assets. The District Technology Master Plan addresses the technology aspects of facilities and equipment planning for the District and Colleges. The District Technology Master Plan aligns with the Facilities Master Plan, though it is completed separately from the Facilities Master Plan.

The District Facilities Master Plan will support the goals of the District Strategic Plan and the College Educational Master Plans. It will address access, safety, security, healthful learning and working environments, utilization, and maintenance, using data and analysis of future needs.

Implementation of the District Facilities Master Plan will reflect projections of the total cost of ownership and be consistent with the District Total Cost of Ownership Plan, which includes expenses associated with deploying, using, and retiring facilities and equipment, including operating costs for ongoing and deferred maintenance, and personnel costs, both administrative and direct staffing.

On an annual basis, progress toward achievement of the District Facilities Master Plan and District Technology Plan will be assessed, and short term facility, equipment, and maintenance needs will be evaluated as a part of Program Review.

Other Plans Required by Law

Other plans required by law, regulation, funder, or policy will be completed in accordance with their separate requirements, including, but not limited to:

- Equal Employment Opportunity Plan
- ~~EOPS Plan~~
- Emergency Preparedness Plan
- Work Experience Plan - as mentioned in AP 4103
- EOPS Plan – as mentioned in BP/AP 5150
- Student Equity Plan - as mentioned in BP/AP 5300
- Student Success and Support Program Plan - as mentioned in BP/AP 5050
- Transfer Center Plan - as mentioned in BP/AP 5120

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.

The Chancellor shall inform the Board about the status of planning and the various plans.

Adopted: November 17, 2015, Edited August 21, 2018

Academic Affairs

AP 4070 AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Auditing of courses is permitted, as stipulated in the College Catalog. If auditing is determined permissible by the College President, the College Vice President of Academic Services will publish a list of courses available to audit. The schedule of classes will contain the procedures for auditing a course and identify sections eligible for audit.

Auditing students must complete an application to the College and receive a unique student identifier (W#) prior to the ability to audit. Requests to audit petitions must be for courses approved by the College Vice President of Academic Services and the particular section approved by the class course instructor prior to being submitted to the college Admissions and Records Office.

The fee for auditing courses shall be \$15 per unit, and remain in compliance with Education Code Section 76370. Auditing fees are non-refundable except in the case where an audit student is dropped from a course in order to make way for a regularly enrolled student. Auditing students must also pay the Health Fee and related student fees. Students enrolled in ten (10) or more semester units shall not be charged a fee to audit a three, or fewer, unit course per term.

Enrollment priority shall be given to students enrolling in the course for credit toward a degree or certificate. The College Vice President of Academic Services will oversee which courses are eligible for audit and the point in which a student may enroll as an auditing student. No student auditing a course shall be permitted to change enrollment to earn credit for the course.

Students with the maximum allowable attempts of a repeatable course or a family of courses may be permitted to audit.

Enrollment as an auditing student carries no privilege other than to attend classes. Students do not receive credit for an audited course. Instructors have no obligation to

grade tests or other class assignments submitted by an auditing student; however, an instructor may permit an auditing student to participate in class discussions.

Classroom attendance of individuals auditing a class shall not be included in computing apportionment or determining class size.

Students wishing to audit should be aware that audited classes will not appear on an official transcript.

Audited classes do not count toward units for any purpose, e.g., financial aid, veteran's benefits, full-time student status.

Also see: BP 4070 Auditing and Auditing Fees; BP and AP 5030 Fees

Adopted: **NEW**

Academic Affairs

BP 4027 TRAVEL STUDY PROGRAMS

Reference:

Education Code Section 66015.7

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration by to the college Vice-President for Academic Services. ~~Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on campus classes.~~

Travel Study Program Approval

- a. ~~**Board Approval**— Each travel study program shall be approved by the Board of Trustees. Authorization of travel outside the US may be revised in time of war or regional conflict.~~
- b. ~~**Contract Approval**— All program arrangements shall be included in a written contract prepared by the college Office of Academic Services and approved by the Vice Chancellor of Business Services.~~

Program Release Forms

~~All participating students shall complete a District "Field Trip and Travel Study Program Release" form holding the District harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.~~

Students Returning Independently

~~Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.~~

Fiscal Components

Funding of Programs

~~Travel study programs may be funded by several means:~~

- ~~• Credit classes may be funded as part of the college's budget allocation for FTES generation. Such provisions shall be included in the executed contract between the District and contractor.~~
- ~~• Fee-based classes will be funded entirely by student fees.~~
- ~~• Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the District and the contractor.~~

Contracting Agencies

~~Contracting agencies must meet criteria established by the District in regard to general content of a program, including financial obligations and arrangements, program costs, contingency provisions for emergencies, scholarships for students, types and quality of transportation provided, meals, housing and facility arrangements, and staff assistance and supervision.~~

Contractor Insurance and Liability

~~Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District with a valid certificate of insurance for each course or program naming the District as additional insured with a single limit of liability of not less than \$1,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the District's Business Services Office. The certificate shall be submitted with the executed contract to the Vice Chancellor of Business Services prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified by the District. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.~~

Also see [AP 4027 Travel Study Programs](#); BP/AP 4300 ~~titled~~ Field Trips and Excursions

Adopted: February 18, 2014
(This policy replaces current CLPCCD Policy 6217)

Academic Affairs

AP 4027 TRAVEL STUDY PROGRAMS

Reference:

Education Code Section 66015.7

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration to the college Vice-President for Academic Services.

College credit travel study programs

Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic college credit travel study programs shall offer classroom type instruction with equivalent standards as those offered in other locations and modalities.. Study abroad and travel study courses shall be taught using a course syllabus that follows the syllabus policy.

Fee-based travel study programs

Feebased travel conducted through Community Services and offered to the community at large for personal enrichment must obtain Board approval of travel company vendors.

Travel Study Program Approval

- a. **Board Approval** - All travel study programs shall be approved by the Board of Trustees. International fee-based travel requires Board approval consistent with all international travel from the District. Authorization of travel outside the US may be revised in time of war or regional conflict.
- b. **Contract Parameters** - The college shall also be responsible for ensuring that the vendor will provide accidental death and dismemberment coverage of no less than \$10,000 for each trip participant. Additionally, the vendor shall provide accident and sickness insurance (no less than \$10,000 with a deductible of no greater than \$100) for each trip participant. The cost of this coverage shall be included in the cost paid by the students, faculty staff, or others who are participating in the trip. For the purposes of the study abroad programs, evidence must be provided that the vendor possesses general comprehensive liability insurance of no less than \$1,000,000 combined single limit and the vendor shall provide a certificate of insurance naming Chabot-Las Positas Community College District as "additional insured." In addition, the vendor shall make available to participating students trip cancellation and baggage loss insurance.
- c. **Contract Approval** - All travel study program arrangements shall be included in a written contract prepared by the college Office of Academic Services and

approved by the Vice Chancellor of Business Services, who will verify that the contract parameters are met.

No employees, while on District property or at any authorized District or College function, shall publicize, solicit for, or in any manner attempt to seek students or staff as participants in tours or other travel ventures except for those travel study programs which have been officially approved as outlined. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of tours or other travel ventures except for those travel study programs which have been officially approved as outlined.

Program Release Forms

All participating students shall complete a District "Field Trip and Travel Study Program Release" form holding the District harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.

Students Returning Independently

Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

Funding Travel Study Programs

Travel study programs may be funded by several means:

- Credit classes may be funded as part of the college's budget allocation for FTES generation. Such provisions shall be included in the executed contract between the District and contractor.
- Fee-based classes will be funded entirely by student and/or trip participant fees.
- Contractors may provide traveling and living expenses for instructors. Such provisions shall be included in the executed contract between the District and the contractor.

Contracting Agencies

Contracting agencies must meet criteria established by the District in regard to general content of a program, including financial obligations and arrangements, program costs, contingency provisions for emergencies, scholarships for students, types and quality of transportation provided, meals, housing and facility arrangements, and staff assistance and supervision.

Field trips conducted as part of a campus-based or online class are excluded from this policy.

Also see BP 4027 Travel Study Programs; BP/AP 4300 Field Trips and Excursions

Adopted: Date goes here