



COLLEGE COUNCIL AGENDA

January 28, 2021 | 2:30-4:30 pm | Zoom

Agenda Item

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Council Quorum: 9

Non-Voting Members:

Dyrell Foster, President (Chair)

Voting Members:

Kristina Whalen, V.P. Academic Svc & Accreditation. Steering Cmte
 Anette Raichbart, V.P. Administrative Services & Budget Development Cmte
 Vacant V.P. Student Services
 Rajinder Samra, IPEC
 Tom Orf, CEMC
 Mike Ansell, Facilities & Sustainability
 Titian Lish, Resource Allocation
 Mike McQuiston, Technology
 Kristy Woods, Guided Pathways
 Sarah Thompson, Academic Senate President
 Craig Kutil, Academic Senate V.P.
 David Rodriguez, Classified Senate President
 Jean O'Neil-Opipari, Classified Senate V.P.
 Saba Salehifar, LPCSG President
 Esmaa Elgarguri, LPCSG Vice President
 Mike Alvarez, LPC SEIU

1. **Call to Order** Foster
2. **Review and Approval of Agenda (1)** Foster
3. **Review and Approval of Minutes (12/10/20) (4)** Foster
4. **Action Items (7)**
 - Adding Degree & Career-Technical to Glossary of Terms for Mission Statement (8) Samra
 - Automotive Non-Credit Program (9) Foster
 - Automotive Know How S
 - Automotive Summer Camp
 - Automotive Powertrains S
 - Automotive Mechanical S
 - Automotive Mechanical
 - Automotive Chassis S
 - Automotive Chassis
 - Automotive Body Systems S
 - Automotive Advanced Smog Technician
 - BPs and APs: Foster
12/10/20 College Council 1st reading; 2/9/21 Chancellor's Council 2nd reading
 - AP 4101 Independent Study (10)
12/10/20 College Council action deferred; 2/9/21 Chancellor's Council 2nd reading
 - BP 3430 Prohibition of Harassment (11)
 - AP 3430 Prohibition of Harassment (13)
12/10/20 College Council action deferred; 1/19/21 BOT 1st reading
 - BP 3433 Prohibition of Sexual Harassment Under Title IX (18)
 - AP 3433 Prohibition of Sexual Harassment Under Title IX (20)
12/10/20 College Council action deferred; 2/9/21 Chancellor's Council 2nd reading
 - BP 3540 Sexual and Other Assaults on Campus (23)
 - AP 3540 Sexual and Other Assaults on Campus (24)
5. **Old Business (30)**
 - COVID-19 Update Foster
 - Budget Update Raichbart
 - Separating Summer and Fall Registration Foster
 - Call to Action Update Foster

6. New Business (31)

- Guided Pathways: Program Groupings and Titles (32) Woods
- Facilities Rental Fees (34) Raichbart
- Shared Governance Committee Completed Tasks for 2019-20 (36) Foster
- BPs and APs: (51) Foster

1/25/21 SLT; 2/9/21 Chancellor's Council 1st reading

- BP 5010 Admissions & Concurrent Enrollment (51)
- AP 5010 Admissions (54)
- AP 5011 Admission & Concurrent Enrollment of HS & Other Young Students (56)
- BP 5015 Residence Determination (64)
- AP 5015 Residence Determination (66)
- BP 5020 Nonresident Tuition (75)
- AP 5020 Nonresident Tuition (77)
- BP 5070 Attendance (81)
- AP 5070 Attendance (82)
- AP 5075 Course Adds & Drops (86)
- BP 5210 Communicable Disease (88)
- AP 5210 Communicable Disease (89)

7. Information Items (90)

- Shared Governance Committee Worksheets for 2021-22 (91) Foster
- BPs and APs for March, 2021 Foster
 - BP 4012 International Students
 - AP 5012 International Students
 - BP 5035 Withholding of Student Records
 - AP 5035 Withholding of Student Records
 - BP 5040 Student Records, Director Information, and Privacy
 - AP 5040 Student Records, Directory Information, and Privacy
 - BP 5055 Enrollment Priorities
 - AP 5055 Enrollment Priorities
 - BP 5130 Financial Aid
 - AP 5130 Financial Aid
- BPs and APs for April, 2021 Foster
 - BP 5200 Student Health Services
 - AP 5200 Student Health Services
 - BP 5400 Associated Students
 - AP 5400 Associated Students
 - BP 5410 Associated Students Elections
 - AP 5410 Associated Students Elections
 - BP 5420 Associated Students Finance
 - AP 5420 Associated Students Finance
 - BP 5430 Co-Curricular Activities
 - BP 5430 Co-Curricular Activities

- BPs and APs for May, 2021 Foster
 - BP 5016 Transfer of Units from Other Colleges
 - BP 5031 Instructional Materials Fees
 - BP 5031 Instructional Materials Fees
 - BP 5050 Student Success and Support Program
 - AP 5050 Student Success and Support Program
 - BP 5052 Open Enrollment
 - AP 5052 Open Enrollment
 - BP 5220 Shower Facilities for Homeless Students
 - AP 5220 Shower Facilities for Homeless Students
 - BP 5300 Student Equity
 - AP 5300 Student Equity
 - BP 5500 Standards of Student Conduct
 - AP 5500 Standards of Student Conduct
 - BP 5530 Student Rights and Grievances
 - AP 5530 Student Rights and Grievances

8. Updates (95)

- VP Academic Services Whalen
- VP Administrative Services Raichbart
- VP Student Services Foster
- Accreditation Steering Committee Whalen
- Budget Development Committee Raichbart
- College Enrollment Management Committee Whalen
- Facilities and Sustainability Committee Ansell
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston
- Guided Pathways Committee Woods
- Academic Senate Thompson
- Classified Senate Rodriguez
- LPC Student Government Salehifar
- Faculty Association Kutil
- SEIU Alvarez

9. Adjournment

10. Next Regular Meeting: February 25, 2021, 2:30 p.m.

5. Old Business

- COVID-19 Update: Dr. Foster shared the shelter-in-place updates and indicated that Alameda County is now in the purple tier. We will continue discussion about opening up additional services when the county returns to the orange tier.
- Budget Update: Ms. Raichbart showed the YTD Spending for 20/21 vs. 19/20 and indicated the College is in line with previous forecasts.
- Call to Action Update: Dr. Foster indicated a Call to Action update will be communicated soon.

6. New Business

- Summer/Fall Registration: Dr. Foster indicated that there is interest in looking at how the District might uncouple registration for summer and fall. This was previously discussed in a district-wide task force and presented to SLT. It was decided at that time not to move forward on it. This subject is being explored again. We are working closely with Student Services and ITS in determining the needs. This subject will continue to be discussed in SLT. The thought is to keep summer registration in April, but to buy more time, move the fall registration to summer. The college may be able to offer in-person courses depending upon the county's status. Mr. Rodriguez asked that the impact on classified professionals be considered, including the need to support them. There is concern about burnout, especially since a number of classified positions remain vacant.
- BPs and APs:
 - AP 4101 Independent Study was reviewed by the committee.
- Automotive Non-Credit Program: Mr. Hagopian presented information on the following nine programs including the "DE" designation, which the committee discussed. Mr. Hagopian clarified that the DE indicator means that the class is lecture only. It does not mean "Distance Education." The committee discussed alternatives to the "DE" designation with a suggestion to use the designation of "S" to represent "seminar."
 - Automotive Know How DE
 - Automotive Summer Camp
 - Automotive Powertrains DE
 - Automotive Mechanical DE
 - Automotive Mechanical
 - Automotive Chassis DE
 - Automotive Chassis
 - Automotive Body Systems DE
 - Automotive Advanced Smog Technician

7. Information Items

- Adding Degree and Career-Technical to Glossary of Terms for Mission Statement: Mr. Samra shared that the EMP Committee has discussed adding the following to the Glossary of Terms for the Mission Statement:
 - Degrees and career-technical include Associate of Arts (AA), Associate of Science (AS), Associate in Arts for Transfer (AAT), Associate in Science for Transfer (AST), Certificate of Achievement, Certificate of Competency, and Certificate of Completion.Committee members indicated they like the addition.

8. Updates (pertinent updates based on time)

- **VP Academic Services**
- **VP Administrative Services**
- **VP Student Services**
- **Accreditation Steering Committee**
- **Budget Development Committee**
- **College Enrollment Management Committee**
- **Facilities and Sustainability Committee**
- **Institutional Planning and Effectiveness Committee**
- **Resource Allocation Committee**
- **Technology Committee**
- **Guided Pathways Committee:** Ms. Lish reported for Ms. Woods that they are moving forward to Academic Senate. They will also be voting to adopt the mission statement this month. The mission statement will be shared with College Council at the next meeting. The career exploration platform selection discussions are moving towards a decision and Ms. Woods hopes to have something to report in the New Year.
- **Academic Senate**
- **Classified Senate**
- **LPC Student Government**
- **Faculty Association:** Mr. Kutil reported that faculty will ask the Union to possibly negotiate an MOU to deal with the work to create rubrics or assess portfolios and exams, etc., for credit for prior learning.
- **SEIU**

9. Good of the Order

10. Adjournment – Mr. Kutil/Ms. Woods/unanimous adjourn at 4:33 p.m.

11. Next Regular Meeting: January 28, 2021

Action Items

- Adding Degree & Career-Technical to Glossary of Terms for Mission Statement Samra
- Automotive Non-Credit Program Foster
- BPs and APs Foster

12/10/20 College Council 1st reading; 2/9/21 Chancellor's Council 2nd reading

- AP 4101 Independent Study

12/10/20 College Council action deferred; 2/9/21 Chancellor's Council 2nd reading

- BP 3430 Prohibition of Harassment
- AP 3430 Prohibition of Harassment

12/10/20 College Council action deferred; 1/19/21 BOT 1st reading

- BP 3433 Prohibition of Sexual Harassment Under Title IX
- AP 3433 Prohibition of Sexual Harassment Under Title IX

12/10/20 College Council action deferred; 2/9/21 Chancellor's Council 2nd reading

- BP 3540 Sexual and Other Assaults on Campus
- AP 3540 Sexual and Other Assaults on Campus

Adding Degree and Career-Technical to Glossary of Terms for Mission Statement

Degrees and career-technical include Associate of Arts (AA), Associate of Science (AS), Associate in Arts for Transfer (AAT), Associate in Science for Transfer (AST), Certificate of Achievement, Certificate of Competency, and Certificate of Completion.

Automotive Non-Credit Program

Foster

- Automotive Know How S
- Automotive Summer Camp
- Automotive Powertrains S
- Automotive Mechanical S
- Automotive Mechanical
- Automotive Chassis S
- Automotive Chassis
- Automotive Body Systems S
- Automotive Advanced Smog Technician

Academic Affairs

AP 4101 INDEPENDENT STUDY

Reference:

Title 5 Sections 55230 et seq.

Independent study programs shall be offered by the colleges if a contract for the specific course is signed by the student taking the class, the instructor teaching the course, the instructor's immediate educational administrator, and the Chief Instructional Officer.

1. The Independent Study contract shall be completed and signed by the interested student for the course and submitted to the appropriate offices for approval within the required deadline dates and consequently authorization for registration to the course.
2. The student will consult with the instructor on written details of course expectations; number of units and hours of study required and arrangements for consultation with the instructor; method of evaluation; and the college facility required, if applicable.
3. Academic standards for independent study are the same as those applied to other credit or noncredit courses.
4. Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.
5. Access to the instructor is the same as that at least equivalent to what is commonly available to students in courses conducted by others instructional methods.

Approved: February 18, 2014

*(This is a new procedure recommended by the
Policy and Procedure Service)*

General Institution

BP 3430 PROHIBITION OF HARASSMENT

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Sections 12923, 12940 and 12950.1;
Civil Code Section 51.9;
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;
~~Title 5 Sections 59300 et seq.~~
Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA)

All forms of harassment are contrary to basic standards of conduct between individuals, ~~and are prohibited by state~~ State and federal law, ~~and as well as~~ this policy prohibit harassment, and ~~the District will not tolerate harassment will not be tolerated~~. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of ~~sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other~~ unlawful harassment, including that which is based on any of the following statuses: race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation ~~of any person~~, or because he ~~/or~~ she /they is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate All-all allegations of retaliation ~~will be~~ swiftly and thoroughly ~~investigated~~. If the District determines that someone has retaliation-retaliatedhas occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, ~~or~~ employee, unpaid intern, or volunteer who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 ~~titled Discrimination and Harassment Investigations~~. The District requires Ss supervisors ~~are mandated~~ to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter ~~discrimination~~ harassment and to prevent, minimize ~~and/or~~ eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures ~~for students~~ to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit ~~All participants are protected from~~ retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize ~~This~~ policy and related written procedures (including the procedure for making complaints) ~~shall be widely published and publicized~~ to administrators, faculty, staff, ~~and~~ students, unpaid interns, and volunteers particularly when they are new to the institution. ~~They~~ The District will make this policy and related written procedures (including the procedure for making complaints) shall be available ~~for students and employees~~ in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

Date Adopted: June 16, 2015;
Edited November 20, 2017

General Institution

AP 3430 PROHIBITION OF HARASSMENT

References:

Education Code Sections 212.5; 44100; 66281.5;
Government Code Section 12940;
Title 2 Sections 10500 et seq.;
~~Title IX, Education Amendments of 1972;~~ Title 5, Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

NOTE: This procedure is legally required.

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus. The procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District is set forth in AP 3435.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

General Harassment: Harassment based on race or ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

For sexual harassment under Title IX, complainants must proceed under BP 3433 (Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal – Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

Physical – Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written – The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental – A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or

sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples: Harassment includes, but is not limited to the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
- **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty member, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships

do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this procedure should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Complaint Procedures. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

In cases involving complaints against represented employees, please refer to the collective bargaining agreement for additional procedures and protections.

Date Approved: May 19, 2015; Edited November 2016. Edited 2020.

General Institution

BP 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

References:

Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106

NOTE: *This policy is legally required.*

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define sexual harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

Date Adopted: _____, 2020

General Institution

AP 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

References:

Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

NOTE: This procedure is legally required.

The District is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

This procedure and the related policy protects students, employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
- **Sodomy**. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object**. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling**. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse**.
 - **Incest**. Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape – Non-Forcible**. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence**. Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Date Approved: _____ 2020.

General Institution

BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:

Education Code Sections 67382, 67385, and 67386;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures consistent with state and federal law. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7, and 67386, and 34 Code of Federal Regulations Section 668.46.

Date Adopted: September 15, 2015

General Institution

AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:

- Education Code Sections 67385 and 67386;
- 20 U.S. Code Section 1092(f);
- 34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assaults, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see [ARP 5512AP 5500](#) titled Standards of Student Conduct ~~and Due Process.~~)

~~“Sexual assault,” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.~~

~~“Dating violence,” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.~~

~~“Domestic violence,” and includes felony or misdemeanor crimes of violence committed by:~~

- ~~a current or former spouse of the victim;~~
- ~~a person with whom the victim shares a child in common;~~
- ~~a person who is cohabitating with or has cohabitated with the victim as a spouse;~~
- ~~a person similarly situated to a spouse of the victim under California law; or~~
- ~~any other person against an adult or youth victim who is protected from that person's acts under California law.~~

~~“Stalking” are defined in Administrative Procedure 3434 – Responding to Harassment Based on Sex under Title IX. means engaging in a course of conduct directed at a specific~~

~~person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.~~

It is the responsibility of each person involved in sexual activity to ensure that he/~~or~~ she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, also see AP 3500 titled Campus Safety, AP 3510 titled Workplace Violence Plan, and AP 3515 titled Reporting of Crimes.)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the College Title IX Officer, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the *College Title IX Officer* is authorized to release such information.

The College Title IX Officer shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
- Information about the importance of preserving evidence and the identification and location of witnesses;
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
 - transportation to a hospital, if necessary;
 - counseling, or referral to a counseling center;
 - notice to the police, if desired;
 - a list of other available campus resources or appropriate off-campus resources.
- The victim's option to:

- notify proper law enforcement authorities, including on-campus and local police;
- be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
- decline to notify such authorities;
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
- Information about how the district will protect the confidentiality of victims; and
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
 - criminal prosecution;
 - civil prosecution (i.e., lawsuit);
 - District disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary.

The College Title IX Officer should be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP ~~3435-3434~~ 3435-3434 titled Discrimination and Harassment Investigations Responding to Harassment Based on Sex under Title IX, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the College Title IX Officer of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality consistent with state and federal law.

A Ccomplainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the Cecomplainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The Cecomplainant was asleep or unconscious.
- The Cecomplainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The Cecomplainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence consistent with state and federal law unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the College Title IX Officer to assure that all confidentiality rights are maintained consistent with state and federal law.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;

- Information on a student’s right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the District will protect the confidentiality of victims:
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance or other services for victims;
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
 - Such proceedings shall provide a prompt, fair, and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any ~~changes~~ changes to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The College Title IX Officer shall:

- Provide, as part of each campus’ established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and

shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault, and stalking.

Date Adopted: August 18, 2015

(This is a new procedure recommended by the Policy and Procedure Service.)

Old Business

- COVID-19 Update Foster
- Budget Update Raichbart
- Separating Summer and Fall Registration Foster
- Call to Action Update Foster

New Business

- Guided Pathways: Program Groupings and Titles Woods
- Facilities Rental Fees Raichbart
- Shared Gov. Committee Completed Tasks for 2019-20 Foster
- BPs and APs: Foster
 - 1/25/21 SLT; 2/9/21 Chancellor's Council 1st reading*
 - BP 5010 Admissions & Concurrent Enrollment
 - AP 5010 Admissions

 - AP 5011 Admission & Concurrent Enrollment of HS & Other Young Students
 - BP 5015 Residence Determination
 - AP 5015 Residence Determination
 - BP 5020 Nonresident Tuition
 - AP 5020 Nonresident Tuition
 - BP 5070 Attendance
 - AP 5070 Attendance
 - AP 5075 Course Adds & Drops
 - BP 5210 Communicable Disease
 - AP 5210 Communicable Disease

Academic and Career Pathways
Communities of Career and Academic Support

Visual Arts, Performing Arts, and Design	Business, Economics, Entrepreneurship & Information Technology	Society, Culture, & Human Development	Language, Literature, and Communications Studies	Health, Wellness, & Public Safety	Science, Technology, Engineering, Math, & Environment	Advanced Manufacturing & Transportation
ART, ARHS, DANC, GDDM, INTD, MUS, PHTO, THEA	BUSN, CIS, CNT, ECON, MRKG, WRKX	ANTR, ECE, GS, HIST, HUMN, PCN, PHIL, POLI, PSYC, RELS, SOC, WMST	ASL, CMST, ENG, ESL, FREN, JAMS (MSCM), SPAN	AJ, EMS, FST, HEA (HLTH), KIN, NTRN (NUTR)	ASTR, BIO, CHEM, CS, ENGR, EVST/ENSC, GEOG, GEOL, HORT MATH, OSH/RADS, PHYS, VWT	AUTO, WLDT
<i>For Speech Forensics and Journalism Mass Communications see "Language, Literature, and Communications Studies"</i> <i>For Humanities see "Society, Culture, & Human Development"</i>	<i>For Computer Science see "Science, Technology, Engineering, Math, & Environment"</i>	<i>For Art History see "Visual Arts, Performing Arts, and Design"</i> <i>For Geology see "Science, Technology, Engineering, Math, & Environment"</i>		<i>For Pre-Nursing, Pre- Med and Occupational Safety and Health/ Radiation Safety see "Science, Technology, Engineering, Math, & Environment"</i>	<i>For Computer Information Systems and Computer Networking Technology see Business, Economics, Entrepreneurship & Information Technology</i> <i>For Nutrition and Public Health see Health, Wellness, & Public Safety</i> <i>For Welding Technology, see see Advanced Manufacturing and Transportation</i>	<i>For Engineering see "Science, Technology, Engineering, Math, & Environment"</i>

Academic Resources and Student Supports

Welcome Center, Library, Tutoring, Math Learning Center, Reading & Writing Center (RAW), Smart Shops, Computer Center,
 Career and Transfer Center, Work-based Learning

THANK YOU for the cross campus collaboration and input from campus constituent groups. This was truly an "us" thing. These initial Academic and Career Pathways allow us to start sharing our program maps with students and to begin exploration of student success teams.

LPC DISCIPLINES

Descriptor	Discipline		Descriptor	Discipline
AJ	Administration of Justice		GEOL	Geology
ANTR	Anthropology		GS	Global Studies
ARHS	Art History		HEA (HLTH)	Health
ARTS	Art		HIST	History
ASL	American Sign Language		HORT	Horticulture
ASTR	Astronomy		HUMN	Humanities.
AUTO	Automotive Technology		INTD	Interior Design
BIO	Biological Sciences		JAMS (MSCM)	Journalism Mass Communications
BUSN	Business		KIN	Kinesiology.
CHEM	Chemistry		MATH	Mathematics.
CIS	Computer Information Systems		MKTG	Marketing
CNT	Computer Networking Technology		MUS	Music
CS	Computer Science		NTRN (NUTR)	Nutrition
CMST	Communication Studies		OSH/RADS	Occupational Safety and Health/ Radiation Safety
DANC	Dance		PCN	Psychology-Counseling
ECE (ECD)	Early Care and Education		PHIL	Philosophy
ECON	Economics		PHTO	Photography
EMS	Emergency Medical Services		PHYS	Physics
ENG	English		POLI	Political Science
ENGR	Engineering		PSYC	Psychology
ENGR TECH	Engineering Technology		RELS	Religious Studies
ENSC	Environmental Science		SOC	Sociology
ESL	English as a Second Language		SPAN	Spanish
EVST	Environmental Studies		THEA	Theater Arts
FREN	French		VWT	Viticulture & Winery Technology
	Film Studies (no classes)		WLDT	Welding Technology
FST	Fire Service Technology		WMST	Women's Studies
GDDM	Graphic Design & Digital Media		WRKX	Work Experience
GEOG	Geography			

Facility	Notes	Fee-Charging Entity (Market Rate) Cost Per Hour	Non-Fee-Charging Entity Nonprofit Cost (Actual Cost) Per Hour
GENERAL FACILITIES			
Classroom (cap. 45 or less)		\$6070	\$3545
Computer Lab (varies)		\$100	\$65
Conference Room (varies)		\$7080	\$4555
Lecture Hall (cap. 106 - 175)	Rooms 2420 or 1011	\$100110	\$6575
PERFORMING ARTS FACILITIES			
Amphitheater w/Electricity LPC (cap. 2,000)	3 hr min + 3% gross repts	\$250275	\$200225
Amphitheater w/o Electricity LPC (cap. 2,000)		\$200225	\$175
Atrium/Lobby		\$100125	\$75
Black Box (cap. 75)	Requires Stage Technician	\$100125	\$75
Concession Stand/Ticket Booth		Flat Fee \$50	Flat Fee \$50
Green Room		\$60	\$35
Large Dressing Room (per day)		Flat Fee \$100	Flat Fee \$100
Main Theater	3 hr min + 3% gross repts Requires Stage Technician	\$200250	\$150175
Rehearsal Room		\$90	\$70
Small Dressing Room (per day)		Flat Fee \$50	Flat Fee \$50
ATHLETIC FACILITIES (Athletic Facilities at LPC Noted with "R" are rented at full rate for games and 50% rate for practices.)			
Athletic Room/Dance Studio		\$100	\$80
Gymnasium*	Fixed Seating: 1000	\$160180	\$110150
Locker Room/Shower Room	See Note 6, below.	\$6080	\$5070
Soccer Field			
Grass Soccer Field	Striping fee: \$250	\$200225	\$175200
Grass Soccer Field w/Lights		\$250275	\$200225
Synthetic Field*		\$150175	\$100125
Synthetic Field w/lights*		\$200225	\$125150
Swimming Pool			
Competition Pool (13 lanes, Pool House)*	The renter is responsible for providing their own lifeguard(s). A copy of current lifeguard certificate(s) must be on file w/Admin Services	\$100	\$80
Instructional Pool (6 lanes, Pool House)*		\$50	\$40
Track	Lifeguard-Required Lifeguard-Required	\$150175	\$120140
OTHER FACILITIES			
Parking Lot (per hour)	3 hr min.	\$150	\$100
Parking Lot (all day)		\$500	\$400
Vendor/Employer Tabling	3 hr min.	\$50	\$50
STAFFING			
Staffing Fees are the Same for Fee-Charging and Non-Fee-Charging Entities			
(Per Hour, 2 Hour Minimum)	Monday-Friday	Saturday	Sunday
Custodial	\$4070	\$6070	\$8090
Maintenance & Grounds	\$6080	\$90	\$120
Stage Technician	\$4070	\$6070	\$8070
Event Manager	\$50	\$75	\$100
Certified Pool Operator	\$70.00	\$80.00	\$90.00
Campus Safety	\$4070	\$6070	\$8090

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Notes:

NOTES:

- 1) ~~Fee-Charging Entities are organizations that charge a fee to participate within their own organization or charge a fee to participate at Colleges.~~
- 2) ~~Non-Fee-Charging Entities are organizations that do not charge any type of fee within their organization or to participate at events held at Colleges.~~
- 3) ~~In addition to facilities fees, equipment and/or staffing fees may be charged and will be reviewed with the requester prior to event confirmation.~~
- 4) ~~Payment is due in the Business Office for the full amount of the invoice 7 business days prior to use.~~
- 5) ~~Refunds or credits for cancellations made less than 10 days prior to the event will not be given.~~
- 6) ~~Usage and/or staffing fees will apply during non-instructional days.~~
- 7) ~~Facilities are not available during holidays or College closures.~~
- 8) ~~Rental of College facilities are dependent upon availability of facilities and College staffing. Rates are subject to increase annually on July 1st based on the Consumer Price Index (CPI).~~
- 1) ~~Non-Profit Fee: Organization that can provide their non-profit status as defined by Internal Revenue Code section 501(c)(3)~~
- 2) ~~In addition to facilities fees, equipment and/or staffing fees may be charged and will be reviewed with the requester prior to event confirmation.~~
- 3) ~~Payment is due in the Business Office for the full amount of the invoice 7 business days prior to use.~~
- 4) ~~Refunds or credits for cancellations made less than 10 days prior to the event will not be given.~~
- 5) ~~Usage and/or staffing fees will apply during non-instructional days and summer months, July - August.~~
- 6) ~~Facilities are not available during CLPCCD holidays or College closures.~~
- 7) ~~Rental of College facilities are dependent upon availability of facilities and College staffing.~~
- 9) ~~8) Rates are subject to increase annually on July 1st based on the Consumer Price Index (CPI).~~

Fees are effective beginning ~~April 1, 2019~~ January 1, 2021

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LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. _____
2. _____
3. _____
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LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

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College Council 2019-2020 Tasks Completed

Charge:

The College Council facilitates communication and coordination to provide direction through appropriate involvement among all constituent groups of the college community.

Responsibilities include, but are not limited to:

- **Formulating, reviewing, and revising College institutional principles, including the Mission Statement, Vision, Values, and Educational Master Plan Goals with accompanying strategies;**
 - Reviewed and updated LPC's mission, vision, and values statements.
 - Determined and communicated to the District LPC's involvement in the 2020 Educational Master Plan.
 - Created an Educational Master Plan Strategic Planning Task Force.

- **Reviewing and evaluating the participatory Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary;**
 - Reviewed and approved each LPC Shared Governance Committee updates to charge, reporting relationships, and memberships.
 - Reviewed and approved the creation of the LPC Guided Pathways Steering Committee.
 - Communicated process for establishing new LPC committees.

- **Providing review, direction, and accountability for the Accreditation Steering Committee;**
 - Discussed processes, shared timelines, and identified resources to assist the Accreditation Steering Committee.

- **Supporting institutional and strategic planning efforts for the College;**
 - Reviewed and provided input into College Planning Priorities.

- **Reviewing recommendations and processes to ensure the integration of planning and budget for allocation;**
 - Reviewed and approved increase to the parking fee and student health fee.

- **Operating as a channel for College issues going forward to the District including review and recommendations for policy and procedural changes as appropriate;**
 - Review and provide input into Board Policies.
 - Review and provide input into District Administrative Policies.

- **Functioning in a leadership role for various College-wide projects as appropriate;**
 - SCFF Advocacy and Projects
 - Guided Pathways
 - College Promise

- **Reviewing, documenting, and reporting on accreditation standards linked to committee's charge.**
 - Researched and documented evidence to the Accreditation Steering Committee for accreditation standards specific to College Council, including I.A.1, I.A.3, I.A.4, I.B.7, I.B.9, I.C.5, IV.A.2, IV.A.3, IV.A.6, and IV.A.1.

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

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LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Distance Education

Form Completed by: Scott Vigallon Position: Co-chair

LPC Mission Statement:

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Refined the course review process.
2. Refined the course review checklist.
3. As of April 30, will have conducted 13 course reviews & provided feedback to instructors
4. Reviewed draft DE web accessibility guidelines.
5. Reviewed Regular Effective Contact revisions.
6. Recommended DE equity tools.
7. Recommended student services tools to use for DE.
8. Recommended Canvas tools to enable.
9. Discussed DE goals, which include policies and procedures.
10. Conducted mock POOCR review of course as a flex day activity.

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

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LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

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LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Health & Safety Committee

Form Completed by: Frankie Danner Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Campus wide sign project - Evacuation signs
2. Evacuation chairs
3. Campus re-key lock project
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: **RESOURCE ALLOCATION COMMITTEE**

Form Completed by: **TITIAN LISH** Position: **CHAIR**

LPC Mission Statement:

Las Positas College is an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career technical goals while promoting life-long learning.

Instructions

List tasks the committee will complete in 2020-2021 in support of the committee charge.

1. Review Instructional Equipment Requests for ranking
2. Rank Instructional Equipment Requests for recommendation
3. Recommend to College President Instructional Equipment Requests for purchase
4. Review Classified & Administrative Position Requests for ranking
5. Rank Classified & Administrative Position Requests for recommendation
6. Recommend to College President Classified & Administrative Position Requests for hire
7. Review, evaluate for efficacy, and revise IER process and Position Request process for 2021-2022
8. Set calendar and documentation (including forms and rubrics) for 2021-2022
9. Administer survey for requesters/receivers of IERs
10. Report to College Council

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Student Equity and Achievement Committee (SEA)

Committee Name: _____
Shawn Taylor _____ Director, Student Equity
Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. _____
Developed a localized/on campus definition of "Equity" to guide our work.
2. _____
Delivered professional development series focused on support strategies for DI students
3. _____
Partnered with Institutional Research to get data on DI students to better develop interventions to support our students who aren't succeeding like other students.
4. _____
Created a guide for developoing more equitable syllabi.
5. _____
Completed the mid-term financial report as required by the State.
6. _____
Developed a bradning strategy to get more DI students to attend the tutoring center.
7. _____
8. _____
9. _____
10. _____

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. After learning that student GoPrint debit cards would be increasing in cost to produce, the committee discussed keeping the cost of the bookstore card and vending card the same to the student. The number of prints that can be made with the initial purchase will change for the vending cards but stay the same for the bookstore cards. Committee will vote at May meeting.
2. Discussed the impact of faculty closing rosters early and its impact on students and enrollments resulting in revised order on ClassWeb for faculty to open and close rosters.
3. Review accreditation standards
4. Regular updating and status of technology projects: for example, the year the committee discussed the new standards for classroom audio/ visual that stemmed from Measure A user groups.
5.
6.
7.
8.
9.
10.

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References:

Education Code Sections [52620](#), [52621](#), 76000, 76001, 76002, and 76038;
[Education Code Section 48800, 48800.5](#)

Labor Code Section 3077;

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

~~34 Code of Federal Regulations [Section-Part 668.16 subdivision \(p\)](#) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);~~
[ACCJC Accreditation Standard II.C.6](#)

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or [Chancellor](#) designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the ~~physical~~ safety of the students and employees of the District. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

The District may provide opportunities for high school students to enroll in courses at Chabot and Las Positas Colleges. The concurrent enrollment conditions and procedures for high school students to obtain credit (Education Code [Section](#) 76001) are described in the Administrative Rules and Procedures.

Admission – Any student whose age or class level is equal to grades 10 – 12 is eligible to attend as a special part-time student for advanced scholastic or career and technical education courses.

Any student in an adult education program administered by a school district or noncredit program administered by a community college district that is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.

Any student whose age or class level is equal to grades 10 – 12 is eligible to attend as a special full-time student.

Any student enrolled in 10 – 12 may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission – If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment – Claims for Sstate apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors for the California Community Colleges.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

The District shall provide in its policies and practices equal opportunity in the admission of students to educational programs and college activities to assure that there shall be no discrimination against any person based on the protected status categories delineated in BP/AP 3410 Nondiscrimination on the grounds of gender, gender identity, gender expression, race, color, age, religion, national origin, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or

~~based on association with a person or group with one or more of these actual or perceived characteristics.~~

The College Catalog is an official publication of the colleges. The rules, regulations, and procedures contained therein regarding students are made a part of the Administrative Procedures.

Also see AP 5010 Admissions and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

Adopted: June 17, 2014

Revised:

(~~This policy r~~Replaces former CLPCCD Policies 5124, 5126, and 5270)

AP 5010 ADMISSIONS

References:

Education Code Section 76000;

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

34 Code of Federal Regulations [Part Section 668.16 subdivision \(p\) \(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended\);](#)
[ACCJC Accreditation Standard II.C.6](#)

[Admissions procedures for the Chabot-Las Positas Community College District \(District\) are set forth in detail in the College Catalogs, available in each College's Admissions and Records Office and posted on the District website.](#)

[The District's admissions procedures reflected in the catalogs address:](#)

- [Designated authority and responsibility for the admissions process;](#)
- [Admission procedures for students over 18 with a high school diploma;](#)
- [Admission criteria and procedures for other persons who are over the age of 18 without a high school diploma; and](#)
- [Admission procedures for nonresident students that include a determination of residency status \(also see AP 5015 Residence Determination\).](#)

The Chief Student Services Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

[Also see BP 5010 Admissions and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.](#)

Approved: March 18, 2014

Revised:

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References: _____

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

Admission criteria and procedures for younger students enrolling in the community college, pertaining to:

- Special part-time students (if applicable and as defined in Board Policy).
- Special full-time students (if applicable and as defined in Board Policy).
- Summer school students (if applicable and as defined in Board Policy).
- Agreements between school ~~d~~District(s) and community college ~~d~~District.
- Credit granted for courses.
- Limits on the number of units for which special part-time students may enroll (Education Code Section 76001 subdivision (d)).
- Procedures for denial of request for full-time enrollment, including time constraints (Education Code Section 76001 subdivision (d)).
- Procedures for recording ~~B~~Board findings and reasons for denial of a request for admission by a student identified as highly gifted.
- Procedures for assigning a low enrollment priority to special part-time or full-time students, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not displace regularly admitted students.
- Procedures for maintaining records of enrollment of these students for apportionment purposes.
- Procedures for ensuring that claims for ~~S~~state apportionment for K-12 students meet all of the following criteria:
 - The class is open to the general public
 - The class is advertised as open to the general public in one or more of the following:
 - The college catalog
 - The regular schedule of classes
 - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full-time students.

The District may provide opportunities for students enrolled in high school courses to enroll concurrently in courses at either college for credit. To be considered for admittance as a **special part-time student**, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. To be considered for admission as a **special full-time student**, the student must meet the eligibility standards as established in Education Code Section 48800.05. The concurrent enrollment conditions and eligibility requirements for high school students are herein described.

1. Conditions of Enrollment

- a. The colleges may determine which student shall be admitted. Such decisions shall be based on:
 - i. completion of course prerequisites
 - ii. appropriateness of the course(s) requested
 - iii. students who are concurrently enrolled will be accommodated on a space available basis.
- b. High school students will be held to the same academic standards as any other college student enrolled in the class.
- c. High school students will remain a member of the high school. High school students will not be permitted to enroll in more than 11 units per semester.
- d. High school students will arrange for transportation to and from the college.
- e. High school students will attend the high school for at least the minimum high school day.
- f. High school students will purchase the required books and supplies for the college course(s).
- g. High school students will provide grade reports to their high school counselor or principal.

2. Eligibility of Students

To be eligible for concurrent enrollment, students must:

- a. be concurrently enrolled in high school.
- b. be authorized by the high school principal and counselor to pursue specific courses.
- c. have written parental approval secured in advance by the high school.
- d. secure approval from the affiliated local school district if the student is home schooled.

3. Procedures for Enrollment

The college will inform the high schools about the process that high school students must follow for concurrent enrollment. The college will also develop with each high school district a policy related to high school students receiving credit

for completed courses at either college. High school credit is determined by the student's high school district.

Admission is subject to seat availability. The student must submit:

- application for admission;
- written and signed parental or guardian consent;
- written and signed approval of [the student's](#) principal; (Note: Home schooled students shall secure approval from the affiliated local school district.);
- current high school transcript;
- demonstration that the student is capable of profiting from instruction.

The Chief Student Services Officer has the authority to make the final decision whether a student can benefit from instruction.

All required documents shall be submitted to the Admissions and Records Office.

High School Students: For students attending high school, the Admissions and Records Office will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Chief Student Services Office shall be final.

This determination may be done by (one or more of the following options):

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with [the Chief Student Services Officer or designee;](#)
- consideration of the welfare and safety of the student and others; or
- consideration of local, state, or federal laws.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

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

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

Middle and Lower School Students: For students attending middle and lower schools, the determination shall be made by [the Chief Student Services Officer.](#) The school must

provide transcripts and a letter signed by the principal indicating how in their opinion the student can benefit from instruction. The Chief Student Services Officer will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Chief Student Services Officer shall be final. Once a decision has been made, the student, their parent or guardian, and the school principal shall be informed of the decision. This determination may be done by applying the following criteria (one or more of the following options):

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with the Chief Student Services Officer or designee;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; or
- times the class(es) meet and the effect on the safety of the minor.

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

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

College and Career Access Pathways (CCAP)

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

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting a CCAP partnership agreement, the governing board of each district, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district

shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and

- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

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

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a plan by the participating community college district to ensure all of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.

- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

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

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school pupils achieve college and career readiness.

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

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

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

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

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

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

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

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

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

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

- The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

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

Also see BP/AP 5010 Admissions and Concurrent Enrollment, BP/AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

Approved: March 18, 2014

Revised:

(~~This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedures 5124 and 5270)

BP 5015 RESIDENCE DETERMINATION

References:

Education Code Sections 68040, 68086, and 76140;
Title 5 Sections 54000 et seq.

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

A resident is a person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Pursuant to Title 5 Section 54020, in order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or hertheir physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

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

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

With the exception of certain impacted health science and indentured apprentice programs, all Chabot-Las Positas Community College District course offerings are open to California residents who are otherwise eligible to attend. Out-of-state and international students are eligible for admission, but subject to payment of nonresident tuition.

Also see BP/AP 5010 Admissions and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AP 5012 International Students, AP 5013 Students in the Military, AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

Adopted: June 17, 2014

Revised:

(~~This policy r~~Replaces former CLPCCD Policy 5120)

AP 5015 RESIDENCE DETERMINATION

References:

Education Code Sections 68000 et seq., ~~68130 et seq.~~ 68130.5, and ~~68074-68075.7, and 68086;~~

Title 5 Sections 54000 et seq.;

38 U.S. Code Section 3679

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

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend. ~~In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.~~
- Residence classification is the responsibility of the College Admissions & Records Office.

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

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

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto on the residency page of the college Admissions & Records webpage, overseen by the Admissions & Records administrator.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.

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

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

- Every person who is married or eighteen (18) years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A ~~man or a woman~~ person may establish ~~his or her~~ their residence. A ~~woman's person's~~ residence shall not be derivative from that of ~~her~~ their ~~husband's~~ spouse.
- The residence of the parent with whom an unmarried minor child maintains ~~his/her~~ their place of abode is the residence of the unmarried minor child. ~~When~~ if the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish ~~his/her~~ their residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

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

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the Sstate the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until ~~he/she has resided~~residence in the Sstate meets the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this Sstate, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/she/they holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/she/they holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/she/they is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this Sstate, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any Sstate agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any Sstate agency may be entitled to resident classification, until the student has resided in the Sstate the minimum time necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this Sstate on active duty and is attending at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this Sstate, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she/they remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this Sstate ~~on active duty~~, except a member of the Armed Forces assigned for educational purposes to a Sstate-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this Sstate, the student shall not lose his/her resident classification, so long as he/she/they remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and the veteran's dependents, regardless of the veteran's state of residence is/are entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- ~~A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.~~
- ~~A student who is a minor and resides with his or hertheir parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter, or term for which the student proposes to attend.~~
- ~~A student who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.~~
-

- ~~A student who is entitled to transferred Post 9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.~~
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this SSstate as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has residedresidency in the Sstate meets the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this Sstate for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his Sstate or federal personal income tax return if he/she/they has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the Sstate for three or more years, and upon enrollment, will be in his/her/their first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intendsintention to establish residency in California as soon as possible.
- A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-181 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who, upon entering the United States, settled in California, shall be exempt from paying the nonresident tuition fee required by Education Code

Section 76140 for the length of time he/she lives/residing in this Sstate up to the minimum time necessary to become a resident.

Right ~~T~~To Appeal – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 subdivision (a)). Any student, following a final decision of residence classification by the College Admissions & Records Office may make written appeal to the Chief Student Services Officer within 30 calendar days of notification of final decision by the college regarding classification.

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

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

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

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

Petitions are to be submitted to the Admissions Office.

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

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

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

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

- Has not and will not be claimed as an exemption for State and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made and in any of the three calendar years prior to the year the reclassification application is made;
- Has not and will not receive more than seven-hundred fifty dollars (\$750) per year in financial assistance from a parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification; and
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

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

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

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

The Chief Student Services Officer will make a determination, based on the evidence and notify the student not later than 14-30 days of receipt of the petition for reclassification.

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

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

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

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

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

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

Additionally, the following requirements must be met:

- Graduation from a California high school or attainment of the equivalent thereof; or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College, or fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges;
- Registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002;
- Completion of a questionnaire form prescribed by the Chancellor of the California Community Colleges and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- In the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status, or will file an application as soon as he/she/they is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

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

[Also see BP/AP 5010 Admissions and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AP 5012](#)

International Students, AP 5013 Students in the Military, BP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

Approved: March 18, 2014

Revised: ~~Edited:~~ August 21, 2018

Revised:

Student Services

BP 5020 NONRESIDENT TUITION

References: _____

Education Code Sections 68050, 68051, 68130, 68130.5, 76140, and 76141;
Title 5 Section 54045.5

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than ~~February~~ March 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable Sstate regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

1. Nonresident Tuition

International students and students classified as nonresidents of the State of California shall be charged nonresident tuition. Nonresident tuition is calculated annually by the District Business Services Office.

2. Determination of Residence

Residence for the purpose of community college attendance shall be determined in accordance with the provisions of the Education Code and Title 5 of the California Administrative Code.

Also see BP/AP 5010 Admissions and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

Adopted: June 17, 2014

Revised:

(~~This policy r~~Replaces ~~current-former~~ CLPCCD Policy 5122)

AP 5020 NONRESIDENT TUITION

References: _____

Education Code Sections 68075.65, 68130.5, and 76140 et seq.;
Title 5 Section 54045.5

The Chabot-Las Positas Community College District (District) Chancellor shall ensure that District procedures for nonresident tuition will comply with legal references cited below and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education.

Exemptions, ~~including~~ include:

- Any students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 subdivision (a)(15), who meet the following requirements:
 - either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - ~~completion~~ completion of a questionnaire form prescribed by the ~~State~~ California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has ~~filed~~ filed an application to legalize ~~his/her~~ their immigration status, or will file an application as soon as ~~he/she is~~ eligible to do so.
 - .
- Any students who meet the following requirements:
 - demonstrates financial need;
 - has a parent who has been deported or was permitted to depart voluntarily;
 - moved abroad as a result of that deportation or voluntary departure;
 - lived in California immediately before moving abroad;
 - attended a public or private secondary school in the State for three or more years; and

- Upon enrollment, will be in their first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating intention to establish residency in California as soon as possible.
- Any nonimmigrant aliens granted “T” or “U” visa status under title 8 U.S. Code Section 1101 subdivision (a)(15)(T)(i) or (ii), or section 1101 subdivision (a)(15)U(i) or (ii), respectively, who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - completion of a questionnaire form prescribed by the California Community Colleges Chancellor’s Office verifying eligibility for this nonresident tuition exemption.
- A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.

Further Nonresident Requirements include:

- A requirement that t~~T~~he nonresident tuition fee be set not later than February March 1 of each year.
- A requirement that t~~T~~he calculation shall reflect the current expense of education calculated according to the Budget and Accounting Manual.
- The need to address e~~E~~xemptions, if any, due to reciprocity with bordering states.
- The applicable p~~P~~rocessing fees, if any, for international students.
- A requirement that t~~T~~he calculation shall include the expense of education in the preceding fiscal year.
- A requirement that t~~T~~he calculation shall reflect fees in contiguous Districts.
- A requirement that t~~T~~he calculation shall provide for students enrolled in more or less that 15 units per term.
- The posting of a notice listing persons exempt from paying nonresident tuition on the District’s website.

1. Authority to Determine Residence

The Admissions and Records Office is authorized to evaluate information presented by any applicant for admission and make determinations of residence for the purpose of charging a non-residence fee.

Such authorization includes authorization to establish required procedures including the printing of required residence questionnaires. Said document(s) must ascertain both the act and the intent of a student to establish and maintain California residency.

2. Appeal of Residency Determination

A student may appeal the residency determination to the Chief Student Services Officer. Unique cases may be referred by the Chief Student Services Officer to the legal staff of the Chancellor's Office of the California Community Colleges for consideration.

3. Amount of Nonresident Fee

The tuition fee per credit shall be determined by the Board on or before [February March](#) 1 of each year in accordance with the provisions of the Education Code. This fee will be a per-unit charge.

4. Disposition of Fees Collected

All fees collected shall be deposited to the credit of general fund of the District.

5. Collection of Fees in Advance

Nonresident fees are due and payable on or before the first day of instruction for each semester or term and shall be based upon the number of units for which the student is enrolled.

6. Nonpayment of Fees

Students failing to pay required fees shall be excluded from classes and all activities of the college.

7. Admission in Error

Nonresident students subject to payment of nonresident tuition fees who have been admitted to a class or classes in error without payment of the fee shall be excluded from such class or classes upon notification pending payment of the fee.

8. Admission by Falsification

Nonresident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification.

Students excluded because of falsifications shall not be readmitted during the academic semester or session from which they were excluded, nor shall they be admitted to any following academic semester or session until all previously incurred tuition obligations are paid. Said student may be subject to disciplinary action as determined by the Chief Student Services Officer.

9. Collection of Fees

Following ~~falsification~~, ~~It shall be the policy of~~ the District ~~to shall~~ vigorously pursue collection of nonresident fees, payment of which was avoided by falsification. The Chancellor is authorized to initiate action or to request the County Counsel to initiate action in appropriate courts of law in order to collect fees.

10. Refunds

- a. **Erroneous Determination of Nonresident Status** If a student is erroneously determined to be nonresident and, consequently, a tuition fee is paid, such fee is refundable in full, provided acceptable proof of residence is presented within the academic year for which the fee was paid.
- b. **Official Withdrawal or Reduction of Program** – Nonresident students officially withdrawing from enrollment or reducing their programs may have a portion of their tuition fee refunded in accordance with the following schedule (see Paragraph 11). Refunds shall not exceed the amount of tuition paid and will be processed only when accompanied by the receipt issued at the time of payment.

Approximately two weeks will be required to process requests for refund of tuition.

11. Refund Schedule

Refund of tuition fees by reasons of program reductions or withdrawal from the college will be made in accordance with the schedule indicated below:

Date of Withdrawal or Reduction in Program	Refund
Prior to the first day of instruction in a regular semester or session	90%
During the first week of instruction for a regular semester, session or its equivalent for a session	75%
After NGR period* for a session	None

*First 20% of a session

Also see BP/AP 5010 Admissions and Concurrent Enrollment, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, BP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

Approved: March 18, 2014

Revised: ~~Edited~~ November 20, 2017

Revised: _____

Student Services

BP 5070 ATTENDANCE

References: _____

Title 5 Sections 58000 et seq.

Attendance Accounting

The District complies with State attendance accounting regulations as published in the Education Code, in Title 5 (the Administrative Code), and in the Student Attendance Accounting Manual (a State—California Community Colleges Chancellor's Office publication). ~~The procedures for this policy are included in the Administrative Procedures.~~

Student Attendance

Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control as defined in law.

Also see BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, AP 5070 Attendance, and AP 5075 Course Adds and Drops.

Adopted: June 17, 2014

Revised: _____

(~~This policy r~~Replaces former CLPCCD Policy 5128)

AP 5070 ATTENDANCE

References: _____

Title 5 Sections 58000 et seq.

The District shall comply with State attendance accounting regulations as published in Education Code, Title 5, and the California Community Colleges Chancellor's Office Student Attendance Accounting Manual. Attendance records shall be maintained by faculty prior to census according to rules and regulations prescribed by the Board of Governors of the California Community Colleges. The only official rosters for all classes are the records stored on the District's student information system. Prior to census, each faculty member shall verify class rosters and drop students who never attended. Daily attendance records for each student shall be maintained by faculty teaching courses designated as positive attendance courses. Additionally, faculty are responsible for maintaining these records and inputting student attendance hours into the District's student information system.

District attendance accounting includes:

- Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course;
- Selection of a single primary term length for credit courses;
- Reporting of FTES during the "first period" (between July 1 and December 31) and "second period" (between July 1 and April 15);
- Compliance with census procedures prescribed by the California Community College Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis;
- Preparation of census day procedure tabulations;
- Preparation of actual student contact hours of attendance procedure tabulations;
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations;
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information;
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she/they served; and

- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

1. Attendance Accounting

- Enrollment Documentation** - The administrator responsible for attendance records will retain enrollment source documents for three years or if audited, until resolution.
- Attendance Documentation**
 - Census Procedure** - Census reports which reflect class enrollments as of the one-fifth (1/5) period of each term are submitted by instructors for those classes so designated.
 - Positive Attendance Procedure** - A record of actual hours of attendance will be submitted by instructors for students attending courses so designated. Forms and directions for complying with these requirements will be initiated by the administrator responsible for attendance records.
- Adds and Drops (Withdrawals)**
 - Adds** - A student may add a course only during the designated add/drop period. The only exceptions to this policy are adds into courses designated as open entry/open exit or short term graded courses.
 - Drops** - Information regarding Withdrawal from a class – The withdrawal data will be retained to verify withdrawal from classes. The date of the student or instructor initiated withdrawal will appear on this document. A drop may be initiated at any point during a semester or session. The student grade record assigned will be in accordance with the parameters set forth in Title 5 based on the time at which the drop was requested. Grade assignment or no grade record (NGR) are assigned based on the parameters set forth in Title 5. Class termination past Title 5 deadlines for assigning a “W” (withdrawal) grade, will be based on extenuating circumstances as also defined in Title 5. The drop periods as described above will be prorated for short-term graded and summer session courses.

2. Faculty Responsibility for Attendance Accounting

- Faculty members will ensure that their census reports reflect enrollments as of twenty percent (20%) of the class meeting. Positive attendance records will reflect actual hours of attendance for each student. All faculty members must follow attendance accounting procedures as reviewed in orientations and in correspondence which accompany attendance documents.

3. Audit Trail Documentation

- All course enrollment, attendance and disenrollment records will be managed and retained in accordance with Education Code and Title 5 regulations.

i. **Required Tabulations** - For each reporting period, the District will submit data for the following attendance categories and subsets thereof:

1. census week procedure courses scheduled during each term;
2. a work experience subset of the census courses;
3. an independent study subset of the census courses;
4. positive attendance procedure courses scheduled during each term;
5. an in-service training (police and fire science) subset of the positive attendance courses;
6. a separate tabulation of apprenticeship contact hours;
7. a separate tabulation of contact hours generated in noncredit courses.
8. daily census procedure courses scheduled during each term.

These reports are produced for each campus college, as well as for the entire District.

ii. **Required Data Elements** - All data elements, as mandated by Title 5 and listed in the California Community Colleges Chancellor's Office Student Attendance Accounting Manual, are contained in the official student attendance records of Chabot College. These are readily available for review as required by law. Census and positive attendance hours and related data elements are reported both by student and by class section.

4. **Computation and Reporting of State Supported FTES**

a. **Computation of FTES** - Two standard formulae are used to compute FTES. These are known as the census and the positive attendance formulae.

Apportionment for apprenticeship courses is calculated by employing a third accounting method which allocates funds on a "per hour" as opposed to an FTES basis. Specific formulae for these procedures are found in both Title 5 and in the revised California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

b. **Reporting of FTES** - FTES is reported to the California Community Colleges Chancellor's Office for each required computation period on the CCFS-320. Apprenticeship hours are reported on the CCFS-321 report.

[Also see BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, BP 5070 Attendance, and AP 5075 Course Adds and Drops.](#)

Approved: March 18, 2014

Revised: _____

| (~~This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedure 5128)

AP 5075 COURSE ADDS AND DROPS

References: _____

Title 5 Sections 55024 and 58004

Adding Courses

Students may add classes through the registration period.

After the registration period concludes, classes may only be added by formal request from the student to the instructor of record.

Withdrawals (Title 5 Section 55024)

-Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 30% prior 20% of the term, whichever is less, will receive no notation on their academic record.

Faculty members shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students.

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

A student will be permitted to withdraw from a class and receive a “W” no more than three times. In the case of multiple withdrawals, the District offers counseling services as its intervention program.

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, and the official designated approves such after a review of a petition submitted by the student.

~~The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times.~~

A military withdrawal (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. A military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall a military withdrawal result in a student being assigned an “FW” grade.

An excused withdrawal (“EW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his/her/their ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is subject to immigration action, or other extenuating circumstance making completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of the student’s behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District’s required documentation substantiating the condition, a withdrawal symbol of “EW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall an excused withdrawal result in a student being assigned an “FW” grade. In the case of multiple withdrawals, the District offers counseling services as its intervention program.

~~Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols, as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.~~

Approved: March 18, 2014

Revised: ~~Edited~~ August 21, 2018

Revised: _____

Student Services

BP 5210 COMMUNICABLE DISEASE – STUDENTS

Reference:—

Education Code Section 76403

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Also see [BP/AP 5200 Student Health Services](#), [BP 5205 Student Accident Insurance](#), [AP 5210 Communicable Disease – Students](#), and [BP/AP 7330 ~~titled~~ Communicable Disease – Employees \(related to employees\)](#)

Adopted: June 17, 2014

Reviewed:

(~~This policy r~~Replaces [former](#) CLPCCD Policy 2318)

Student Services

AP 5210 COMMUNICABLE DISEASE – STUDENTS

Reference:—

Education Code Section 76403

The District fully cooperates with county and state health officers in measures deemed necessary for the prevention and control of communicable disease and to comply with any immunization program required by the California Department of Health Services regulations.

Protocols and standardized procedures for the prevention and response to outbreaks of communicable disease are contained in the following documents which are on file and available for review in the Health Services Offices:

- Health Services Standardized Protocols
- Pandemic Response Plan
- Emergency Operations Plan

- ~~Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students~~
- ~~Compliance with any immunization program required by State Department of Health Services regulations.~~

Also see BP/AP 5200 Student Health Services, BP 5205 Student Accident Insurance, BP 5210 Communicable Disease – Students, and BP/AP 7330 Communicable Disease – Employees.

Approved: March 18, 2014

Revised:

~~(This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedure 2318)

Information Items

- Shared Governance Committee Worksheets for 2021-22
 - **Updates requested by March 19 for College Council Review**
- BPs and APs for March, 2021
- BPs and APs for April, 2021
- BPs and APs for May, 2021

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Name: _____

Form Completed by: _____ **Position:** _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the Committee Participants list to determine whether changes need to be made for 2021-2022.

1. Charge:

_____ The Charge is satisfactory, no changes.

_____ The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

_____ It is recommended the reporting relationship remains the same.

_____ It is recommended the reporting relationship changes.

The committee will report to:

_____ Academic Senate

_____ College Council

_____ Faculty Association

_____ President

_____ Vice President of _____

_____ Other _____

3. Chairmanship:

It is recommended that the chair:

_____ Selection remains the same

_____ Selection method changes to: _____

4. Membership:

_____ It is recommended membership remains the same.

_____ It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

LPC GOVERNANCE WORKSHEET FOR 2021-2022

- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: _____ Quorum (50% + 1): _____

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Members appointed by: (check all that apply)

- ____ Academic Senate
- ____ Faculty Association
- ____ Classified Senate
- ____ SEIU
- ____ Administration
- ____ Student Senate

5. Term: (check one)

- ____ 1 year
- ____ 2 years
- ____ Other

Committee Chair/Co-Chair Approval

Printed Name

Signature

Date

_____	_____	_____
_____	_____	_____

UPDATES

- VP Academic Services Whalen
- VP Administrative Services Raichbart
- VP Student Services Foster
- Accreditation Steering Committee Whalen
- Budget Development Committee Raichbart
- College Enrollment Management Committee Whalen
- Facilities and Sustainability Committee Ansell
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston
- Guided Pathways Committee Woods
- Academic Senate Thompson
- Classified Senate Rodriguez
- LPC Student Government Salehifar
- Faculty Association Kutil
- SEIU Alvarez