

**BP 4225 Course Repetition (10+1)**

04/16/24



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

**Reason(s) for Review/Changes**

- > Minor Clerical Edit
- > Legal Citation to coincide with Legal Update to AP.

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

**RECOMMENDATION STARTS ON NEXT PAGE**

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## BP 4225 Course Repetition (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

- > Minor Clerical Edit
- > Legal Citation to coincide with Legal Update to AP.

Review Process Notes:

~~(Replaces current SBCCD BP 4225)~~

Students may repeat courses in which substandard grades (less than "C," and including "FW" ) were earned. Reasonable limitations on course repetition are described in [Administrative Procedure \(AP\) 4225](#), titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in [AP 4225 administrative regulations](#).

#### References:

Title 5 Sections 55040, 55041, [55042](#), [55044](#), and 58161

### End of Recommendation for BP 4225 Course Repetition

**AP 4225 Course Repetition (10+1)**

04/16/24



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

**Reason(s) for Review/Changes**

> Legal Update 42: The Service updated this procedure to update the definition of substandard grades and the circumstances under which a student can repeat courses pursuant to changes in Title 5 regulations.

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 4225 Course Repetition (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

> **Legal Update 42: The Service updated this procedure to update the definition of substandard grades and the circumstances under which a student can repeat courses pursuant to changes in Title 5 regulations.**

Review Process Notes:

*(Replaces current SBCCD AP 4225)*

Students may petition for approval to repeat up to a total of 16 units in the following courses:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," or "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

A student earning a satisfactory grade in a course may not enroll in that course again unless one of the following exceptions applies:

- In courses designated by the District as repeatable in accordance with AP 4227.
- In enrollments based on lapse of time in accordance with AP 4228.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastics Standards Committee. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control. ~~o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.~~
  - o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
  - o Prior grade will be disregarded in computing the student's GPA.
- In a cooperative work experience (Occupational work experience) course, if the course is not offered as a variable unit open-entry/open-exit course.
  - o Students may earn up to a total of 16 units in all types of cooperative work experience education.
  - o No more than 8 units of cooperative work experience in a given field may be taken during one term.
  - o A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 4225 Course Repetition (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

- o All previous grades and credits must be factored in computing the student's GPA.
- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.
- o All previous grades and credits must be factored in computing the student's GPA.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastic Standards Committee. Verification that the course is required by statute or regulation must be documented. ~~o All previous grades and credits must be factored in computing the student's GPA.~~
  - o All previous grades and credits must be factored in computing the student's GPA.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented. ~~o All previous grades and credits must be factored in computing the student's GPA.~~
  - o All previous grades and credits must be factored in computing the student's GPA.

Formatted: No bullets or numbering

A student receiving a substandard grade may enroll in the credit course again under the following specified circumstances. Substandard academic grades include the grading symbols "D," "F," "FW," or "NP," or "NC". Withdrawals from courses count toward the total enrollment limitation.

- A student whose prior enrollment resulted in a substandard grade or who withdrew from a course and received a "W". o The student may enroll one additional time and may be recommended to use available San Bernardino Valley College resources to pass the course.
  - o If the student receives a substandard grade or withdrawal in the second enrollment, the student may petition to enroll in the same course a third time with the Counseling Department. The student must receive approval from their Counselor Designee to be approved to repeat the course.
  - o A student may only enroll in the same course a fourth time if authorized by another provision of this policy.
  - o A student may not receive a fourth Withdrawal in a course.
  - o Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward the enrollment limit.
  - o When a student repeats a course in which they received a substandard grade and the student receives a letter grade upon completion of the course, the first two prior grades will be disregarded in computing the GPA.
- In courses designated by the District as repeatable in accordance with AP 4227.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastic Standards Committee Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control. ~~o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.~~
  - o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
  - o Prior grade will be disregarded in computing the student's GPA.
- In a cooperative work experience course, if the course is not offered as a variable unit open-entry/open-exit course. ~~o Students may earn up to a total of 16 units in all types of cooperative work experience education.~~
  - o Students may earn up to a total of 16 units in all types of cooperative work experience education.
  - o No more than 8 units of cooperative work experience in a given field may be taken during the one term.
  - o A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 4225 Course Repetition (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

- All previous grades and credits must be factored in computing the student's GPA.
- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.
- O Prior grades will be disregarded in computing the student's GPA.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastics Standards Committee Verification that the course is required by statute or regulation must be documented. ~~O-All previous grades and credits must be factored in computing the student's GPA.~~
  - All previous grades and credits must be factored in computing the student's GPA.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented.
- All previous grades and credits must be factored in computing the student's GPA.

Formatted: No bullets or numbering

In addition to the foregoing enrollment limitations, a student's enrollment in active participatory courses in physical education and visual or performing arts is limited to four enrollments in levels and/or variations if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in unless an exception applies. All grades and credits received count in computing GPA, unless an exception applies. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

- Enrollment based on significant lapse of time in accordance with AP 4228 count toward the four enrollment limit, except that if a student has exhausted the four enrollment limit, one additional enrollment in the same course may be permitted.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229, except that if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the limitation for courses that are related in content.

Courses designated by the District as repeatable in accordance with AP 4227 that are active participatory courses in physical education, visual arts, or performing arts are subject to the enrollment limitations for courses that are related content. Students may only have four enrollments in one course or a combination of courses related in content. All grades and credits received count in computing the student's GPA.

A student may repeat a course at another accredited college to alleviate a substandard grade earned at Citrus College, except that not more than two substandard grades may be disregarded in one course. The student shall file a petition with the Admissions and Records Office and verify the grade with an official college transcript.

Grades disregarded through academic renewal in accordance with AP 4240 are not subject to the limitations outlined in this policy.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history. Nothing herein shall be construed in such a way that it conflicts with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, with Title 5, or District procedures relating to retention and destruction of records.

### Transfer Credit

In determining transfers of a student's credit, similar prior course repetition actions by other accredited colleges and universities may be honored.

The Records Office shall keep records of all actions taken under course repetition procedures.

### References:

Education Code Section 76224;  
Title 5 Sections 55040, 55041, 55042, 55043, 55253, and 56029, and 58161

### End of Recommendation for AP 4225 Course Repetition



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024
<b>Reason(s) for Review/Changes</b>			
> Minor Clerical Edit			

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

**BP 4232 Pass/No Pass (10+1)**

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

**Reason(s) for Review/Changes**

**> Minor Clerical Edit**

Review Process Notes:

~~(Replaces current SBCCD BP 4231)~~

Students may elect to be graded on a Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative ~~regulations~~procedures.

**Reference:**

Title 5, Section 55022

**End of Recommendation for BP 4232 Pass/No Pass**



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

**Reason(s) for Review/Changes**

- > Legal Update 42 Addendum: The Service updated this procedure to correct a typographical error and align language with the updated Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.



**Reason(s) for Review/Changes**

- > Legal Update 42 Addendum: The Service updated this procedure to correct a typographical error and align language with the updated Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

Review Process Notes:

~~(Replaces current SBCCD AP 4231)~~

**Application**

Courses may be offered in either or both of the following categories

- A. Courses in which all students are evaluated on a "pass/no pass" basis.
- ~~B. Courses in which each student may elect until the last day of instruction upon registration, as established and published by the District or any time during the semester, whether the basis of evaluation is to be decide to take the course on a "pass-no pass" or a letter grade basis. to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short term classes.~~
- ~~B.C. Courses in which each student may elect upon registration, or at any time during the semester, decide to take the course on a pass/no pass basis.~~

**Grade**

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

~~After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.~~

**Unit Limits**

No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.

**GPA**

Units earned as P shall not be included in the determination of a student's grade point average.

**Credit Units Applied to Major**

Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

- A. A student has earned P units and subsequently declares a major in which those units are required.
- B. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.

**Reference:**

Title 5, Section 55022

**End of Recommendation for AP 4232 Pass/No Pass**



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

**Reason(s) for Review/Changes**

> Legal Update 39: The Service updated this policy to clarify that students may earn credit for prior learning through satisfactory completion of certain examinations. (2022-23 carryover)

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

## BP 4235 Credit for Prior Learning (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

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

Reference:

Title 5 Section 55050, [et seq.](#)

**End of Recommendation for BP 4235 Credit for Prior Learning**



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

**Reason(s) for Review/Changes**

> Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned by such examinations. (2022-23 carryover)

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**



**Reason(s) for Review/Changes**

> **Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned by such examinations. (2022-23 carryover)**

Review Process Notes:

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

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

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

Determination of Eligibility for Credit for Prior Learning:

- The student must be currently registered in the college and in good standing.
- The student must have previously earned credit or noncredit from the college or be currently registered in the college.
- Current students must have an education plan on file.
- The student is not currently enrolled in the course to be challenged.
- Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by discipline faculty). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.
- A fee may be charged for administering an examination provided that the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.
- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

## AP 4235 Credit for Prior Learning (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

- Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:
- California Intersegmental General Education Transfer Curriculum (IGETC),
- California State University General Education (CSUGE) Breadth,
- The college's general education requirements or requirements for a student's chose program, or
- Electives for students who do not require additional general education or program credits to meet their goals.
- Grading shall be according to the regular grading system approved by the governing board, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
- The SBCCD Board of Trustees will review the credit for prior learning policy every three years and report the findings to the California Community College Chancellor's Office that include the following:
  - The number of students who received credit for prior learning,
  - The number of credits awarded per student,
  - Retention and persistence rates of students earning credit for prior learning,
  - Completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
  - Qualitative assessments by students of the policies and procedures.

### Reference:

Education Code Section 79500;  
Title 5 Sections 55050, [55051](#), [and 55052](#), [and 55025.5](#)

**End of Recommendation for AP 4235 Credit for Prior Learning**



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

**Reason(s) for Review/Changes**

> Legal Update 39: The Service updated this procedure to add a legal citation to Title 5 Section 55052 and clarify that if a district grants credit for satisfactory completion of Advanced Placement examination, a student's academic record will reflect such credit.

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

## AP 4236 Advanced Placement Credit (10+1) (no matching BP exists)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

- > **Legal Update 39: The Service updated this procedure to add a legal citation to Title 5 Section 55052 and clarify that if a district grants credit for satisfactory completion of Advanced Placement examination, a student's academic record will reflect such credit. New to SBCCD.**

Review Process Notes:

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

Credit awarded through advanced placement may be used to satisfy department requirements toward the department award, skills competency award, certificate of achievement, associate degree, and the associate agree for transfer, if the AP score is seemed to be equivalent to the required course. The units earned from AP credit will not apply toward financial aid, nor can they be used to satisfy the 12-unit residency requirement for graduation.

A student's academic record will be annotated to reflect credit earned through an AP examination. The District shall post its Advanced Placement Credit procedure on its Internet Web site.

#### References:

Education Code Section 79500;  
Title 5 Section 55052

**End of Recommendation for AP 4236 Advanced Placement Credit**

**BP 5015 Residence Determination (10+1)**

04/16/24



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
2<sup>nd</sup> Month | AS Initial Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	2/21/2024

**Reason(s) for Review/Changes**

- > Legal Update 43: The Service updated this policy to add a reference to the Education Code.
- > Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/05/2024 Level 3 ~~Second~~ First Anticipated AS Review
- 04/08/2024 PPAC Reviews ~~Second~~ First AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

**Action Requested**

- Please review this Chapter Lead recommendation based on the reasons above.
- Staff recommended changes are **shown in red**.
- Legal changes are **shown in blue** and should only be considered optional if indicated.
- If there are no changes showing, this item is being presented for information only.
- For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## BP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this policy to add a reference to the Education Code.
- > Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)

Review Process Notes:

*(Replaces current SBCCD BP 5015)*

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

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

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

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

#### References:

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

Formatted: Level 2

### End of Recommendation for BP 5015 Residence Determination

**AP 5015 Residence Determination (10+1)**

04/16/24



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
2<sup>nd</sup> Month | AS Initial Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	2/21/2024

**Reason(s) for Review/Changes**

- > Legal Update 42: The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/05/2024 Level 3 ~~Second~~ First Anticipated AS Review
- 04/08/2024 PPAC Reviews ~~Second~~ First AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

**Action Requested**

- Please review this Chapter Lead recommendation based on the reasons above.
- Staff recommended changes are **shown in red**.
- Legal changes are **shown in blue** and should only be considered optional if indicated.
- If there are no changes showing, this item is being presented for information only.
- For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

- > **Legal Update 42:** The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code.
- > **Legal Update 39:** The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)

Review Process Notes:

- > 3/11/2024 PPAC – No constituent feedback. P&P not reviewed at Academic Senates

*(Replaces current SBCCD AP 5015)*

### Residence Classification

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

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

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

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

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

### Rules Determining Residence

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

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

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

- 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 may establish ~~his/her~~their residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains ~~his/her~~their place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish ~~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 state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled to resident classification until ~~he/she~~they ~~have~~has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
  - ~~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 is~~They are enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.

Recommended Changes (~~shown in red~~); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (~~shown in blue~~) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

- A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose ~~his/her/their~~ 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 state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose ~~his/her/their~~ 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 his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and ~~his/her/their~~ natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

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/they have-has~~ resided in the state the minimum time necessary to become a resident.

- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if ~~he/she/they have-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 state for three or more years, and upon enrollment, will be in his or her 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 or she intends to establish residency in California as soon as possible.

### Right To Appeal

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

### Appeal Procedure

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

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

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

### Reclassification

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

Petitions are to be submitted to the Admissions Office.

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

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

## AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

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~~their parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of ~~his/her~~their parent during the calendar year the reclassification application is made.

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

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

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

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

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 she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they 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 by any college in the district for any term commencing on or after January 1, 2002,

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

- completion of a questionnaire form prescribed by the State Chancellor's Office and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
- 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/hers~~their immigration status, or will file an application as soon as ~~he/she~~they is eligible to do so.

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

### References:

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

### Reviewed:

**End of Recommendation for AP 5015 Residence Determination**



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Constituent Review & Level 3 First  
Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024
<b>Reason(s) for Review/Changes</b>			
> Minor Clerical Edit (2022-23 carryover)			

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

## BP 5420 Associated Students Finance (10+1)

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

#### > Minor Clerical Edit (2022-23 carryover)

Review Process Notes:

*(Replaces current SBCCD BP 5420)*

The Associated Students shall prepare an annual budget. The budget shall be prepared according to the procedures in the Associated Students constitution and under the supervision of the Chancellor or designee. The budget shall be approved by a vote of the Associated Student Senate.

Associated Student funds shall be deposited with and disbursed by the District Fiscal Services Department.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

Revenues or expenditures of the Associated Students shall not be used for the District's operations. Expenditure of funds shall be made according to the Associated Student budget and shall be approved by a vote of the Associated Student Senate. Funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- The Chancellor or designee;
- The employee who is the designated advisor to the Associated Students; and
- A representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

#### References:

Education Code Sections 76063-76065

### End of Recommendation for BP 5420 Associated Students Finance



P&P Chapter Lead Recommendation  
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

**Reason(s) for Review/Changes**

> Legal Update 40: The Service updated this procedure to clarify that an academic employee who is the designated advisor of a student body organization must approve the expenditure of funds for that organization. (2022-23 carryover)

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**



**Reason(s) for Review/Changes**

> **Legal Update 40: The Service updated this procedure to clarify that an academic employee who is the designated advisor of a student body organization must approve the expenditure of funds for that organization. (2022-23 carryover)**

Review Process Notes:

Associated Student funds are maintained in accordance with the following procedures:

- Associated Student fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the District Fiscal Services Department.
- Associated Student funds shall be deposited with and disbursed by the District Fiscal Services Department.
- The funds shall be deposited, loaned or invested in:
  - Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
  - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
  - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
  - Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
  - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
  - Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
  - Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- The Chancellor or designee;
- The [officer of academic](#) employee of the District who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

**References:** Education Code Sections 76063-76065

**End of Recommendation for AP 5420 Associated Students Finance**



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Constituent Feedback & AS Input*

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/31/2024	Recommendation Received	2/21/2024

**Reason(s) for Review/Changes**  
> FYI only to support Legal Update 43 review of AP; minor clerical change.

**Review Level**  
**Level 3**

**Anticipated AP2410 Schedule** *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 Constituent Feedback & First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

## BP 6200 Budget Preparation

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

### Reason(s) for Review/Changes

#### > Legal Update 43; minor clerical change.

Review Process Notes:

> 3/11/2024 PPAC – Changed Review Level from 2-3

~~(Replaces current SBCCCD BP 6200)~~

Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support SBCCCD's Strategic Plan as well as other District and college plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A budget calendar is provided to the Board for approval each year that includes dates for presentation of the tentative budget, required public hearing(s), Board ~~study-strategy~~ session(s), and approval of the final budget. [At the public hearing, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.](#)
- Unrestricted general fund reserves shall be no less than the prudent reserve defined by the State Chancellor's Office and ~~h~~Board budget priorities.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address both long- and short-term goals, commitments, and strategic directions.

References:

Education Code Section 70902 subdivision (b)(5);  
Title 5 Sections 58300 et seq.;  
ACCJC Accreditation Standard III.D

### End of Recommendation for BP 6200 Budget Preparation



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*Constituent Feedback & AS Input*

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/31/2024	Recommendation Received	2/21/2024
<b>Reason(s) for Review/Changes</b>			
> Legal Update 43: The Service updated this procedure to align with Title 5 regulations.			

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 03/11/2024 PPAC Approves Review Level
- 04/03/2024 Level 3 Constituent Feedback & First Anticipated AS Review
- 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 04/17/2024 Level 3 Second Anticipated AS Review
- 05/13/2024 PPAC Reviews Second AS Feedback
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

**RECOMMENDATION STARTS ON NEXT PAGE**

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

# AP 6200 Budget Preparation

P&P Chapter Lead Recommendation  
San Bernardino Community College District



04/16/24

## Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this procedure to align with Title 5 regulations.
- > Chapter Lead Edits

Review Process Notes:

- > 3/11/2024 PPAC – Changed Review Level from 2-3

~~(Replaces current SBCCD AP 6200)~~

### A. Budget Calendar

A budget calendar that includes presentation of the tentative and final budgets shall be developed to comply with California Code of Regulations Section 58300 et seq. The tentative budget shall be presented no later than July 1 (Title 5 Section 58305 [subdivision \(a\)](#)), and the final budget no later than September 15 (Title 5 Section 58305 [subdivision \(c\)](#)). A public hearing on the budget shall be held on or before September 15 (Title 5 Section 58301). All dates are subject to change if directed by the State Chancellor's Office.

Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.

### ~~B.~~ B. Budget Directives

Budget planning supports institutional goals and is linked to strategic plans and other institutional planning efforts. ~~The Board of Trustees may create a budget committee in order to discuss budget details that could affect directives.~~ The Board of Trustees will update its budget directives annually prior to

~~Prior to March 1, the Board will give direction for budget development to include:~~

- ~~1. Reaffirmation or change in mission;~~
- ~~2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.);~~
- ~~3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period;~~
- ~~4. Preliminary establishment of budget allocations for the colleges, district office and other sites.~~

### ~~B.~~ C. Budget Preparation

1. Prior to March 1 information will be provided to responsibility center managers that will include the status of current expenditures, state and local estimates of revenues, site "base budget" allocations, and targets for increases or decreases.
2. Each college and the central services offices will prepare a site budget through the responsibility center managers using the information provided. Each president may provide additional directions or forms for site budget development to complement these general procedures.
3. Each college will work with Fiscal Services in analyzing short- and long-term enrollment directions as they apply to the development of both revenue and expenditure plans.
4. The aggregate site budget shall be submitted to Fiscal Services in the prescribed format. Each president will certify that the site budget has met the Board-approved budget development guidelines. All budget amounts will be rounded to the nearest dollar.

### ~~D.~~ C. D. Budget Consolidation

Fiscal Services will:

1. Check the budgets for compliance with instructions;

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.



2. Check mathematical accuracy;
3. Ensure that the aggregate of the budgets submitted is within the site allocation; and
4. Facilitate data entry of the budgets, and analyze the data.

## E.D. E. Budget Presentation and Adoption

### 1. Preliminary Budget

- a. No later than May of each year the ~~Vice Chancellor of Business & Fiscal Services~~ department will ~~present~~ prepare a the preliminary budget ~~to for presentation to~~ the Board of Trustees. No formal action is required by the Board on ~~the~~ this preliminary budget.
- b. Between the time that the preliminary budget is developed and the final budget is adopted, changes to the budget will be made as additional information is received from the state based on the state budget adoption process.

### 2. Tentative Budget

No later than July 1 the Board will adopt a tentative budget. This budget will reflect changes made to the preliminary budget.

### 3. Final Budget

Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the tentative budget and provides the operational budget base for the fiscal year. ~~Two copies of the adopted budget will be submitted to the State Chancellor's Office on or before September 30 (Title 5 Section 58305(d)).~~ A copy of the adopted annual financial and budget report to be submitted to the California Community College Chancellor's Office on or before October 10 [Title 5 Section 58305 subdivision (d)].

The budget development processes, which initially take place in the District Strategic Planning and Budget Committees, include consultation with appropriate groups and ultimately will be recommended to the Chancellor. The Chancellor will make a recommendation to the Board of Trustees.

The State required 311 Report, including budget data, will be submitted to the State Chancellor's Office.

A copy of the annual financial and budget report will be filed with the appropriate County office for information and review [Title 5 Section 58305 subdivision (d)].

## F.E. F. Budget Control

It is the charge of each responsibility center manager to control the budget(s) within his/her assignment. Fiscal Services will provide a monthly budget report and assistance in budget analysis and management as required.

### References:

Education Code Section 70902 subdivision (b)(5);  
Title 5 Sections 58300 et seq.;  
ACCJC Accreditation Standard III.D

## End of Recommendation for AP 6200 Budget Preparation

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.