

3775 Artificial Intelligence (AI)



10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

Reasons for Review

>Legal Update 45: Review suggestion for new AP.

Level 3 Review Schedule

Curent Review Progress

11/19/2025 ◆ Recommendation Received 11/20/2025 ◆ PPAC Approves Review Level

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ♦ Chancellor's Council Approval

03/12/2026 ◆ BOT 1st Read 04/09/2026 ◆ BOT Final Approval

05/01/2026 ◆ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 3775 Artificial Intelligence (AI)

NOTE: A procedure addressing the following elements is **optional and suggested as good practice**. Local practice may be inserted and may address the following points. No Federal or State law or regulation requires community college districts to adopt an administrative procedure on the use of artificial intelligence within the district. Districts may choose to address this topic in district-developed protocols, guidelines, or processes rather than in a CEO-approved administrative procedure.

- 1. Purpose and Scope
- 2. Definitions
- 3. Approved AI applications
- 4. Responsible Use
- 5. Data privacy and security
- 6. Ethical considerations
- 7. Al Use Guidelines
- 8. Limitations on the use of AI and Its Risks
- 9. Consequences of Violating the Artificial Intelligence Policy
- 10. Training and support
- 11. Periodic Review

New 10/24

References:

No specific references

End Recommendation for AP 3775 Artificial Intelligence (AI)

Begin Draft for AP 3775 Artificial Intelligence

1. PURPOSE AND SCOPE

The purpose of this Administrative Procedure is to provide the ethical and educational use of Artificial Intelligence (AI) technologies and foster learning and innovation while protecting against certain risks that AI poses to the San Bernardino Community College District (SBCCD). As AI becomes an increasingly integral tool in education, it is essential to balance its benefits with the district's commitment to academic integrity, privacy, equity, and responsible technology use. This policy aims to foster an environment where AI enhances learning, creativity, and innovation while safeguarding students' rights and upholding academic standards.

This policy applies to all faculty, staff, students, and third-party vendors within the San Bernardino Community College District who utilize AI technologies in any form, whether for academic, personal, or extracurricular purposes. This includes, but is not limited to, AI tools for writing, coding, research, data analysis, problem solving, and learning.

2. **DEFINITIONS**

- A. Artificial Intelligence (AI): Systems or machines that mimic human intelligence to perform tasks and can iteratively improve themselves based on the information they collect.
- B. Family Educational Rights and Privacy Act (FERPA): A U.S. federal law that protects the privacy of student education records and grants specific rights to students and their families regarding those records.
- C. Generative Artificial Intelligence: A subset of AI technologies that create new content, such as text, images, audio, or video, often based on user prompts or inputs. Examples include large language models and generative adversarial networks (GANs).
- D. Generative Adversarial Networks (GANs): A class of AI models that use two neural networks—a generator and a discriminator—competing against each other to produce new, synthetic data resembling real-world data, such as images or audio.
- E. Generative Pre-trained Transformer (GPT): A type of large language model that uses deep learning to understand and generate human-like text.
- F. Health Insurance Portability and Accountability Act (HIPAA): A U.S. law designed to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
- G. <u>Large Language Model (LLM):</u> A type of AI model, typically based on neural networks, trained on vast amounts of text data to understand and generate human-like language. Examples include GPT models and similar technologies.
- H. Machine Learning (ML): A subset of AI that uses algorithms and statistical models to enable systems to improve their performance on a task through experience or data, without being explicitly programmed for every step.
- I. Personally Identifiable Information (PII): Any data that could potentially identify a specific individual, such as names, addresses, phone numbers, social security numbers, or email addresses.
- J. Stakeholders: All individuals associated with the district, including students, faculty, staff, and external partners.

3. **RESPONSIBLE USE**

A. Faculty and Staff

Faculty and staff are encouraged to leverage AI technologies to improve educational outcomes, optimize administrative processes, and promote innovative practices within their roles.

B. Students

Students are encouraged to use AI responsibly to enhance their academic experience, However, all AI use must comply with SBCCD Administrative Policy 5500 Standards of Student Conduct and the following principles:

I. <u>Academic Integrity</u>

Students must use AI Tools in a way that does not violate the principles of academic honesty. The acquisition of academic work from any source, including textbooks, articles, web resources, or generative AI, and presenting it as one's own constitutes an academic integrity violation unless permitted by faculty. If unsure, students should consult their faculty or disclose AI use. SBCCD requires students to disclose AI-generated

content in submitted coursework. While AI use is not always prohibited, it must have prior approval from faculty and be properly cited in references, using quotation marks for any text taken directly from AI.

II. Privacy and Data Security- Students must ensure that AI Tools used for academic purposes comply with applicable privacy laws and are approved tools by the district. Personal and academic data should not be shared with AI platforms unless explicitly authorized.

C. Third Parties

All AI systems procured from third-party vendors must comply with relevant data privacy laws, including but not limited to:

- a. Family Educational Rights and Privacy Act (FERPA)
- b. General Data Protection Regulation (GDPR)
- c. Other applicable federal, state, and local data protection laws

SBCCD retains full ownership of all data, including student, faculty, and staff information. The third-party vendor must obtain explicit written permission before using any district data for purposes beyond the agreed scope of the contract.

4. DATA PRIVACY AND SECURITY

AI systems must comply with applicable data privacy laws and district policies to safeguard personal and sensitive information.

Data used to train or operate AI systems should be anonymized and protected against unauthorized access.

Restricted data must not be shared with any public or private generative AI tools to prevent unauthorized access or misuse. Reference 3726 Information Security Data Classification for Restricted Data Classifications.

Personally Identifiable Information (PII), Health Insurance Portability and Accountability Act (HIPAA) protected data, Family Educational Rights and Privacy Act (FERPA) protected data, or any other sensitive information must not be entered into any AI tools or LLM.

Only data classified as low risk (including public data), in accordance with 3726 Information Security Data Classification Policy, may be used in AI tools and services. Information entered into AI engines opens up the data to be searchable through the public internet.

5. ETHICAL CONSIDERATIONS

AI technologies must align with the district's values, including fairness, transparency, accountability, and respect for diversity and privacy.

The use of AI should not perpetuate discrimination, bias, or harm.

AI tools must not be used in a way that infringes upon trademarks or other intellectual property rights.

Users must ensure compliance with copyright laws when utilizing AI-generated content.

6. AI USE GUIDELINES

A. AI in Teaching

Faculty who incorporate AI into their courses should clearly define the parameters of its use in the syllabus, announcements, and assignment instructions. It is essential to discuss academic integrity and establish expectations for acceptable AI usage with the learning outcomes.

I. <u>AI Detention Tools</u>

AI detection tools may be flawed, often producing false positives and showing bias against non-native speakers. If a tool indicates a student's work is suspect, this should prompt further investigation rather than serve as a final judgment.

B. AI in Learning

The utilization of AI as a reference tool is allowed for various academic purposes, including brainstorming ideas, assisting with research, providing translation services, and offering tutoring support. This is subject to the approval of faculty members and is contingent upon the clear acknowledgment and proper citation of AI contributions in any academic submissions. Students are strongly encouraged to thoroughly review their course syllabus for guidelines and to engage in discussions with their instructors about the specific policies regarding the incorporation of AI in their coursework. This ensures that students understand how to effectively and ethically integrate AI resources into their academic work.

C. AI in Research and Scholarly Activities

Output generated by AI, including written content, computations, code, artwork, images, music, and similar materials, is derived from previously published sources and does not constitute original work. Policies regarding the use of AI are established by individual faculty members and apply exclusively to specific assignments within their respective courses. The assignment guidelines will explicitly specify when and how the use of AI is permitted for any given task. It is the student's obligation to comply with the instructor's expectations for each assignment in every course.

D. AI in Administrative Functions

This policy applies to the use of AI tools for work, regardless of the user's location or the type of device used.

SBCCD promotes ethical AI use that is aligned with its conduct and non-discrimination policies. Users must not create inappropriate, misleading, or harmful content. Before using AI-generated content, it must be reviewed for accuracy, appropriateness, and bias.

Users cannot enter specific data about SBCCD, including confidential information, into publicly available AI tools. This includes any personal information about employees, students, or community members. All inputs must be anonymized. AI users must follow SBCCD's technology policies when using these tools for business.

<u>Vendor-developed AI tools can assist with business processes if used correctly. Departments must get approval from TESS before using these tools.</u>

7. LIMITATIONS OF AI USE

AI tools must not replace critical human judgment in decision-making processes, especially in areas involving student performance evaluations, hiring decisions, or disciplinary actions.

AI systems should only be used as supplementary tools and not as the sole source of information or analysis in any academic or administrative context.

The limitations and potential biases of AI systems must be acknowledged, and users should verify AI outputs for accuracy and relevance.

AI technologies must not be used to engage in activities that violate legal, ethical, or institutional standards.

The use of AI to create fake academic credentials, fraudulent research, or any other activities that may harm individuals or institutions is prohibited.

Entering any restricted data into any generative AI tool or service is prohibited. This includes data protected by FERPA, HIPAA, other private client data, private information related to employees, material under confidential review and not written by the AI user, and possibly intellectual property not publicly available.

8. <u>CONSEQUENCES OF VIOLATING THE AI USE POLICY</u>

SBCCD reserves the right to review technology resources for any violations of this policy. As the owner of all technology resources provided to users, SBCCD may deny access to those who misuse these resources.

Violations of the policies and laws described herein by an employee or student are grounds for disciplinary action in accordance with SBCCD Administrative Procedure 7365 Discipline & Dismissal Classified Employees and 5520 Student Discipline Procedures up to and including termination or expulsion in accordance with applicable SBCCD regulations and/or collective bargaining agreements. Such disciplinary actions may also include reprimand or suspension. Violations of these policies and laws by any users are grounds for terminating their use of SBCCD resources and other appropriate sanctions.

9. TRAINING AND SUPPORT

The district will provide training to ensure all stakeholders understand the capabilities, limitations, and ethical considerations of AI tools. Support resources will be made available to address concerns related to AI usage.

REFERENCES

Education Code Sections 66300 and 66301

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End Draft for AP 3775 Artificial Intelligence

11/19/2025 1/10/2025



4020 Program, Curriculum, and Course Development



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 3 Review Schedule

10/06/2024 ◆ Recommendation Received

Curent Review Progress

11/15/2025 ♦ Recommendation Received 11/20/2025 ♦ PPAC Approves Review Level

10/17/2024 ◆ PPAC Approves Review Level

10/18/2024 ◆ Level 2 to Constitutents and AS for Feedback 11/06/2024 ◆ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

PENDED ◆ AS Reviews Level 3 for Final Input

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ◆ Chancellor's Council Approval

03/12/2026 ◆ BOT 1st Read

04/09/2026 ◆ BOT Final Approval

05/01/2026 ♦ Final Policy Posted to SBCCD Website

PENDED ◆ PPAC Reviews Final AS Input

PENDED ◆ BOT 1st Read

PENDED ◆ BOT Final Approval

Begin Recommendation for BP 4020 Program, Curriculum, and Course Development

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

The Board acknowledges that District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

All new programs and program discontinuances shall be approved by the Board of Trustees.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

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11/19/2025 1/10/2025



4020 Program, Curriculum, and Course Development



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Cradit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial
 aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number
 of clock hours of instruction for each credit hour it claims.

References

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55090 et seq._55100, 55130, and 55150; 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 Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A. and II.A.9 2

End Recommendation for BP 4020 Program, Curriculum, and Course Development

11/19/2025 1/10/2025



4020 Program, Curriculum, and Course Development



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

- > Legal Update 44 Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 43: The Service updated this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

Begin Recommendation for AP 4020 Program, Curriculum, and Course Development

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately
 [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of
 work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established
 by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit
 hours.

The District shall develop and offer programs and curricula in ethnic studies. The District shall develop programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

Faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that Ethnic Studies course

- Are written by and for Native American, Black and African American, Latinx, and Asian American communities rather than only about those communities.
- Address structural and institutional racism, discrimination, oppression, and privilege.
- Focus on the eleven principles of Ethnic Studies:
 - 1. Love
 - Respect

11/19/2025 1/10/2025



4020 Program, Curriculum, and Course Development



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

- Reflection
- 4. Hope
- 5. Solidarity
- 6. Critical Consciousness
- 7. Community
- 8. Interconnection
- 9. Wellness
- 10. Healing
- 11. Transformation

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard H.A; 2

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.

End Recommendation for AP 4020 Program, Curriculum, and Course Development

11/19/2025



4103 Work Experience



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

Reasons for Review

> FYI only to support Legal Update 43 review of AP.

Level 3 Review Schedule

Curent Review Progress

11/15/2025 Recommendation Received 11/20/2025 PPAC Approves Review Level

Pending Action Required

12/18/2025 PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

02/05/2026 Chancellor's Council Approval

03/12/2026 • BOT 1st Read 04/09/2026 • BOT Final Approval

05/01/2026 • Final Policy Posted to SBCCD Website

Begin Recommendation for BP 4103 Work Experience

(Replaces current SBCCD BP 4106)

The District allows students to receive credit for work experience. The Chancellor is responsible for regulations governing this program.

Education Code Section 78249;

Title 5 Sections 55250 et seq.

End Recommendation for BP 4103 Work Experience

11/19/2025



4103 Work Experience



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Legal Update 43: The Service updated this procedure to revise the title and content to align with changes in the Title 5 regulations.

Level 3 Review Schedule

Curent Review Progress

11/15/2025 • Recommendation Received 11/20/2025 • PPAC Approves Review Level

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate

02/05/2026 ♦ Chancellor's Council Approval

03/12/2026 • BOT 1st Read 04/09/2026 • BOT Final Approval

05/01/2026 • Final Policy Posted to SBCCD Website

Begin Recommendation for AP 4103 Work Experience

(Replaces current SBCCD AP 4106)

The SBCCD has developed a Cooperative Work Experience plan which has been submitted to the State Chancellor's Office. The plan delineates:

- The systematic design of the program so that students gain realistic learning experiences through work;
- The respective responsibilities of the college, the student, the employer and other cooperating agencies;
- The guidance services offered to prospective and accepted students;
- The academic personnel who have been hired to manage and direct the program;
- . The process for documenting the students' on-the-job learning experiences is documented with written measurable learning objectives;
- The learning objective students are required to meet certain criteria and how the objectives are evaluated;
- The basis for awarding grades and credit;
- How adequate clerical and instructional services is being provided
- The respective responsibilities of the college, faculty, student, employer, and any other cooperating individuals or agencies involved in providing work experience education;
- The types of work experience education offered by the District;
- How the District will:
 - o Provide guidance services for students during the enrollment in work experience education;
 - o Assign sufficient instructional or other personnel to direct the program and provide other required District services;
 - Assess student progress in work experience education through written, measurable learning objectives and outcomes;

 Ensure planned conditioning for students to discuss their educational growth with the appropriate college and employed.
 - Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
 - Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
 - Analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);
 - \circ Ensure adequate clerical and instructional services are available to facilitate the program; and
 - o Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

In addition, the plan procedures addresses The retention as student records the following documents for each work experience education student: learning agreements establishing hours that will be worked; statements verifying hours worked; records of consultation with the employer; records of faculty consultation; evaluation of student achievement of learning objectives by instructor; the work permit for minor students; and records of the final grade, the maintenance of records including the type and units of work experience in which student is enrolled, where employed, job held,

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

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11/19/2025



4103 Work Experience



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

basis for determining student qualifications, statement of student hours worked, evaluation of, and issuance of a work permit.

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience
- Identify their Faculty Advisor in a related discipline and their Worksite Supervisor

Supervising faculty maintain records documenting consultation with the employer and the student, evaluation of the student's achievement, and basis upon which the final grade was awarded. Final grades will be determined by the work experience instructor who may consult with the employer.

The Cooperative Work Experience Plan is posted on the SBCCD website.

References:

Education Code Section 78249;

Title 5, Sections 55250 et seq.

End Recommendation for AP 4103 Work Experience

Commented [/kg1]: Did not find a Cooperative Work Experience Plan on the SBCCD website.

11/19/20254 /15/2025



4235 Credit for Prior Learning



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> FYI

Level 3 Review Schedule

01/31/2025 ◆ Estimated Receipt of Recommendation

Curent Review Progress

11/15/2025 ♦ Recommendation Received 11/20/2025 ♦ PPAC Approves Review Level

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 Level 2 to Constituents and AS for Feedback

03/05/2025◆ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial

04/03/2025 ♦ AS Reviews Level 3 for Final Input

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ♦ Chancellor's Council Approval

03/12/2026 ♦ BOT 1st Read

04/09/2026 ◆ BOT Final Approval

05/01/2026 ♦ Final Policy Posted to SBCCD

Website04/17/2025 PPAC Reviews Final AS Input

05/08/2025 ◆ BOT 1st Read

06/12/2025 ◆ BOT Final Approval

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Begin Recommendation for BP 4235 Credit for Prior Learning

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

Reference:

Title 5 Section 55050, et seq.

End Recommendation for BP 4235 Credit for Prior Learning

11/19/20254 /15/2025



4235 Credit for Prior Learning



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

A fee may be charged for administering an examination provided that the fee does not exceed the enrollment fee which would be
associated with enrollment in the course for which the student seeks credit by examination.

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:

- California Intersegmental General Education Transfer Curriculum (IGETC),
- California State University General Education (CSUGE) Breadth,
- The college's general education requirements or requirements for a student's chose program, or
- Electives for students who do not require additional general education or program credits to meet their goals.

Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by discipline faculty). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.

A. Advanced Placement (AP)

See Administrative Procedure 4236 Advanced Placement Credit.

Appeal Process

If students believe they are eligible for credit based on an AP score but have not been awarded credit, they may appeal the decision to the Academic Affairs or Admissions & Records Office. The appeal process will include a review of the student's official AP exam scores, course requirements, and any supporting documentation submitted by the student.

B. College Level Examination Program (CLEP)

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency
 Guide.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an
 associate's degree.

C. International Baccalaureate (IB)

Students requesting Credit for Prior Learning using International Baccalaureate (IB) shall receive credit for completing a satisfactory score on a district-approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions & Records Office.
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide.

D. Joint Service Transcript (JST)/ Military Credentals

Students interested in Credit for Prior Learning using military transcripts/Joint Service Transcripts (JSTs) shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the department chair or faculty designee of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition form.
- Official military transcripts/Joint Service Transcripts (JSTs) must be on file in the Records Office.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.
- Faculty may go beyond the ACE recommendations when awarding Credit for Prior Learning for military experience.

E. Industry-recognized Credential

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee of the college under the following circumstances:

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4235 Credit for Prior Learning



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

- The student shall complete the Credit for Prior Learning assessment petition form.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
 - The student submits all industry recognized credential documents to be reviewed by the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the industry certification adequately measures mastery of the course learning
 outcomes and content as set forth in the Course Outline of Record, the appropriate faculty shall complete the petition form process
 with attached industry recognized credential(s) to be kept on file. The Records office will then record the credits on the student
 transcript.

F. Student-created Portfolios

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition form.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course
 learning outcomes and content as set forth in the Course Outline of Record, the appropriate faculty shall complete the petition form
 process. Completed portfolios must remain on file in the college learning management system.

G. Credit by Examination

The Department chair or faculty designee shall determine whether a student requesting Credit by Examination is sufficiently prepared to pursue this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to discuss the matter with the department chair or faculty designee during the petition process. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the CTE High School Articulation Credit by Exam.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the College Catalog.
- For credit by exam only, a student must be registered at the college and in good standing.

Grading

Grading shall be according to the regular grading system approved by the governing board, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course. The student's academic record shall be clearly annotated to reflect that credit was earned by earned through credit for prior learning.

Reporting RequirementsPolicy Review

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

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4235 Credit for Prior Learning



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

- 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, 55052, and 55025.5

End Recommendation for AP 4235 Credit for Prior Learning

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



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Minor Clerical Update

Level 3 Review Schedule

08/31/24 ◆ Estimated Receipt of Recommendation

Curent Review Progress

11/15/2025 ♦ Recommendation Received 11/20/2025 ♦ PPAC Approves Review Level

09/19/24 ◆ PPAC Approves Review Level

09/20/24 ◆ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for

Initial Input

40/17/24◆PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/06/24 ◆ AS Reviews Level 3 for Final Input

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ♦ Chancellor's Council Approval

03/12/2026 ♦ BOT 1st Read

04/09/2026 ♦ BOT Final Approval

05/01/2026 ♦ Final Policy Posted to SBCCD

Website 11/21/24 ◆ PPAC Reviews Final AS Input

12/13/24 ◆ BOT 1st Read

01/09/25 ◆ BOT Final Approval

Begin Recommendation for BP Probation Standards for Student Success, Academic Notice, Dismissal, and Readmission

Probation Academic Notice

A student shall be placed on academic probation notice if he, she, they has have attempted a minimum of 12 semester units of work and has a grade point average of less than a C (2.0).

A student shall be placed on academic probation notice if he, she, they has have enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of W, I, NC, and NP were recorded reaches or exceeds fifty percent.

A student who is placed on probation-academic notice may submit an appeal in accordance with regulations to be established by the Chancellor.

A student on probation academic notice shall be removed from probation academic notice when the student's accumulated grade point average is 2.0 or higher. A student on progress-probation academic notice shall be removed from probation academic notice when the percentage of units in the categories of W, I, NC, and NP drops below fifty percent.

PauseDismissal

A student who is on probation academic notice shall be subject to dismissal pause if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of three (3) consecutive semesters.

A student who is on probation academic notice shall be subject to dismissal pause if the cumulative percentage of units in which the student has been enrolled for which entries of W, I, NC and NP are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissalpause may submit a written appeal in compliance with the administrative procedures at the attending college. DismissalPause may be postponed and the student continued on probation academic notice if the student has provided evidence of extenuating circumstances or shows significant improvement in academic achievement.

Readmission

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

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11/19/2025 1/12/2025



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



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

A student who has been dismissed may request reinstatement. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures at the attending college.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References:

Education Code Section 70902(b)(3); Title 5, Sections 55030-55034

End Recommendation for BP 4250 Probation Standards for Student Success, Academic Notice, Dismissal Pause, and Readmission

11/19/2025 1/12/2025



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



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

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

Level 3 Review Schedule

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11/15/2025 ♦ Recommendation Received 11/20/2025 ♦ PPAC Approves Review Level

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10/02/24 ◆ AS Reviews Level 2 for Feedback and Level 3 for

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Begin Recommendation for AP 4250 Probation Standards for Student Success, Academic Notice, DismissalPause, and Readmission

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Academic Probation

After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.

Progress Probation

After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of a student's recorded entries of "W," "I,", "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

Notification of Academic Probation Notice and Dismissal Pause

Each student is entitled to be notified of his/her/they/them academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation academic notice shall be sent to the student informing him/her/them that he/she/they is on academic probation notice. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

Probationary Academic Notice Letter

The letter notifying the student of probation academic notice will cover, at a minimum, the significance of being on probation academic notice and

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4250 Probation Standards for Student Success, Academic Notice, DismissalPause, and Readmission



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

description of the services available

At the end of the third semester on which the student is on academic or probation academic notice, a notice that the student is subject to dismissalpause will be sent to the student informing him/her/them that he/she/they is(are) subject to dismissalpause.

A student who is on probation academic notice and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student on academic notice because of an excess of units for which entries of "W," "I," and "NP" are recorded shall be removed from Academic Notice when the percentage of units in this category drops below 50%.

A student who is on academic notice and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Academic Progress

After earning twelve or more units at a District college, a student shall be placed on academic notice when his/her grade point average falls below 2.0 for all work attempted.

After earning twelve or more units at a District college, a student shall be placed on academic probation notice if the student receives symbols when the percentage of a student's recorded entries of "W," "I,", "NC" and or "NP" reaches or exceeds in 50% or more of all units in which a student has enrolled, the student shall be placed on progress probation academic notice.

A student on Academic Notice because of an excess of units for which entries of "W," "I," and "NP" are recorded shall be removed from Academic Notice when the percentage of units in this category drops below 50%.

Appeal/Removal from Probationary Academic Notice Status

- A. A student may appeal probation academic notice status by filing a request for special consideration with the designated academic standards committee at each college.
- B. A student who has been placed on probation academic notice status shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled in at the community college that he/she/thew/them_attends.
- C. A student who has been placed on probation academic notice shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.

Intervention

A student who continues to maintain a grade point average below 2.0 while on academic or progress probation academic notice will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she/they attends.

DismissalPause/Readmission Standards

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.

Dismissal Pause

A student on academic and/or progress academic notice shall be dismissed for one semester when one or more of the following conditions exist:

- A. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
- B. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.

Readmission

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



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

- A. A student may appeal dismissal pause by filing a request as a part of the procedures established at the college he/she/they attends.
- B. A student may be reinstated after one semester from the date of dismissal pause.
- C. A student enrolled following dismissal pause shall be on probation academic notice status and subject to dismissal pause.
- D. If the scholastic achievement of a student readmitted after dismissal pause continues at a probation academic notice level, the student may be dismissed for one year.

Please refer to Administrative Procedure 4255, DismissalPause and Readmissions

References:

Title 5, Sections 550310-55034

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

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5015 Residence Determination



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> FYI to support review of AP.

Level 3 Review Schedule

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11/15/2025 ♦ Recommendation Received 11/20/2025 ♦ PPAC Approves Review Level

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03/20/2025♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/03/2025 ◆ AS Reviews Level 3 for Final Input

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05/08/2025 ◆ BOT 1st Read

06/12/2025 ◆ BOT Final Approval

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Begin Recommendation for BP 5015 Residence Determination

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)

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5015 Residence Determination



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

End Recommendation for BP 5015 Residence Determination

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5015 Residence Determination



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Legal Update 45: To align with changes to the Education Code and revised Title 5 regulations.

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05/08/2025 ◆ BOT 1st Read

06/12/2025 ◆ BOT Final Approval

Begin Recommendation for AP 5015 Residence Determination

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.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

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5015 Residence Determination



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

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.
- 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 person may establish their residence. A person's residence shall not be derivative from that of their spouse. A man or a woman may
 establish 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 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 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 resident
 classification until they have 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 postmajority 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:
 - They hold a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - They hold a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - 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.
 - 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

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5015 Residence Determination



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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 their resident classification, so long as 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 their resident classification, so long as they remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and 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 their 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 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 system and is no longer being served either
 due to emancipation or aging out of the system, may be entitled to resident classification until they have 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 they have 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 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 they intend 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.

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 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 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.

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5015 Residence Determination



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

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 without inspection at a designated port of entry and has not obtained a status under the immigration laws of the United States allowing them to establish domicile, with a visa that requires they have a residence outside of 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 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 foreign national persons aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet 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 in California, 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,
- Filing a California Nonresident Tuition Exemption Request form with the District or in the case of students applying for state-based financial
 aid, by filing a California Dream Act Application (CADAA) with the California Student Aid Commission verifying eligibility for this nonresident
 tuition exemption; and
- In the case of undocumented persons, 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.

- 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,
- 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

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5015 Residence Determination



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

 in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize their immigration status, or will file an application as soon as they are 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

End Recommendation for AP 5015 Residence Determination





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Reasons for Review

> Chapter Lead Recommendation

Level 3 Review Schedule

Curent Review Progress

11/15/2025 • Recommendation Received 11/20/2025 • PPAC Approves Review Level

Pending Action Required

12/18/2025 PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 Chancellor's Council Approval

03/12/2026 • BOT 1st Read 04/09/2026 • BOT Final Approval

05/01/2026 Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5030 Fees

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Baccalaureate Degree Program Fees (Title 5 Section 5850120)

Students enrolled in upper-division coursework in a baccalaureate degree program shall be charged a per-unit fee in addition to the enrollment fee.

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree program.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030). To encourage ride sharing, a student may certify in writing at the time of payment of the fee that they regularly have two or more passengers commuting with them.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

The District shall ensure student access to textbooks and supplemental materials on the first day of class and strengthen student access to other instructional materials before their required use. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.





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Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

Education Code Section 76300 et seq; Title 5 Sections 585<u>01</u>20; ACCJC Accreditation Eligibility Requirement 20

End Recommendation for BP 5030 Fees





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Reasons for Review

> Chapter Lead Recommendation

Begin Recommendation for AP 5030 Fees

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree program fees (Title 5 Section 5850120)

As prescribed by state law.

• Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- · All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - o graduation from a California high school or attainment of the equivalent thereof;
 - o registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the 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 an application to legalize their immigration status, or will file an application as soon as they are eligible to do so.
- A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
 - A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);
 - o A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or
 - A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

• Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)





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- Transportation (Education Code Sections 76361 and 82305.6)
 - Student Center (Education Code Section 76375; Title 5 Section 58510)
 - Copies of student records (Education Code Section 76223)
 - Dormitory (Education Code Section 81670)
 - Child care (Education Code Sections 79121 et seq. and 66060)
 - Nonresident capital outlay (Education Code Section 76141)
 - Nonresident application processing (Education Code Section 76142)
 - Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
 - Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
 - Refund processing (Title 5 Section 58508)
 - Physical fitness test (Education Code Section 70902 subdivision (b)(9))
 - Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
 - Credit Card Use (Education Code Section 70902 subdivision (b)(9))
 - International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

11/19/2025



5030 Fees



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A. Associated Students Discount St	cker
\$9.50 - CHC	
\$7.50 - SBVC	
B. Breakage/Lost Property Fee	
Replacement cost of item(s) broken or lost	
replacement cost of item(s) broken of lost	
C. Campus Center Fee	
\$1.00/unit (not to exceed \$10 per fiscal year	r)
+ ······ (····· (·····)	·1
D. Capital Outlay Fee	
As allowed by law and approved by the Bo	ard of Trustees prior to March 1 for the succeeding fiscal year.
E. Catalog	
\$6.00 - purchased on campus	
F. Enrollment Fee	
\$46.00/unit	
0 11 5::: 0 15	
G. Upper Division Coursework Fee	
\$84/unit	
H. Insufficient Funds Check	
\$15.00	
ψ10.00	
I. International Student Application	
\$25.00 (nonrefundable)	
J. Key Deposit/Replacement	
\$15.00 plus cost of rekeying if needed (me	al/electronic key)
K. Learning Center Reproduction F	
\$0.20 - Laser printout: text, black and white	
\$0.50 - Laser printout: graphics, black and \$1.00 - Laser printout: graphics and/or text	
\$2.00 - Scan text or graphics to disk, per s	
φ2.00 Ocal text of graphics to disk, per s	an and an
L. Library Fines - SBVC/CHC	
	days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a
	eserve materials; after 14 days, bill \$5 fine plus the replacement value
	0 days, bill \$5 fine plus the replacement value
\$0.10 - Per page for laser printout of Intern	≥t, CD ROM, Periodicals
\$2.00 - replacement for lost library card	
M Parking Parmit Face	
M. Parking Permit Fees \$45.00 - one semester (\$25 Promise Gran	ctudents)
\$24.00 - summer session	otauontoj
\$3.00 - daily	

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N. Student Health and Accident Insurance \$26.00 - per semester (includes \$1.50 accident insurance) \$22.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

O. Student Representation

\$2.00

P. Supplemental Health Services Fee

At cost - TB skin test (one-step test)

At cost - All Vaccines

\$25.00 - Physical Exams

\$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Procedures
At cost - Optional Medical Supplies

\$ 2.00 per item - Duplication of medical records

At cost - Birth Control Pills

Q. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

R. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

S. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers: \$8.00 per semester

T. Book Rental Program Fee

Students registering for credit courses have the option to participate in the book rental program:

\$20.00 per unit

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

- 1. Enrollment fee
- Nonresident tuition
- 3. Parking fee
- 4. Health fee





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- Accident Insurance fee
- 6. Student Services Card fee
- 7. Student Center fee
- 8. Student Representation Fee
- Capital Outlay Fee
- 10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

- Fees collected in error
 - Fees collected in error will be refunded in their entirety.
- 2. Class canceled by the college
 - If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.
- 3. Withdrawal from the College
 - Enrollment Fee/Nonresident Tuition
 If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class,
 - enrollment fees or nonresident tuition fees will be refunded.

 b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

 In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.
- 4. Unit Reduction
 - If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
- A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

Waiver of Fees

The District will waive campus fees for students participating in the California Virtual Campus (CVC). Students attending online courses through the California Community Colleges online course exchange will be responsible for the tuition of courses.

The District may also waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

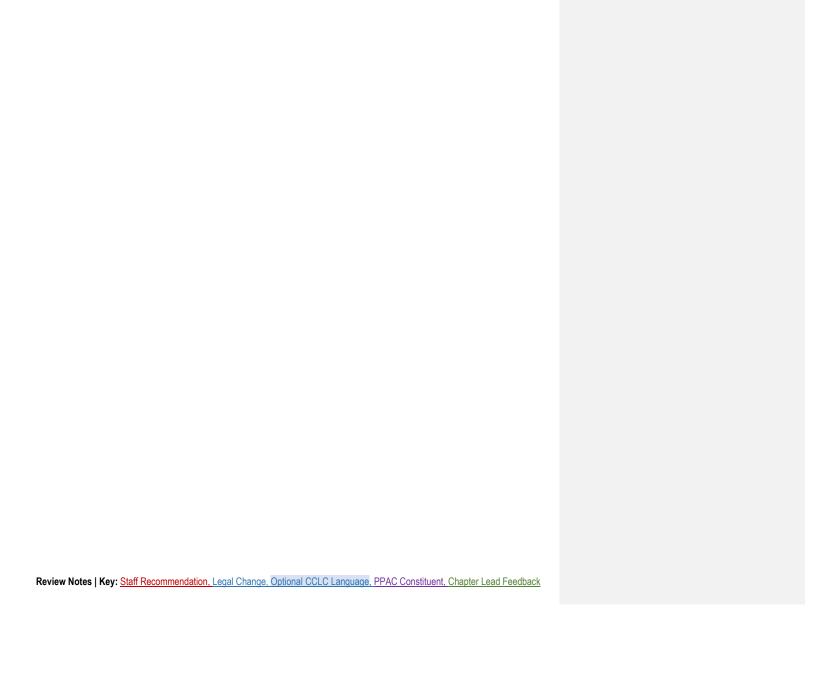
Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5

Title 5 Sections 51012, 585<u>01</u>20, and 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Eligibility Requirement 20

End Recommendation for AP 5030 Fees



11/19/20254 1/12/202510 /21/2025



5031 Instructional Materials Fees



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Reasons for Review

> Chapter Lead Recommendation

Level 3 Review Schedule

10/06/2024 ◆ Recommendation Received

Curent Review Progress

11/15/2025 ♦ Recommendation Received 11/20/2025 ♦ PPAC Approves Review Level

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ◆ Level 2 to Constituents and AS for Feedback

11/06/2024 ◆ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ◆ PPAC Hears Feedback on Level 2 and AS Initial

Input on Level 3

12/04/2024 ◆ AS Reviews Level 3 for Final Input

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ◆ Chancellor's Council Approval

03/12/2026 BOT 1st Read

04/09/2026 ♦ BOT Final Approval

05/01/2026 ♦ Final Policy Posted to SBCCD

Website12/20/2024 ◆ PPAC Reviews Final AS Input

01/09/2025 ◆ BOT 1st Read

02/13/2025 ◆ BOT Final Approval

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Begin Recommendation for BP 5031 Instructional Materials Fees

(Replaces current SBCCD BP 5031)

Students may be required to obtainprovide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

References

Education Code Section 76365;

Title 5 Sections 54221 and 59400 et seq.

End Recommendation for BP 5031 Instructional Materials Fees

11/19/20254 1/12/202510 1/21/2025



5031 Instructional Materials Fees



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Reasons for Review

> Chapter Lead Recommendation

Curent Review Progress

11/15/2025 ♦ Recommendation Received 11/20/2025 ♦ PPAC Approves Review Level **Pending Action Required**

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ◆ Chancellor's Council Approval

03/12/2026 ♦ BOT 1st Read

04/09/2026 ♦ BOT Final Approval

05/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5031 Instructional Materials Fees

Students may be required to provide instructional materials required for a credit or non credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

The District will ensure student access to textbooks and supplemental materials that are needed on the first day of class. The District will strengthen student access to other instructional materials before their required use in any course to minimize financial and administrative burdens to students.

Instructors <u>are responsible for selecting instructional materials and</u> shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available

11/19/20251 1/12/202510 1/21/2025



5031 Instructional Materials Fees



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from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

References:

Education Code Section 76365; Title 5 Sections <u>54221 and</u> 59400 et seq.

End Recommendation for AP 5031 Instructional Materials Fees





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Reasons for Review

> FYI only to support review of AP

Level 3 Review Schedule

Curent Review Progress

11/15/2025 ◆ Recommendation Received 11/20/2025 ◆ PPAC Approves Review Level

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 • Chancellor's Council Approval

03/12/2026 ◆ BOT 1st Read 04/09/2026 ◆ BOT Final Approval

05/01/2026 • Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

References:

Title 5 Sections 55024, 58004 and 58509

End Recommendation for BP 5075 Course Adds, Drops, and Withdrawals





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Reasons for Review

> Legal Update 45: Align with revised Title 5 regulations.

Curent Review Progress

11/15/2025 ◆ Recommendation Received 11/20/2025 ◆ PPAC Approves Review Level

Pending Action Required

12/18/2025 ♦ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 Chancellor's Council Approval

03/12/2026 ◆ BOT 1st Read 04/09/2026 ◆ BOT Final Approval

05/01/2026 • Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course, only with the instructor's permission, contingent upon:
 - 1. the course still having available space
 - 2. the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
 - 1. students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
 - 2. students not officially registered in a course shall not be permitted to attend that course.

Withdrawal/Military Withdrawal

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 60% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.

C. Withdrawal After 60% of Instruction

The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather





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conditions.

E. Military Withdrawal

An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.

Intervention Program

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 the following intervention program:

- A. 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.
- B. Students shall be allowed an excused withdrawal ("EW") in extenuating circumstances at any time, upon petition of the student or their representative. 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 withdraws from a course due to an extraordinary condition under Title 5-Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade,

Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
 - 1. Been identified as a no show
 - 2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census.

"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, except if there are extenuating circumstaces.

"No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student. NOTE: Districts should identify other conditions that constitute "extenuating circumstances," if any.

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

References:

Title 5 Sections 55024, 58004, and 58509





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End Recommendation for AP 5075 Course Adds, Drops, and Withdrawals



5410 Associated Students Elections



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Reasons for Review

> Legal Update 42: The Service updated this policy to allow a disabled student or student enrolled in a district's adult education program to serve on student government pursuant to changes in the Education Code.

Level 3 Review Schedule

Curent Review Progress

11/15/2025 ◆ Recommendation Received 11/20/2025 ◆ PPAC Approves Review Level

Pending Action Required

12/18/2025 ◆ PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ◆ Chancellor's Council Approval

03/12/2026 • BOT 1st Read

04/09/2026 ◆ BOT Final Approval

05/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP 5410 Associated Students Elections

1. From current SBCCD BP 5410 titled Associated Students Elections

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor the Associated Students constitution and under the supervision of the Vice President of Student Services, or designee, who shall certify the election results.

Any student elected as an officer in the Associated Students shall meet both any of the following requirements:

- 1. The student shall be enrolled in the District at the time of election and throughout the student's term of office, with a minimum of five semester units or equivalent.
- 2. The student shall meet and maintain_the minimum standards of scholarship (Board Policy BP 4220 titled Standards of Scholarship and related administrative procedures regulations.).
- 3. The student shall be enrolled at the District in an adult education program offered by the District at the time of the election and throughout the student's term.
- 3.4. The student is enroll in the District at the time of the election, and thoguth the student's term and is a disabled student as defined by subdivision (b) of Section84850.

Reference:

Education Code Section 76061

End Recommendation for BP 5410 Associated Students Elections



5410 Associated Students Elections



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Please note SBCCD has not adopted this AP; should it be adopted?

Level 3 Review Schedule

Curent Review Progress

11/15/2025 ◆ Recommendation Received 11/20/2025 ◆ PPAC Approves Review Level

Pending Action Required

12/18/2025 PPAC Hears Feedback on Policy Review from

Constituents and Academic Senate

02/05/2026 ♦ Chancellor's Council Approval

03/12/2026 ◆ BOT 1st Read 04/09/2026 ◆ BOT Final Approval

05/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 5410 Associated Students Elections

NOTE: This procedure is legally required if the District has an Associated Students Organization created by the Board pursuant to Education Code Section 76060.

The Associated Students shall conduct annual elections to elect officers.

Qualifications: Students who meet the minimum requirements outlined in BP 5410 are eligible to apply for positions in student government.

Timeline: Prior to campaigning, candidates may be required to attend information sessions. General elections will take place during Spring semester with results announced before June 1st of each year, and special elections may be conducted as needed throughout the year. The Associated Student Government Advisor or designee verifies candidate eligibility.

Officers defined: All elected positions including student trustee are considered officers.

Limitations: Students are not allowed to hold the same officer position for more than one term. There is a term limit of three years.

Terms defined: A term is one full academic year. If a student is appointed for only one semester, that will not a count as a term.

Any student elected as an officer in the Associated Students shall meet the requirements in BP 5410 titled Associated Students Elections and the miniminum standards of scholarship. The governing documents for the Associated Students Organization are the Constitution and Bylaws.

Education Code Section 76061

End Recommendation for AP 5410 Associated Students Elections