



San Bernardino Community College District
 POLICIES & PROCEDURES ADVISORY
 COMMITTEE (PPAC)
 September 17, 2026
 3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

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

I. Welcome & Introductions

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

II. Confirmation of Quorum

III. Approval of Meeting Minutes - August 27, 2026

IV. Current Topics

A. New Chapter Lead Recommendations

1. *Level 1 - Information Only*
 - i. BP 3250 Institutional Planning
2. *Level 2 - Minor Review*
 - i. AP 4010 Academic Calendar
 - ii. BP 5400 Associated Students Organization
 - iii. AP 5400 Associated Students Organization
 - iv. BP 7150 Evaluation
 - v. AP 7150 Evaluation
3. *Level 3 - Extensive Review*
 - i. AP 4100 Graduation Requirements for Degrees and Certificates
 - ii. BP 4240 Academic Renewal
 - iii. AP 4240 Academic Renewal
 - iv. AP 4255 Pause and Readmission
 - v. AP 5050 Student Success and Support Program

B. Information Only - Level 1

C. Initial PPAC Review - Level 2

D. Initial PPAC Review - Level 3

V. Adjournment & Next Meeting

The next scheduled meeting of PPAC is October 15, 2026 at 3:00 p.m.

PPAC Review Notes | Key:

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



Policies & Procedures Advisory Committee Meeting Minutes – Aug. 27, 2026, 3:00 p.m.

Via Zoom: <https://sbccd-edu.zoom.us/j/88934518895>

Or Dial-In: [669-444-9171](tel:669-444-9171) | Meeting ID: 889 3451 8895

I. Welcome & Introductions

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

II. Confirmation of Quorum

Charmaine confirmed quorum at 3:09p.m.

III. Training

Executive Vice Chancellor Jose Torres, Vice Chancellor Kristina Hannon, and Vice Chancellor Nohemy Ornelas presented training on participatory governance at SBCCD, including the roles of the Board of Trustees, Chancellor and Cabinet, Chancellor's Council, advisory committees, and sub committees. EVC Torres explained that the Board serves as the ultimate decision-maker, while the Chancellor implements Board Policies through Administrative Procedures. Chancellor's Council is the District's primary participatory governance body and makes recommendations to the Chancellor before items advance to the Board.

The presentation also reviewed PPAC's role in developing, updating, and reviewing Board Policies and Administrative Procedures. The Annual Review List is reviewed yearly with legal updates, chapter lead & constituent feedback, and other requests. Board Policies and Administrative Procedures are reviewed together, with legally required changes expedited when necessary.

Chapter leads collaborate with appropriate constituent groups and subject-matter experts before presenting recommendations to PPAC. Reviews are classified by level: Level 1 for clerical or minor changes, Level 2 for limited and noncontroversial revisions, and Level 3 for substantial changes requiring broader consultation and complex review. PPAC reviews the recommended classification and forwards items through Chancellor's Council then to the Board for first and second readings. Members were reminded to communicate PPAC recommendations to the constituencies they represent and complete reviews promptly.

IV. 2026-2027 Annual Review List

Executive Vice Chancellor Torres explained that the Annual Review List are the policies that would be reviewed during this academic year 2026-2027. The policies listed were comprised mostly of legal updates from CCLC. A summary of each legal update from CCLC was included in the Annual Review List.

V. Adjournment & Next Meeting

The next PPAC meeting will be September 17, 2026 at 3:00pm.

The meeting adjourned at 4:47pm.



Level 1 – Information Only

These items are anticipated to follow review cycle:

10/1/2026 Chancellor's Council

10/22/2026 BOT Agenda for First Reading

11/12/2026 BOT Agenda for Final Reading

KEY FOR SENATORS

EPPS RECOMMENDATIONS (2 types | Editorial or Substantive):

Definition of Editorial Recommendations:

These types of recommendations improve wording, consistency, or format without changing what the policy requires, permits, prohibits, or assigns. They appear as tracked changes.

Definition of Substantive Recommendations:

These types of recommendations would change what the policy requires, permits, prohibits, or assigns, including changes to authority, roles, processes, scope, or alignment with law and regulation, as well as the addition of missing elements. They appear as recommended language edits shown in green as per PPAC Review Notes Key.

Substantive recommendations involving academic and professional matters under Title 5 §53200(c) are subject to the consultation requirements of Title 5 §53203 and the District's policy on participation in local decision making.

PPAC Review Notes | Key:

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



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

Chapter Lead Nohemy Ornelas:
 Chapter 3(CC),4&5
 Policy Area Chapter 3
 General Institution
 References CCLC |
 Legally Required

BP 3250 Institutional Planning

EPPS Review:

10+1 area: (10) Processes for institutional planning and budget development.

Reviewed. No recommendations

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

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets

The planning system shall include all plans required by law and or policy, including, but not limited to:

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees
- Facilities Plan
- Safety Plan
- Equal Employment Opportunity Plan
- Student equity Plan
- ~~Student Success and Support Program Plan~~
- Transfer Center Plan
- Extended Opportunity Programs and Services (EOPS) Plan

- District Technology Strategic Plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

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

References:

ACCJC Accreditation Standards 1.4 and 3.5;
Title 5 Sections 51008, ~~51010~~, 51026, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

Attachments

- ☐ [BP 3250 Institutional Planning- Comments](#)
- ☐ [BP 3250 Institutional Planning- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Approved per Level 2 process in AP 2410	Raquel Perez: Senior Executive Admin Asst	08/2025



Level 2 – Minor Review

These items are anticipated to follow review cycle:

10/15/2026 PPAC

11/5/2026 Chancellor's Council

11/12/2026 BOT Agenda for First

Reading 12/11/2026 BOT Agenda

for Final Reading

KEY FOR SENATORS

EPPS RECOMMENDATIONS (2 types | Editorial or Substantive):

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

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

AP 4010 Academic Calendar

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

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

EPPS Substantive Recommendation 1 (paragraph 2 revision):

10+1 area: (6) District and college governance structures, as related to faculty roles; (5) Standards or policies regarding student preparation and success.

Issue: The current language describes an unnamed districtwide subcommittee. It has no defined membership, and the Academic Senates only receive its deliberations rather than providing input. Under the current sequence, IEAC may revise the calendar after Senate input and forward it without further Senate review. As a result, the Senates never act on the version the Board receives. This is inconsistent with mutual agreement under Title 5 §53203(d).

Recommendation: *Revise the second paragraph to accomplish the following:*

1. Name the body as the Academic Calendar Subcommittee and state its membership composition.
2. Replace "deliberations" with "draft academic calendar and supporting rationale," and share it for input and recommendations with the Academic Senates for both colleges and the bargaining unit before it is reported to IEAC.
3. After IEAC endorsement, return the recommended calendar to the Academic Senates for both colleges for approval before it goes to the Chancellor's Council and Chancellor, followed by Board action.

~~A districtwide~~ The Academic Calendar sSubcommittee [Insert state membership composition] meets to coordinate the development of the annual academic calendar for the District. The deliberations draft academic calendar and supporting rationale from this subcommittee are shared for input and

recommendations with the Academic Senates for both colleges and the bargaining units before they are reported to the Institutional Effectiveness Advisory Committee (IEAC). Upon endorsement, the IEAC will forward its recommended calendar to the Academic Senates for both colleges for approval. Following Senate approval, the calendar is submitted to the Chancellor's Council and Chancellor for approval, followed by Board action.

~~The IEAC will review recommendations and submit to the Chancellor's Council and Chancellor for approval followed by Board action.~~

EPPS Substantive Recommendation 2 (additional language):

10+1 area: (6) District and college governance structures, as related to faculty roles.

Issue: The procedure does not distinguish the academic calendar, which falls within Senate purview, from the faculty work year calendar, which governs workdays and hours of employment. Under the Educational Employment Relations Act (Gov. Code §3540 et seq.), hours of employment are within the scope of representation (§3543.2) and must be negotiated with the exclusive representative. Without this distinction, the consultation process in this procedure could be read as a substitute for negotiation, or as authority to set work year terms outside the collective bargaining agreement.

Recommendation: *Add language at the end of the paragraph that distinguishes the work year calendar from the academic calendar and affirms that the work year calendar is set through collective bargaining, not through the consultation process in this procedure.*

The work year calendar is a mandatory subject of bargaining under Government Code Sections 3540 et seq. and must be negotiated with the exclusive representative and incorporated into the collective bargaining agreement.

Holidays include:

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

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

EPPS Editorial Recommendation 1:

Issue: The procedure refers to Cesar Chavez Day. California renamed the holiday Farmworkers Day when Governor Newsom signed Assembly Bill 2156 on March 26, 2026.

Recommendation: Replace reference to "Cesar Chavez Day" with "Farmworkers Day" to conform to state law.

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

- ~~Cesar Chavez~~ Day
- Native American Day
- Genocide Remembrance Day (April 24)
- Lunar New Year
- Diwali

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

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

References:

Education Code Sections 79020; and 88203;
Title 5 Sections 55700 et seq. and Section 58142

Attachments

- ☐ [4010 Academic Calendar.pdf](#)
- ☐ [AP 4010 Academic Calendar - Comments](#)
- ☐ [AP 4010 Academic Calendar - Legal Citations](#)
- ☐ [AP4010 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Approved per Level 3 process in AP 2410	Raquel Perez: Senior Executive Admin Asst	08/2025



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

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

BP 5400 Associated Students Organization

EPPS Editorial Recommendation 1:

Issue: The policy uses terminology such as "Student Supreme Court" that may not reflect the structures established in the Associated Student Body constitutions and bylaws at SBVC and CHC. The policy also contains spelling errors that should be corrected.

Recommendation: Review the procedure's terminology against the current ASG constitutions and bylaws for both colleges and revise it to match. Where structures differ between colleges, use general language such as "the judicial body established in the Associated Student Body constitution". However, if there are substantial differences because there is no judicial body per se, then this would be considered a substantive recommendation as it needs to reflect who performs that function.

(Replaces current SBCCD BP 5400)

- From current SBCCD BP 5400 titled Associated Students Organization

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

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

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

The Associated Student organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the College

President, or Chancellor. Activities of the Associated Students shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.

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

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

Reference:

Education Code Section 76060

Attachments

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

Approval Signatures

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

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

AP 5400 Associated Students Organization

EPPS Editorial Recommendation 1:

Issue: Unresolved CCLC template option "District/Each."

Recommendation: Replace "District/Each" with "Each college," and check the rest of the procedure for other unresolved template options marked with a slash. Review the procedure's terminology against the current ASG constitutions and bylaws for both colleges and revise it to match.

The District/Each College in the District shall have one Associated Students Organization.

Both day and evening student representatives shall be encouraged.

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

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

Teleconference Meetings

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

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

Revised 4/26

Reference:

Education Code Section 76060
 Government Code Section 54953.8.5

Attachments



Origination 08/27/26
Last Approved
Effective
Last Revised
Next Review

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



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

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

BP 7150 Evaluation

~~(Replaces current SBCCD BP 7251)~~

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

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

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

EPPS Editorial Recommendation 1 (add language):

Issue: The revised policy does not reflect the language of the current accreditation standard on employee evaluation. ACCJC Standard 3.3. This conforms the policy to the standard without changing practice.

Recommendation: Add where appropriate: "The District evaluates its employees regularly, using clear criteria that align with professional responsibilities and reflect the District's mission and goals."

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

EPPS Substantive Recommendation 1 (add language):

10+1 area: (6) District and college governance structures, as related to faculty roles.

Issue: The revised BP deletes the reference to collective bargaining agreements and directs the Chancellor or designee to establish the frequency, criteria, standards, and methods for all employee evaluations. For represented employees, evaluation procedures are negotiable under Gov. Code §3543.2 and Ed Code §87663, and the Academic Senate must be consulted before faculty evaluation procedures are bargained (Ed Code §87610.1). Without this reference, the BP could be read as authorizing unilateral changes to negotiated processes.

Recommendation: Add the following at the end of the policy: "For employees represented by an exclusive representative, evaluation procedures shall be as negotiated and set forth in the applicable collective bargaining agreement. Faculty evaluation shall comply with Education Code Sections 87660 through 87683."

EPPS Editorial Recommendation 2:

Issue: The reference cites WASC/ACCJC Accreditation Standard III.A.1.b, which has been superseded twice in the 2014 standards and then in the 2024 standards.

Recommendation: *Revise the reference to read: "ACCJC Accreditation Standard 3.3 (formerly III.A.5 and III.A.1.b)."*

Reference:

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



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

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

AP 7150 Evaluation

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

Management Employees

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

Non-Management Employees

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

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

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

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

~~(Replaces current SBCCD AP 7251)~~

EPPS Substantive Recommendation 1 (revise classification):

10+1 area: (6) District and college governance structures, as related to faculty roles.

Issue: The current BP 7150 is classified as a 10+1 policy in its PolicyStat references. The revised draft reclassifies it as non 10+1 without explanation, while also removing the provisions that establish faculty participation in administrator evaluation. A change in 10+1 classification alters the Board's obligation to reach mutual agreement with the Academic Senates under Title 5 §53203(d), and it should not occur without consultation. Moreover, other districts treat faculty participation in administrator evaluation as a matter for board policy and procedure, not for a separate handbook. Coast CCD's AP 7150 requires faculty input in evaluating educational administrators, and San Mateo CCD's BP 7150 requires that academic supervisors be evaluated by peers and by those they supervise.

Recommendation: *Retain the 10+1 classification for BP/AP 7150. If the District proposes reclassification, it should present its rationale to the Academic Senates for consultation before the revision proceeds.*

EPPS Substantive Recommendation 2 (add language):

10+1 area: (6) District and college governance structures, as related to faculty roles.

Issue: The AP gives the Management Employee Handbook authority to govern management evaluations, but the handbook is maintained solely by Human Resources and has no stated revision process. Without one, evaluation provisions could be changed without consultation with the Academic Senates.

Recommendation: *Revise the Management Employees paragraph to read: "Management employees shall be evaluated in accordance with this procedure and the Management Employee Handbook, which is incorporated into this procedure as Appendix A. The Handbook shall be posted with its current revision date on the Human Resources webpage and linked from this procedure. Revisions to the Handbook's evaluation provisions shall follow the BP/AP review process, including consultation with the Academic Senates, prior to adoption."*

EPPS Substantive Recommendation 3 (add language):

10+1 area: (6) District and college governance structures, as related to faculty roles.

Issue: The revision deletes the management evaluation provisions and replaces them with a reference to a Management Employee Handbook that is not readily accessible and has no stated adoption or revision process. Protections previously established in this procedure, including faculty participation in administrator evaluation, would no longer be subject to the BP/AP review cycle. ACCJC Standard 3.3 requires regular evaluation using clear criteria, and neither the revised BP nor the revised AP states how often managers are evaluated or on what basis.

Recommendation: *Add the following under Management Employees:*

"Management evaluations shall include, at minimum:

- 1. Evaluation once per year for the first two years of employment and at least every three years thereafter; interim managers shall be evaluated during the sixth month of appointment and annually thereafter if the assignment exceeds one semester.*
- 2. Criteria based on the approved job description and goals and objectives mutually agreed upon by the manager and the supervising manager.*
- 3. An evaluation committee for college and district administrators that includes faculty appointed by the Academic Senate(s) and a classified employee appointed by CSEA.*
- 4. Written feedback from the campus and/or district community using an approved survey form.*
- 5. A written self-evaluation by the manager.*
- 6. The manager's right to attach a written response to the evaluation report within 15 working days.*
- 7. A work plan with measurable goals and a timetable when performance is judged unsatisfactory."*

Frequency of Evaluation

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

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

~~subsequent year, and each year thereafter, the evaluation committee process will be instituted.~~

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

~~EVALUATION TIMELINE:~~

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

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

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

Goals/Objectives

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

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

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

Committee

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

~~CSEA.~~

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

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

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

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

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

Campus/District Survey

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

Evaluated

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

Evaluation Report

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

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

~~The written report shall specify one of the following:~~

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

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

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

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

Procedures in the Case of Unsatisfactory Performance of Responsibilities

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

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

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

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

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

~~Non-Management Employees~~

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

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

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

EPPS Editorial Recommendation 1 (revise language):

Issue: The reference cites Accreditation Standard III.A.5 (formerly III.A.1.b). III.A.5 was replaced by Standard 3.3 when ACCJC adopted its 2024 standards, so the reference is outdated.

Recommendation: *Revise the reference to read: "ACCJC Accreditation Standard 3.3 (formerly III.A.5 and III.A.1.b)."*

Reference

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



Level 3 – Extensive Review

These items are anticipated to follow review cycle:

10/15/2026 PPAC

11/19/2026 PPAC Final Review

12/3/2026 Chancellor's Council

12/11/2026 BOT Agenda for First Reading

01/14/2027 BOT Agenda for Final Reading

KEY FOR SENATORS

EPPS RECOMMENDATIONS (2 types | Editorial or Substantive):

Definition of Editorial Recommendations:

These types of recommendations improve wording, consistency, or format without changing what the policy requires, permits, prohibits, or assigns. They appear as tracked changes.

Definition of Substantive Recommendations:

These types of recommendations would change what the policy requires, permits, prohibits, or assigns, including changes to authority, roles, processes, scope, or alignment with law and regulation, as well as the addition of missing elements. They appear as recommended language edits shown in green as per PPAC Review Notes Key.

Substantive recommendations involving academic and professional matters under Title 5 §53200(c) are subject to the consultation requirements of Title 5 §53203 and the District's policy on participation in local decision making.

PPAC Review Notes | Key:

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



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

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

AP 4100 Graduation Requirements for Degrees and Certificates

EPPS Substantive Recommendation 1 (revise and add language): Associate Degree Requirements

10+1 area: (2) Degree and certificate requirements; (1) Curriculum.

Issue: The associate degree section of AP 4100 does not conform to current Title 5, sections 55061 and 55062. It requires 18 rather than 21 units of general education, lists general education areas that do not match the six areas in section 55061(c), and omits the major grade requirement and the intersegmental general education alternative. Its GPA and residency language also predates the current regulations.

Recommendation:

Revise the associate degree section as follows:

1. *Revise the heading to read: "For Associate Degrees, the requirements include:" (Title 5, §§55061 and 55062).*
2. *Replace the 60 unit and GPA provision with: "Satisfactorily complete at least 60 semester units of degree-applicable lower-division credit coursework and complete the associate degree requirements with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, the College may calculate the grade point average using only the courses applied to the degree, provided those courses fulfill all major or area of emphasis and general education requirements." (§55061(a), 55062(a)(4))*
3. *Replace the competency statement with: "Complete degree-applicable coursework in composition, reading, and mathematics or quantitative reasoning consistent with Title 5, section 55061(a), and any locally established requirements published in the college catalog." (§55061(a))*
4. *Replace the general education and major unit provision with: "Complete at least 21 semester units of general education and at least 18 semester units of focused study in a major or interdisciplinary area of emphasis." (§55061(b)-(c))*
5. *Replace the general education area list with: "Complete a minimum of 21 semester units of general education in the following areas: (1) English Composition, Oral Communication, and Critical Thinking, minimum 6 semester units, including at least 3 units in English Composition and at least 3 units in Oral Communication and Critical Thinking; (2) Mathematical Concepts and Quantitative Reasoning, minimum 3 semester units; (3) Arts and Humanities, minimum 3 semester units; (4) Social and Behavioral Sciences, minimum 3 semester units; (5) Natural Sciences, minimum 3 semester units; and (6) Ethnic Studies, minimum 3 semester units." (§55061(c)(1)-(6))*
6. *Replace the residency provision with: "Satisfactorily complete at least 12 semester units in residence within the District. The District shall establish procedures permitting students to obtain a waiver of this requirement to alleviate injustice and undue hardship." (§55062(a)(1))*

7. Add: "Satisfactorily complete each course counted toward the major or area of emphasis with a grade of C or better, or P if the course is taken on a pass-no pass basis." (§55062(a)(2))
8. Add: "Complete either the minimum 21-semester-unit general education pattern established under Title 5, section 55061, or an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University." (§55062(a)(3)).

EPPS Substantive Recommendation 2 (revise and add language): Baccalaureate Degree Requirements

10+1 area: (2) Degree and certificate requirements; (1) Curriculum.

Issue: The baccalaureate degree section of AP 4100 does not fully conform to Title 5, sections 55091 and 55092. It omits the 36 unit general education minimum, splits the 120 unit requirement across paragraphs, and states the Cal-GETC provision incompletely. Its residency, transfer coursework, and multiple use provisions also do not track the regulatory language.

Recommendation:

Revise the baccalaureate degree section as follows:

1. Revise the introductory awarding language to read: "The District shall confer a baccalaureate degree upon students who fulfill the course requirements of Title 5, sections 55061 and 55091, and meet the conditions stated below." (§55092(a))
2. Revise the unit requirement to read: "Complete a minimum of 120 degree-applicable semester units or 180 degree-applicable quarter units."
3. Add: "Complete a minimum of 36 semester units or 54 quarter units of general education, including: (a) the lower-division general education requirements in Title 5, sections 55061 and 55062; (b) the upper-division general education requirements in section 55091; and (c) additional general education coursework sufficient to reach the minimum total, which may be lower division, upper division, or a combination of both." (§55092(a)(2)(A)-(C))
4. Revise the upper division provision to read: "Complete at least 40 semester units or 60 quarter units, or the equivalent, of upper-division coursework, including units in the major and general education. Complete at least 9 semester units or 13.5 quarter units of upper-division general education. Upper-division general education courses must come from at least two disciplines outside the major, one of which must emphasize written communication, oral communication, or computation." (§55091(c))
5. Revise the residency provision to read: "Satisfactorily complete at least 12 semester units or 18 quarter units of upper-division courses within the San Bernardino Community College District. The District shall establish procedures permitting students to obtain a waiver of this requirement to alleviate undue hardship." (§55092(a)(4))
6. Revise the transfer coursework provision to read: "Courses shall be counted toward baccalaureate degree unit requirements if completed within a California segment of higher education or, if they meet District standards of rigor, at another institutionally accredited institution." (§55092(b))
7. Revise the multiple use provision to read: "Courses may meet multiple requirements, including general education, a major, and additional requirements stated in Title 5, sections 55061 and 55091, when locally approved to do so. However, one course may not be counted in more than one general education area, even if approved in multiple general education areas." (§55092(c))
8. Revise the Cal-GETC provision to read: "Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree and shall not be required to complete further lower-division general education courses." (§55092(f))

EPPS Substantive Recommendation 3 (add language): Associate Degree Reciprocity

10+1 area: (2) Degree and certificate requirements.

Issue: Title 5, section 55092(f) grants automatic fulfillment of lower division baccalaureate general education to students who complete Cal-GETC, but not to students who hold an associate degree. Students who completed a California Community College associate degree under the same regulatory framework may be required to repeat lower division general education. Because Title 5 does not expressly authorize this provision, legal review is recommended before adoption.

Recommendation: Following legal review, add: "Students who have been awarded an associate degree from a California Community College shall be deemed to have fulfilled the lower-division general education course

requirements for a baccalaureate degree offered by the District. Students who have been awarded an associate degree from another institutionally accredited institution may be deemed to have fulfilled the lower-division general education course requirements when the completed degree includes general education coursework substantially equivalent to the requirements established in Title 5, sections 55061 and 55062. The District shall establish procedures for making this determination."

Graduation Requirements for Degrees and Certificates

Degree or Certificate graduation requirements are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For Associate in Arts and Associate in Science Degrees (AA/AS), the requirements include:

- Demonstrate competence in reading, in written expression, and in mathematics as defined in the college catalog.
- Satisfactorily complete at least 60 semester units of college work and have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.
- Complete at least 18 semester units in general education and at least 18 semester units in a major listed in the State Chancellor's Taxonomy of Programs.
- Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.
- Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and communication, analytical thinking and Ethnic Studies.

Coursework for Baccalaureate Degrees

The student must satisfactorily complete at least 120 semester units or 180 quarter units of degree-

applicable credit courses.

The courses must include at least 40 semester or 60 quarter units or equivalent of total upper-division coursework, including units in the major and in general education. The courses must include a minimum of nine semester or 13.5 quarter units of upper division general education courses.

"Upper division courses" require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation. Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

A "major" is defined above.

General education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation.

A lower division course may meet an upper division course requirement but may not be counted toward the required minimum number of upper division units.

Other Conditions for Awarding Baccalaureate Degrees

The District will award a baccalaureate degree to students who fulfill the coursework requirements described above and who meet the following conditions:

The student satisfactorily completed each course designated as an upper-division major requirement with a minimum grade of "C", or "P" if taken on a "pass-no pass" basis.

The student satisfactorily completed at least 12 semester units or 18 quarter units of upper-division coursework in residence. The Board may excuse the residence requirement to alleviate undue hardship.

The student completed the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student's cumulative GPA below 2.0, the District may compute the GPA based solely on courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

The District will count courses completed within another California higher education segment, or at an institutionally accredited institution meeting District standards of rigor, toward baccalaureate degree unit requirements.

Courses may meet multiple requirements, including general education, a major, and additional requirements, if locally approved to do so. A course may not be counted in more than one general education area, even if approved in multiple areas.

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

Students who have already been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.

Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree.

Students may petition to have noncredit courses counted toward satisfaction of baccalaureate degree requirements.

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

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

EPPS Substantive Recommendation 4 (revise and add language):

Issue: AP 4100 includes Certificates of Achievement, but its references do not include Title 5, section 55070, which governs certificates. The Certificate of Achievement and Other Credit Programs section also requires updates to align with section 55070.

Recommendation:

1. Add Title 5, section 55070 to the references.
2. Revise the initial paragraph of the Certificate of Achievement and Other Credit Programs section to read: "Any grouping of courses consisting of 16 or more semester units of degree-applicable credit coursework shall constitute an educational program subject to approval by the California Community Colleges Chancellor's Office. Upon approval, the college-awarded document confirming successful completion of the program shall be known as a Certificate of Achievement. A Certificate of Achievement is designed to demonstrate that the student has completed a pattern of learning experiences and developed specific capabilities that may be oriented to career, intersegmental general education, or local needs."
3. Revise the provisions under "Requirements for the District include" to read:
 - a. "Shorter credit programs leading to a certificate may be established by the District after approval by the college curriculum committee and the Board of Trustees. Unless approved by the California Community Colleges Chancellor's Office pursuant to Title 5, section 55070(c), such credit certificates may not be designated as a Certificate of Achievement or listed on a student's transcript. Such certificates also may not use the designations Certificate of Completion or Certificate of Competency."
 - b. "The District may submit to the California Community Colleges Chancellor's Office a program consisting of two or more courses totaling 8 or more semester units of degree-applicable credit coursework for approval as a program leading to a Certificate of Achievement."
 - c. "A description of each approved program shall be included in the college catalog."
 - d. Retain the following provision, which was struck in the EPPS draft but comes directly from Title 5, section 55070: "Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement."
 - e. "The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office."

Certificates of Achievement and Other Credit Programs

Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students have completed coursework and developed capabilities relating to a career, [intersegmental](#), general pathway, or [local needs](#).

Requirements for the District include:

- Shorter credit programs that lead to a certificate may be established by the District.
- ~~Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.~~
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

EPPS Editorial Recommendation 1:

Issue: AP 4100 contains outdated references, typographical errors, and an incomplete phrase.

Recommendation:

1. Review or replace the paragraph referencing section 55002(a), since section 55061(a) now describes the 60 unit requirement as degree applicable lower division credit coursework.
2. Revise the references to include Title 5, sections 55061, 55062, 55091, and 55092, and correct "et seq.and" to "et seq. and." Retain other cited sections only after confirming they apply to the procedure.
3. Review the certificate section against current certificate regulations, since sections 55061, 55062, 55091, and 55092 do not govern certificates.

AP 4100 Graduation Requirements for Degrees and Certificates: Title 5 Review
Prepared by Janice Wilkins, Articulation Officer, San Bernardino Valley College
September 4, 2026

Special note: EPPS gratefully acknowledges Janice Wilkins, SBVC Articulation Officer, whose Title 5 review of AP4100 forms the basis for these recommendations.

References:

Title 5, Sections 55060 et seq.and 55270 et seq.

Attachments

% AP 4100 Graduation Requirements for Degree and Certificates - Comments

% AP 4100 Graduation Requirements for Degree and Certificates - Legal Citations

% AP4100 -OLD.pdf

Approval Signatures

Step Description	Approver	Date
Approved per Level 3 process in AP 2410	Brooke Quinones: HR Admin	08/2026



Origination 04/2004
 Last Approved 06/2018
 Effective 06/2018
 Last Revised 06/2018
 Next Review 06/2024

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

BP 4240 Academic Renewal

(Replaces current SBCCD BP 4240)

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

EPPS Editorial Recommendation 1 (revise language):

10+1 area: (3) Grading policies; (5) Standards or policies regarding student preparation and success.

Issue: The references cite Title 5, section 55044. Academic renewal is now governed by Title 5, section 55046.

Recommendation: *Revise the references to read: "Title 5, Sections 55000 and 55046."*

Reference:

Title 5, Sections 55000, 55046, 55044

Attachments

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

Approval Signatures

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



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 Next Review 06/2024

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

AP 4240 Academic Renewal

EPPS Substantive Recommendation 1 (revise language):

10+1 area: (3) Grading policies; (5) Standards or policies regarding student preparation and success.

Issue: The opening sentence refers to substandard academic "performance" rather than substandard academic work as defined in Title 5, section 55000. The procedure also requires a 2.0 GPA in all subsequent coursework. The updated regulation no longer requires a 2.0 GPA in all subsequent coursework. A 2.0 GPA applies specifically to the 6-semester/9-quarter-unit eligibility option. Students may alternatively qualify through Pass-graded coursework, 288 hours of Pass-graded noncredit coursework, or a combination of these options.

Recommendation:

1. Revise the opening sentence to replace "performance" with "work, as defined in Title 5, section 55000."
2. Remove "Students must have achieved a minimum grade point average of 2.0 in all coursework completed subsequent to the semester(s) requested in the petition."

(Replaces current SBCCD AP 4240)

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

- Students may petition to have eliminated from the computation of the total grade point average any units and credits taken ~~to be excluded from GPA calculations while preserving a complete academic history during not more than two consecutive terms of attendance, excluding Summer Session,~~ at any college within the San Bernardino Community College District.
- Students must have achieved a minimum grade point average of 2.0 in all coursework completed subsequent to the semester(s) requested in the petition.
- Students ~~must~~ need only complete the following after the term containing the coursework to be alleviated: ~~a minimum of twenty-four semester units subsequent to the semester(s) requested in the petition, at any accredited college~~
 - Six semester units or nine quarter units with at least a 2.0 GPA;
 - Those units with Pass grades;
 - 288 hours of noncredit coursework with Pass grades; or
 - A combination of these options.
- ~~At least two semesters must have elapsed from the time the course work to be removed was completed.~~
- ~~A student may not petition for academic renewal under this procedure more than one time per college.~~

- ~~Up to thirty units of course work may be eliminated from consideration in the cumulative grade point average per college.~~
- A course with a grade of “D” may be renewed after a degree or certificate has been awarded when:
 - Renewal will not invalidate or alter the award;
 - The course was not needed to reach the 2.0 GPA;
 - The course was not needed to complete the required number of units; and
 - The course was not needed for a general education, major, or certificate requirement—unless reevaluation shows that another course completed with a



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

Policy Area: Chapter 4 Academic Affairs

References: 10+ 1, CCLC | Legally Required

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

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

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

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

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

Reference:

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

Attachments

- ☐ [AP 4240 Academic Renewal - Comments](#)
- ☐ [AP 4240 Academic Renewal - Legal Citations](#)
- ☐ [AP4240 -OLD.pdf](#)



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

Approval Signatures

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



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 Next Review

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

AP 4255 Pause and Readmission

EPPS Editorial Recommendation 1 (revise language):

Issue: The title "Pause and Readmission" does not identify which type of pause the procedure governs. Amended Title 5 regulations establish both academic pause, based on grade point average, and progress pause, based on the percentage of units completed.

Recommendation: EPPS requests that the title be revised to read: "AP 4255 Academic and Progress Pause and Readmission," to mirror the Title 5 terminology and cover both types of pause.

EPPS Substantive Recommendation 1 (request clarification):

10+1 area: (5) Standards or policies regarding student preparation and success.

Issue: AP 4255 does not distinguish provisions required by Title 5, sections 55033 and 55034, as amended, from provisions that are legally advised or reflect local practice. Without that distinction, the Academic Senates cannot determine which provisions are open to local recommendation, particularly where local provisions may affect students more restrictively than Title 5 requires.

Recommendation: EPPS requests that the District annotate AP 4255 to identify each provision as legally required (with its Title 5 citation), legally advised, or local practice, and return the annotated draft to the Academic Senates before further review.

Standards for Pause

A student who is on academic notice shall be subject to pause if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of the three consecutive semesters. A student who has been placed on notice shall be subject to pause if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). (Note: Title 5 Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.)

Pause Letter

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

EPPS Substantive Recommendation 2 (revise language):

10+1 area: (5) Standards or policies regarding student preparation and success; (6) District and college governance structures, as related to faculty roles.

Issue: The procedure refers to an "[Appeals Committee]" placeholder and a "designated authority," neither



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

of which is defined. Students therefore cannot determine who decides a pause appeal, and the faculty role in those decisions is not stated.

Recommendation: Replace "[Appeals Committee]" and "designated authority" with a defined body at each college, and specify its composition, including counseling faculty appointed by the Academic Senate.

Appeal of Pause

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

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

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



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 Next Review

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

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

Fall Pauses

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

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

Procedure for Fall Pause Appeals

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

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

Standards for Evaluating Appeals

Pause appeals may be granted under the following circumstances:

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

Re-Admission after Pause

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

- Documented extenuating circumstances (considered during appeal).



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

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

Reference:

Title 5 Sections 55033 and 55034
 Education Code Section 76060

Attachments



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

AP 5050 Student Success and Support Program

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

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

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

Admission and Placement:

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

The District shall:

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

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

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

Counseling Services:

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

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

Educational Planning:

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

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

EPPS Substantive Recommendation 1 (revise language):

10+1 area: (5) Standards or policies regarding student preparation and success.

Issue: AP 5050 contains a standalone provision requiring the District to operate a MESA program "consistent with Title 5 regulations." The provision does not relate to the matriculation services the procedure governs, cites no specific regulation, and commits the District unconditionally to a grant funded program. It also names MESA as the only categorical program, while the colleges offer others, including EOPS, DSPS, CalWORKs, Umoja, and Puente.

Recommendation: *If the District intends to reference categorical programs in AP 5050, replace the provision with general language, such as: "Matriculation services shall be coordinated with categorical and special programs that provide targeted support services to students."*

Mathematics, Engineering, Science Achievement (MESA) Program

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

References:

Education Code Sections 78210 et seq and 8862.;

Title 5, Sections 55500 et seq. and 56300 et. seq;

ACCJC Accreditation Standard 2

Attachments

- ☐ AP 5050 Student Success & Support Program - Comments
- ☐ AP 5050 Student Success and Support Program - Legal Citations
- ☐ AP5050 -OLD.pdf

Approval Signatures

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