BP 5010   ADMISSIONS AND DUAL ENROLLMENT

References:

Education Code, Sections 76000, 76001, 76002, and 76038
Labor Code, Section 3077;
34 CFR 668.16(p) (U.S. Department of Education regulations on the Integrity of
Federal Student Financial Aid Programs under Title IV of the Higher Education
Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6

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

• Any person over the age of 18 and possessing a high school diploma or its equivalent.
• Other persons who are over the age of 18 years and who, in the judgment of the President/Superintendent or designee, are capable of profiting from the instruction offered.
• Persons who are apprentices as defined in Labor Code, Section 3077.
• Secondary school students and other special admit students who are able to demonstrate their ability to benefit from college education and who meet the specified admissions and enrollment criteria per applicable Education Code, state regulations, and Board policies and administrative procedures.

The District may deny or place conditions on a student’s enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion. The President/Superintendent shall establish procedures for evaluating the validity of a student’s high school completion.

Admissions to Special Programs

In addition to meeting the academic standards for admission to the College, students wishing to enroll in a special course of study must satisfy additional admissions requirements. Specific criteria for admission to those programs shall be approved by the President/Superintendent.
Denial of Requests for Admission for Special Admit Students

If the District denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board of Trustees will record its findings and the reason for denying the request in writing within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at least 30 days after the pupil submits the request to the District.

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

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The President/Superintendent shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

The College Catalog, which is updated annually, contains the most recent information regarding admissions.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5010 titled Admissions and Concurrent Enrollment

Date Adopted: May 16, 2007
Dates Revised: June 13, 2012, January 28, 2019
Date Reviewed: February 20, 2019
BP 5015  RESIDENCE DETERMINATION

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

Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, 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 more than one year immediately preceding the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

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

Office of Primary Responsibility:  Vice President, Student Services

Also see Procedure 5015 titled Residence Determination

Date Adopted:  May 16, 2007
Date Revised:   April 11, 2011
Date Reviewed:  February 20, 2019
(Replaces former Cerritos CCD Policy 4102)
BP 5020  NONRESIDENT TUITION

References:

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

Nonresident students shall be charged nonresident tuition for all units enrolled.

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

The President/Superintendent shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The President/Superintendent is authorized to implement a capital outlay fee to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year. The fee will be reviewed annually.

Students who would otherwise be charged the capital outlay fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance to Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in
California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5020 titled Nonresident Tuition

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
The Board of Trustees authorizes the following fees. The President/ Superintendent shall establish 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 District catalog.

**Enrollment Fee:**
Education Code, Section 76300

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

**Course Auditing Fees:**
Education Code, Section 76370

Persons auditing a course shall be charged a fee as provided for in law and as adopted by the Board of Trustees. 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.

**Health Fee:**
Education Code, Section 76355

All students shall be charged the health fee equally, including full and part-time students, provided for in law and as adopted by the Board of Trustees. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect shall be considered for exemption of this fee.

**Parking Fee:**
Education Code, Section 76360

The parking fee for students and employees shall be set as provided for in law and as adopted by the Board of Trustees.

**Instructional Materials and Instructional Materials Fees:**
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.

In addition, students may be required to pay instructional materials fees which are delineated in the class schedule.

**Physical Education Facilities Fees:**

*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 shall 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.

**Student Activities Fee:**

A student activities fee may be charged to credit students each semester and/or session for the purpose of providing support for student programs and activities. A waiver of this fee shall be made available to students.

**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 President/Superintendent is authorized to establish the fee, which shall not 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 President/Superintendent. 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.

Office of Primary Responsibility: Vice President, Student Services

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**Date Adopted:** June 6, 2007  
**Date Reviewed:** February 20, 2019
BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:
Title 5, Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld until and if the outstanding obligation is paid or otherwise settled.

Office of Primary Responsibility: Vice President, Student Services
Also see AP 5035 titled Withholding of Student Records

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:
   Education Code, Sections 76200 et seq.;
   Title 5, Sections 54600 et seq.;
   20 U.S. Code Section 1232g(j);
   ACCJC Accreditation Standard II.C.8

Each student enrolled shall have a permanent record containing his/her academic history.

The President/Superintendent shall establish procedures to assure that student records are maintained in compliance with applicable state and federal laws relating to the privacy of student records.

The President/Superintendent may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable state and federal laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information may include:

- Name
- Major field of study
- Class level
- Dates of attendance
• Degrees and awards received

• Participation in officially recognized activities and sports

• Weight and height of members of athletic teams, and previous education institutions attended

Office of Primary Responsibility: Vice President, Student Services

Also see Procedure 5040 titled Student Records, Directory Information, and Privacy.

Date Adopted: May 16, 2007
Date Revised: June 18, 2008
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4103)
BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

References:
- Education Code, Sections 78210 et seq.;
- Title 5, Sections 55500 et seq.;
- ACCJC Accreditation Standard II.C.2

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements. Procedures for the implementation of Student Success and Support Program functions, including mandatory new student matriculation, shall be established.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5050 titled Student Success and Support Program

Date Adopted: May 16, 2007
Dates Revised: June 18, 2008; June 8, 2011; November 18, 2013
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4505)
BP 5052  OPEN ENROLLMENT

Reference:
Title 5, Section 51006

All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites. Exemptions for state or federal statutes or regulations shall be established and the President/Superintendent shall establish procedures to establish exemptions for other practical considerations.

The President/Superintendent shall assure that this policy is published in the catalog and schedule of classes.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007
Date Reviewed: February 20, 2019
BP 5055  ENROLLMENT PRIORITIES AND LIMITATIONS

References:
Title 5, Sections 51006, 58106, and 58108

All courses of the District shall be open for enrollment to admitted students. Registration shall be subject to a published priority system. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites.

Additional enrollment limitations may be established by the President/Superintendent for state and federal statues, or regulations, or other practical considerations.

The President/Superintendent shall establish procedures to establish exemptions and exceptions for the above limitations, including processes for student challenge. Each of these procedures and processes shall comply with Title 5 Regulations.

The President/Superintendent shall assure that this policy is published in the catalog and schedule of classes.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007
Date Reviewed: February 20, 2019
Counseling services are an essential part of the educational mission of the District.

The President/Superintendent shall establish procedures to assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education as per Title 5, Section 51018.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5110 titled Counseling

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4500)
BP 5120 TRANSFER CENTER

References:
Education Code, Sections 66720-66744;
Title 5, Section 51027

The District incorporates as part of its mission the transfer of its students to baccalaureate-level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate-level institutions are a special responsibility.

The President/Superintendent shall assure that a Transfer Center Plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5120 titled Transfer Center

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work/employment programs. All awards and disbursement to students will be, at a minimum, in accordance with state and federal statutes and regulations.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency and will incorporate state, federal, and other applicable regulatory requirements. To be certified for participation in federal Title IV, HEA programs, the institution will adhere to the Institutional Eligibility Regulations, 34 CFR 600 and the Student Assistance General Provisions Regulations, 34 CFR 668.

The institution will ensure that a program is eligible before awarding federal student aid funds to students in that program. The Eligibility and Certification Approval Report (ECAR) will contain the most critical data elements that form the basis of Cerritos College’s approval and a list of the highest level of programs offered, any non-degree programs or short-term programs, and any additional locations that have been approved for the Federal Student Aid (FSA) Programs.

The Financial Aid Office shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The President/Superintendent shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing covered services concerning the District’s educational programs, financial charges, and employment of graduates to ensure compliance with this policy.
The President/Superintendent shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing board do not waive any defenses or governmental immunities by enacting this policy.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5130 titled Financial Aid

Date Adopted: May 16, 2007
Dates Revised: June 13, 2012; November 18, 2013
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4703)
BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References:
Education Code, Sections 67310-13 and 84850;
Title 5, Sections 56000 et seq.

It is the policy of the Cerritos Community College District to maintain Disabled Student Programs and Services to promote the academic success and personal enrichment of students with diverse needs by facilitating equal access to educational opportunities in an integrated college setting; encouraging the interaction and full participation of all students with disabilities, and recognizing the importance of self-advocacy and independence in such students’ pursuit of their academic careers.

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District. The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, and/or instruction that facilitate equal educational opportunities for students with disabilities who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities and directly related to the educational limitations of the verified disabilities of the student to be served. The services to be provided include, but are not limited to, academic adjustments, auxiliary aids, counseling, and/or educational assistance classes. However, Information and Communication Technology, Instructional Materials, Instructional Programs and accessible facilities represent a broader institutional responsibility because access is an institutional responsibility.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The President/Superintendent shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The President/Superintendent shall ensure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Also see AP 5140 titled Disabled Student Programs and Services and BP/AP 3411 Accessibility of Information and Communication Technology.
Date Adopted: May 16, 2007
Dates Revised: October 24, 2012; February 5, 2014; April 3, 2019
Date Reviewed: April 3, 2019
The Extended Opportunity Programs and Services (EOPS) is established to provide support services and programs that are in addition to the traditional student services programs in order to assist students who have educational and economic disadvantages to succeed academically in the College. The services may include, but are not limited to, priority registration, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, book vouchers, transportation support, and financial assistance.

The President/Superintendent and the Vice President of Student Services in consultation with the EOPS Director shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5150 titled Extended Opportunity Programs and Services

Date Adopted: May 16, 2007
Date Revised: February 11, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4702)
BP 5160 CAREER AND ASSESSMENT SERVICES

The following services will be provided in Career and Assessment Services: assessment for course placement, career testing (interests, skills, personality), career counseling (career/major exploration), job search assistance, and reentry services. These services will help to identify classes, training, and jobs that will be most satisfying to current or former students and alumni in meeting their career or transfer goals.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007
Date Revised: April 3, 2019
Date Reviewed: April 3, 2019
(Replaces former Cerritos CCD Policy 4200)
BP 5170  VETERANS AFFAIRS

References:

Education Code, Sections 70902 and 89036

A Veterans Resource Center shall oversee programs authorized under state and federal law to ensure that United States military veteran students receive services and benefits to which they are entitled by law.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007
Date Revised: January 28, 2019
Date Reviewed: February 20, 2019
BP 5180 STUDENT ACTIVITIES

References:
- Education Code, Sections 70902, 76060, 76061, and 76062

The Cerritos Community College District is committed to the development of students as citizens and residents of the world, the United States, and the communities in which we live. To encourage full participation in the government and community structures by its alumni, the District offers programs and activities outside the formal classroom structure including student leadership and governance opportunities.

An awareness of the complex and diverse backgrounds of the community college student must be reflected in student governance and activities.

The President/Superintendent shall establish procedures to ensure that there is a current handbook that guides the operations of the Student Activities area.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4802)
BP 5200 STUDENT HEALTH SERVICES

References:
Education Code, Sections 76401 and 76355

Student health services shall be provided to promote well-being through health programs and services.

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5200 titled Student Health Services

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4807)
BP 5205 STUDENT INSURANCE

Reference:
Education Code, Section 72506;
Title 5, Sections 55234, 55450, 55451

1. The District shall provide limited student accident insurance for all enrolled students.
2. The District shall provide limited student accident insurance for students participating in intercollegiate athletics, intramurals, and/or physical education activity courses.
3. The District shall provide malpractice liability insurance for Health Occupations Division students in clinical settings.
4. The District shall require that international students subscribe to the college’s designated international students health care provider.
5. The District shall require that the students enrolled in study abroad classes and/or programs, including travel to and from the United States and while in other countries, subscribe to the college’s or designee’s provider of health care and liability insurance. Such insurance must be secured from a provider licensed to transact insurance business in the foreign country(ies).

Offices of Primary Responsibility: Vice President, Student Services
Vice President, Business Services
Vice President, Academic Affairs

Date Adopted: June 6, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4904)
BP 5210 COMMUNICABLE DISEASE

References:

Education Code, Sections 76403, 72010, and 72011;
Business and Professions Code, Section 1680;
Health and Safety Code, Section 1250.11;
Family Educational Rights and Privacy Act;
Americans with Disabilities Act;
Health Insurance Portability and Accountability Act

The District shall not discriminate against any person with a chronic disease as defined in the Americans with Disabilities Act, and California Government Code Section 1292i6.1(c) except as required by Federal or State Law for Public Safety.

The President/Superintendent shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students. Such procedures shall comply with the Family Educational Rights and Privacy Act, the Americans with Disabilities Act, and the Health Insurance Portability and Accountability Act.

The District will comply with all state and federally mandated health requirements relative to infectious diseases, including:
- Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students, and
- Compliance with any immunization program required by State Department of Health Services regulations.

Students are expected to comply with applicable OSHA (Occupational Safety and Health Act) infection control regulations as well as comply with infection control policies of the facility in which they provide services.

Appropriate steps shall be taken to ensure the safety of individuals who come in contact with blood, blood products, and bodily fluids. Appropriate Programs and Offices of the College will establish protocols in compliance with the guidelines from the United States Centers for Disease Control and all other applicable laws for the handling of blood, blood products, and bodily fluids.

Also see BP 7330 titled Communicable Disease

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 8014)
BP 5300 STUDENT EQUITY PLAN

References:
Education Code, Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5, Section 54220

The Board of Trustees is committed to assuring student equity in educational programs and District services. The President/Superintendent shall establish and implement a Student Equity Plan that meets the Title 5 standards for such a plan.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007
Date Reviewed: February 20, 2019
Cerritos Community College District Policy

BP 5400 ASSOCIATED STUDENTS ORGANIZATION

References:

Education Code, Sections 76060, 76061, and 76062

Cerritos College authorizes the establishment of a student association which shall be known as the Associated Students of Cerritos College (ASCC).

The President/Superintendent shall establish procedures that define the minimum standards for the organization, membership, elections, and financial activities of the ASCC to be contained in the ASCC Constitution and Bylaws.

The association shall be made up solely of the students within the college, with stipulations of membership as determined by the association's constitution and bylaws.

The ASCC is recognized as the official voice for the students in District decision-making processes.

The District shall recognize the rights and privileges of student organizations to conduct programs and invite speakers providing they do not conflict with the rules and regulations of the college.

The student association shall conduct itself in accordance with state and federal laws and regulations, District policies and administrative procedures, and its constitution and bylaws. The ASCC shall maintain minutes of its actions. It may conduct other activities as approved.

Student clubs and organizations operate under the auspices of the ASCC.

All Student Activities programs and services shall be coordinated and approved by those responsible for the management of the Student Activities Office. A procedural manual for student organizations and activities shall be maintained by the Student Activities Office.

The Associated Students shall be granted the use of District premises per administrative procedures. Such use shall not be construed as transferring ownership or control of the premises.

Office of Primary Responsibility: Vice President, Student Services

Also see Administrative Procedure 5400 titled Associated Students Organization

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4803)
BP 5410 ASSOCIATED STUDENTS ELECTIONS

References:
- Education Code, Section 76061;
- ASCC Code, Section II, subsections 2.86, 2.87;
- ASCC Code Section III, Elections Code

The Associated Students of Cerritos College (ASCC) shall conduct elections to elect officers and Senators annually, and may fill vacancies by appointment, in accordance with procedures established in the ASCC Elections Code. All provisions of the ASCC Elections Code shall comply with all applicable District, local, state, and federal laws and regulations.

Any student elected as an officer or Senator in the ASCC shall meet the requirements as stated in ASCC Constitution and Bylaws. At a minimum, any student elected or appointed as an officer or Senator in the ASCC shall:
1. be enrolled in the College at the time of election or appointment in a minimum of five semester units and throughout his or her term of office, except inter-sessions; and
2. have and maintain a minimum 2.00 grade point average at the College at the time of election or appointment and while in office.

The Associated Students may adopt higher standards for all student government positions.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
BP 5420 ASSOCIATED STUDENTS FINANCE

References:

Education Code, Sections 76063-76065

Associated Students of Cerritos College (ASCC) funds shall be deposited with and disbursed by Business Services.

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

All funds shall be expended according to procedures established in the ASCC Financial Code, subject to the policies and procedures of the District and approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the President/Superintendent or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

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

Office of Primary Responsibility: Vice President, Student Services

Also see AP 5420 titled Associated Students Finance

Date Adopted: May 16, 2007
Date Reviewed: February 20, 2019
BP 5500  STANDARDS OF STUDENT CONDUCT

References:
- Education Code, Sections 66300, 66301, 67386, 76033, and 76034;
- ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

The President/Superintendent shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

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

Due process requires that in all significant disciplinary situations a student is informed of charges against him/her, is given an opportunity to refute them, and has the opportunity to appeal a decision.

The Board of Trustees shall consider any recommendation from the President/Superintendent for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

Students enrolling in Cerritos College assume an obligation to abide by all District regulations on District-owned or controlled property or at District-sponsored or supervised functions.

Students who fail to adhere to District regulations are subject to disciplinary actions.
In all disciplinary actions, the student shall be informed of the nature of the charges against him/her and given a fair opportunity to refute them. The District shall not be arbitrary in its actions.

The following conduct while on District-owned or controlled property or at District-sponsored or supervised functions shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Assault, battery, or any threat of force or violence, or causing, attempting to cause, or threatening to cause physical injury to another person, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

2. Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object or chemical, including but not limited to any facsimile firearm, knife, or explosive on District-owned or controlled property or at District-sponsored or supervised functions without the prior authorization of the President/Superintendent or designee.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code, Section 11014.5.

4. Committing or attempting to commit robbery or extortion.

5. Theft, attempted theft of, or willful damage to District property or property in the possession of, or owned by, a member of the college community or knowingly receiving stolen property or private property on District premises.

6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

7. Committing sexual harassment as defined by law or by District policies and procedures in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

8. Engaging in harassing or discriminatory behavior based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

10. Willful misconduct that results in injury or death to a student, client, patient, visitor, guest, or to District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Endangering a student, client, patient, visitor, guest, or District employee or contributing to or causing harm to the health, safety, and/or well-being of such others.

12. Disruptive behavior, continual or willful disobedience and/or persistent defiance of the authority, habitual profanity or vulgarity, or abuse of District personnel or where the presence of the student causes a continuing danger to the physical safety of students or others.

13. Cheating, or engaging in other academic dishonesty including copying from another’s work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.

14. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent himself or herself to be a student generally or to be a particular student either in person or in an online environment, and/or impersonating or otherwise misrepresenting oneself to be another person in person or in an online environment.

15. Plagiarism, in individual or group work or in a student publication, including the act of taking the ideas, words or specific substantive material of another and offering them as one’s own without giving credit to the source.

16. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.

17. Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.

18. Lewd, indecent or obscene conduct on District-owned or controlled property; at District-sponsored or supervised functions; or directed at and for the purpose of harming another individual or group associated with the District, whether carried out in person or in an online environment, and whether or not the location is associated with the District.

19. Engaging in expression that is obscene; libelous or slanderous; or that so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board policy or administrative procedure.

22. Unauthorized use of audio, video or other listening, recording or transmitting device in any classroom, service area or District activity without prior consent of the instructor, service area manager, or activity advisor except as necessary for reasonable accommodation.

23. Failure, as a person involved in sexual activity, to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.
   • Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the
persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. 

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

i. The accused’s belief in affirmative consent arose from the intoxication or recklessness of the accused. 

ii. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented. 

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

i. The complainant was asleep or unconscious. 

ii. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity. 

iii. The complainant was unable to communicate due to a mental or physical condition.

24. Sexual assault, defined as actual or attempted sexual contact with another person without that person’s consent, regardless of the victim’s affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Intentional touching of another person’s intimate parts without that person’s consent or other intentional sexual contact with another person without that person’s consent. (2) Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent. (3) Rape, which includes penetration, no matter how slight, without the person’s consent, of either of the following: (A) The vagina or anus of a person by any body part of another person or by an object. (B) The mouth of a person by a sex organ of another person.

25. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person’s consent, regardless of the victim’s affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Prostituting another person. (2) Recording images, including video or photograph, or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent. (3) Distributing images, including video or photograph, or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure. (4) Viewing another person’s sexual
activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

26. Misrepresentation of oneself or of an organization to be an agent of the District.

27. Continued disruption on or off District property of the District’s educational or student services activities, administrative functions and procedures, public service functions, authorized curricular or co-curricular activities, other functions, or prevention of authorized guests from carrying out the purpose for which they are on District property.

28. Abuse of any person or any possession of any person, on District-owned or controlled property.

29. Violation of state or local laws, Board policies, or administrative procedures concerning the registration of student organizations, the use of District facilities, or the time, place, and manner of public expression.

30. Abusive behavior directed toward coercion of, or hazing of, or bullying of a member of the college community, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

31. Violation of Board policies or administrative procedures governing the use of student user accounts, computers, and telecommunication resources, including but not limited to the unauthorized entry, opening, or viewing of a file; the unauthorized use of another individual’s identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of District.

32. Engaging in physical or verbal disruption, intimidation, or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student’s academic performance, or District employee’s work performance, or of creating an intimidating, hostile or offensive educational or work environment, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

33. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, alarm, or harass another person, and which causes the person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.

34. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

35. Any other cause not listed above which is identified as “Good Cause” by the Education Code or that disrupts the college, its mission, or campus life.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007
Dates Revised: March 4, 2009; May 2, 2012; February 17, 2016
Date Reviewed: February 20, 2019
BP 5510  OFF-CAMPUS ACTIVITIES AND ORGANIZATIONS

Reference:
34 CFR 668.46(b)(7)

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Office of Primary Responsibility: Vice President, Business Services

Date Adopted: June 13, 2012
Date Revised: February 11, 2019
Date Reviewed: February 20, 2019
BP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code, Section 76224(a);
Title IX, Education Amendments of 1972;
Sections 504 and 508 of the Rehabilitation Act of 1973;
Americans with Disabilities Act of 1990

The President/Superintendent shall establish procedures regarding student rights and grievances in accordance with the requirements for due process as required by law.

The Board of Trustees shall consider an appeal of the President/Superintendent’s decision regarding a student grievance or recommendation regarding a student grade grievance. The Board of Trustees shall consider an appeal of a student grievance decision or student grade grievance recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the grievance shall be taken at a public meeting.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007
Date Reviewed: February 20, 2019
Student Services

BP 5550 SPEECH: TIME, PLACE, AND MANNER

References:
Education Code, Sections 66301 and 76120

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The District has areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The President/Superintendent shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the President/Superintendent shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards and posting areas, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.

The District’s commitment to foster and protect the rights to free speech and expression and to accommodate such on its property extends only to speech and expression protected by the United States Constitution or the constitution of the State of California. Conduct or expression which is unlawful, defamatory, or obscene, according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of Board policies or administrative procedures, or the substantial disruption of the orderly operation of the College, is prohibited.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students, employees, and members of the public may be disciplined and/or held criminally or otherwise legally liable for harassment, threats, or intimidation unless such speech is constitutionally protected.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: June 6, 2007
Date Revised: June 9, 2010
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4805)
BP 5570    STUDENT CREDIT CARD SOLICITATION

References:
Education Code, Section 99030;
Title 5, Section 54400;
Civil Code Section 1747.02(m)

Credit card solicitations shall not be permitted on the premises of the Cerritos Community College District.

Office of Primary Responsibility:  Vice President, Student Services

Date Adopted:  May 16, 2007
Date Reviewed:  February 20, 2019
The District may maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The President/Superintendent shall ensure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) and Sports Guide to Sports Championship Handbooks, and the appropriate Conference Constitution regarding student athlete participation.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: June 6, 2007
Date Revised: August 26, 2013
Date Reviewed: February 20, 2019
BP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

References:
Fair and Accurate Credit Transactions Act (15 U.S.C. 1681m(e))

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate theft of students' identities when the District serves as a creditor in relation to its students. The President/Superintendent is directed to develop procedures as required by law to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Offices of Primary Responsibility: Vice President, Business Services
Vice President, Student Services

Date Adopted: December 10, 2008
Date Revised: March 28, 2011
Date Reviewed: February 20, 2019
Cerritos Community College District Procedure

Student Services

AP 5010  ADMISSIONS AND DUAL ENROLLMENT

References:

Education Code, Sections 76000, 76001, and 76002
34 CFR 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6

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

Admissions Eligibility

The authority to oversee the admission of eligible students is delegated to the Dean of Admissions, Records and Services under the direction of the Vice President of Student Services. Students eligible for regular admission to the College must be 18 years of age or older and possess a high school diploma, GED, certificate of proficiency or equivalent. In addition, any apprentice, as defined in Section 3077 of the Labor Code, or any other person who is over 18 years of age who, in the judgment of the District, is capable of profiting from the instruction offered at the College may be admitted.

Residency

Each person applying for admission or enrollment in a California Community College is classified as a “resident” or “nonresident” for purposes of admission and/or tuition calculation.

Resident – a “resident” is a person who is eligible to establish California residency for tuition purposes or who has resided within California for at least one year and who established a legal residence in California prior to the residency determination date.

Nonresident – a “nonresident” student is one who has not resided in the state for more than one year prior to the residency determination date and who has not established legal residence or who is not eligible to establish California residency for tuition purposes.

Admission of International Students

The College accepts applications from students holding or attempting to obtain the F-1 Student Visa. The following items are required from international applicants:

• Completed International Student application and fee;
• High school transcripts, showing graduation, from an institution equivalent to an accredited U.S. high school.
• For applicants whose native tongue is not English, the minimal score on the Test of English as a Foreign Language (TOEFL) or an equivalent score on the Cerritos College Placement test or other standardized proficiency test before being admitted.
• Negative tuberculosis (TB) test results.
• Notarized statement of support from a financial sponsor accompanied by a certified letter from the sponsor’s bank, verifying in U.S. dollars sufficient funds to meet all the student’s educational and financial needs.
• Valid Passport, appropriate F-1 visa and I-94 form.
• Purchase, including by the student and all dependents, of international student medical insurance.

International student admissions procedures will be provided in the College Catalog, schedule of classes, and website.

The College Catalog, which is updated annually, contains the most recent information regarding admissions.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Dates Revised: May 7, 2012; February 11, 2019
Date Reviewed: February 20, 2019  
(Replaces former Cerritos CCD Policy 4100)
Cerritos Community College District Procedure

No. 5011

Student Services

AP 5011 TRACKS OF ADMISSION AND DUAL ENROLLMENT OF
HIGH SCHOOL AND OTHER YOUNG STUDENTS: COLLEGE
AND CAREER ACCESS PATHWAYS (CCAP) TRACK AND
NON-COLLEGE AND CAREER ACCESS PATHWAYS (NON-
CCAP) TRACK

References:
Education Code, Sections 11300, 48800, 48800.5, 48802, 49011, 66010.4,
76001, 76002, 76004, 87010, and 87011

The College authorizes the admission of Special Admit students and “highly-talented” K-
12 minor students without high school diplomas, who can benefit from “advanced
scholastic or career/technical work.” The responsibility to make the determination of the
student’s preparation belongs to the K-12 school district in which the student is enrolled.

Authority to restrict the admission or enrollment of a Special Admit part-time or full-time
student in any session based on age, grade-level completion, current school
performance, or assessment and placement procedures in conformance with
matriculation regulations remains the prerogative of the College.

All courses will be taken for college credit. Subject to college and school district
compliance with applicable regulations, and if followed procedures provided herein, pupils
may receive dual credit.

The parent or guardian of a pupil not enrolled in a public school retains the ability to
directly petition the President/Superintendent for the pupil’s Special Admit admission on
a part-time or full-time basis.

When both College and Career Access Pathways (CCAP) and Non-College and Career
Access Pathways (Non-CCAP) enrollment opportunities are provided by the college, it
must adhere to the overall 10% full-time equivalent student (FTES) cap for all Special
Admit students.

Non-CCAP Track Dual Enrollment of High School Juniors and Seniors (N-CCAP)
Cerritos College will admit N-CCAP high school juniors and seniors for enrollment to the
College who are eligible to participate based on the criteria established below.
The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify through consent and signature on the College Bridge Form that the recommended student can benefit from college instruction.

A parent/guardian consent and signature on the College Bridge Form, verifying parental/guardian approval of student’s participation, must be submitted in addition to the College application. Parents/guardians must also acknowledge on the Dual Enrollment Form that the student will be expected to conform to all College policies.

Cerritos College will admit N-CCAP high school juniors and seniors who meet the following conditions:

**Academic Eligibility**

- N-CCAP student admission may be limited for reasons of age or grade level.
- For all courses attempted, N-CCAP students must complete the College assessment/placement process and meet the stated prerequisite and or co-requisite for the desired course.
- For summer sessions, N-CCAP student admission is further limited to high school principal recommendation to be provided only if the pupil demonstrates adequate preparation in the discipline to be studied, the pupil exhausts all opportunities to enroll in an equivalent course at school of attendance, and if the total number of such pupils does not exceed 5% of that grade level.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

**Limitations on Enrollment**

- A N-CCAP student may be permitted to enroll in up to 11.99 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records and Services.
- Such students may not enroll in physical education courses.
- Such students’ enrollment may be limited for reasons of age or grade level.
- Such students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue enrollment.
- Such students will not receive priority enrollment status.
- Such students will be charged all applicable fees charged to regularly admissible students, with the exception of California Community College enrollment fees (neither the in-state, per unit charge nor the non-resident tuition and capital outlay, per unit charges).

**Dual Enrollment, Non-CCAP Track Students Through the 10th Grade (N-CCAP K-10)**

Cerritos College will admit highly gifted elementary students and secondary students through the 10th grade level for enrollment to the College if they are eligible to participate based on the criteria below:
Academic Eligibility

- N-CCAP K-10 student admission may be limited for reasons of age or grade level.
- For all courses attempted, N-CCAP K-10 students must complete the College assessment/placement process and meet the stated prerequisite and or co-requisite for the desired course.
- For summer sessions, N-CCAP K-10 student admission is further limited to high school principal recommendation to be provided only if the pupil demonstrates adequate preparation in the discipline to be studied, the pupil exhausts all opportunities to enroll in an equivalent course at school of attendance, and if the total number of such pupils does not exceed 5% of that grade level.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

- N-CCAP K-10 students may be permitted to enroll in up to 4 units each term.
- Such student enrollment in courses is based on space availability with College instructor signature required prior to enrollment.
- Such students may not enroll in physical education courses.
- Such students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program.
- Such students will not receive priority enrollment status.
- Such students will be charged all applicable fees charged to regularly admissible students, with the exception of California Community College enrollment fees (neither the in-state, per unit charge nor the non-resident tuition and capital outlay, per unit charges).

Summer Enrollment of K-12 Students

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

Refer also to the Academic Eligibility sections for N-CCAP and N-CCAP K-10 students regarding summer sessions.

The number of such persons recommended shall not be in excess of five percent of the total number of students who have completed a particular grade immediately prior to the time of recommendation.

Minors Who Are Not Enrolled in a School Program

The Cerritos College President/Superintendent, or designee, may admit students who are not enrolled in a public school into any class for which the student may qualify.

Qualifications and eligibility for participation are listed below:
Parent/guardian approval shall include acknowledgement by the parent/guardian that he/she understands that he/she will be expected to conform to all College policies.

Cerritos College may admit minors who are not high school graduates who meet the following conditions:

- Complete the Cerritos College admission application
- Submit the appropriate College form (Non-Enrolled Minor Form) for the approval by the Cerritos College President/Superintendent, or designee, stating the following:
  - Grade level of student.
  - Parental/guardian approval for the student to enroll in a College-level class.
  - Verifiable demonstration of the student’s ability to benefit from advanced scholastic or career/technical work.
  - A statement indicating the exact college-level class(es) in which the student is requesting enrollment at Cerritos College.
  - The student must enroll in a course of instruction of a scope and duration sufficient to satisfy the requirements of law.
- If the College denies a request for Special Admit part-time or full-time enrollment at a community college for a pupil who is identified as highly gifted, the College shall record its findings and the reason(s) for denial of the request in writing within 60 days. The written recommendation and denial shall be issued to the student at least 30 days after the request has been submitted. (Education Code, Section 76001(b))
- The attendance of a pupil at a community college as a Special Admit part-time or full-time student pursuant to this section is authorized attendance, for which the community college shall be credited or reimbursed pursuant to Education Code, Sections 48802 and 76002.

Classes on High School Campuses

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

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board. If the class is a physical education class, no more than ten percent of the enrollment of the class may consist of Special Admit part-time or full-time students.

Additional Regulations

To be considered for admission as a Special Admit part-time or full-time student, the student must meet the eligibility standards established in Education Code, Section 48800.05. Special Admit part-time and full-time students are given low enrollment priority in accordance with AB 967, except for students attending a middle college high school if
the student is seeking to enroll in a course that is required for the student’s middle college high school program.

State regulations provide that Special Admit student enrollment in physical education courses shall not exceed five percent of the District’s total reported full-time equivalent enrollment of Special Admit part-time and full-time students; however, Cerritos College does not permit enrollment of such students in physical education courses.

**College and Career Access Pathways (CCAP)**

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

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

The CCAP partnership agreement shall be filed with the Chancellor of the California Community Colleges and with the California State Department of Education before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010, or any controlled substance offense as defined in Education Code Section 87011.
• certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

• certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
  
  o qualified high school teacher, for the purpose of this Administrative Procedure, means a high school teacher who meets the minimum qualifications to teach college courses that are offered through dual enrollment. The high school teacher will be considered according to established Cerritos College selection procedures and if selected, will become an adjunct faculty member of Cerritos College. The faculty member will abide and be covered by the faculty collective bargaining agreement and the policies and procedures of Cerritos College.

• include a certification by the participating community college district of all of the following:
  
  o a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
  
  o a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
  
  o participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.

• certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.

• specify both of the following:
  
  o which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and,
  
  o which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

• certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student’s junior or senior year to ensure the student is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:
• developing seamless pathways from high school to community college for career technical education or preparation for transfer;
• improving high school graduation rates; or,
• helping high school pupils achieve college and career readiness.

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

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

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a Special Admit part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:
• the units constitute no more than four community college courses per term
• the units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and,
• the units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The governing board of the District exempts CCAP Special Admit part-time students from the following fee requirements:
• Student representation fee (Education Code Section 76060.5)
• Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Sections 76140, 76141, 76142)
• Transcript fees (Education Code Section 76223)
• Course enrollment fees (Education Code Section 76300)
• Apprenticeship course fees (Education Code Section 76350)
• Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.
The attendance of a high school pupil at a community college as a Special Admit part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For each CCAP partnership agreement entered into pursuant to this section, the District shall report annually to the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the State Superintendent of Public Education all of the following information:

- The total number of high school pupils, by schoolsite, enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses, by course category and type and by schoolsite, enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by schoolsite, of CCAP partnership participants.
- The total number of full-time equivalent students (FTES) generated by CCAP partnership community college district participants.

The College Catalog, which is updated annually, contains the most recent information regarding the admission and enrollment of high school and other young students. This document is updated annually for currency and correctness.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007
Dates Revised: October 15, 2012; October 9, 2017; February 11, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policies 4102.1 and 4102.2)
AP 5012 INTERNATIONAL STUDENTS

References:
- Education Code, Sections 76141, 76140, 76000, and 76142;
- Title 5, Section 54045;
- Title 8 U.S.C., Section 1101 et seq.

Under Department of Homeland Security regulations, Cerritos College is authorized to enroll students on F-1 visa for the A.A. degree and transfer programs. To be considered for admission, an international student must complete the following required application packet items available in the International Student Center:

- International Student application and fee;
- Complete high school, secondary, college and or university graduation transcripts equivalent to an accredited U.S. high school;
- All applicants whose native language is not English must meet the minimal score on the Test of English as a Foreign Language (TOEFL) or an equivalent score on the Cerritos College self-reporting tool or other standardized proficiency test before being admitted to an academic/undergraduate degree program;
- Negative tuberculosis (TB) test results;
- Statement of support from a financial sponsor accompanied by a certified letter from the sponsor’s bank, verifying in U.S. dollars that sufficient funds to meet all the student’s educational and financial needs.
- Valid Passport, appropriate F-1 visa and I-94 form;
- All F-1 students and dependents must purchase International student medical insurance; and
- Upon admission, the F-1 student is issued the SEVIS I-20 and is required to adhere to all federal regulations regarding their immigration status. The Office of International Student Services will report required events into the SEVIS program as mandated by United States Citizenship and Immigration Service (USCIS).

The calculation of nonresident tuition fee applicable to noncitizens who have not or cannot establish residence, shall result in an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent of the nonresident tuition charged other nonresidents.
The Cerritos College Office of International Student Services maintains the most recent information regarding International Students. The printed and web-based materials are updated periodically.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Date Revised: January 28, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4102.3)
Cerritos Community College District Procedure
No. 5013

Student Services

AP 5013 STUDENTS IN THE MILITARY

References:
Education Code, Sections 68074, 68075, 68075.5, and 68075.7;
Title 5, Sections 54041, 54042, 54050, 55023, 55024, and 58620;
Military and Veterans Code Section 824; and
38 U.S. Code Section 3679

Residence Determinations for Military Personnel and Dependents
A student who is a member of the armed forces of the United States stationed in
California, except a member of the armed forces assigned for educational purposes to a
state-supported institution of higher education, is entitled to resident classification. Such
student shall retain resident classification in the event that the member of the armed
forces is thereafter transferred on military orders to a place outside of California or
thereafter retires from active duty, so long as the student remains continuously enrolled
in the District.

An undergraduate 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. Such student shall retain resident
classification if he or she is thereafter transferred on military orders to a place outside of
California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less
than three years before the date of enrollment in a course commencing on or after July
1, 2015, and his/her 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 is entitled to resident classification.

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 is
entitled to resident classification.

A parent who is a federal civil service employee and his or her 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
A student claiming the residence classifications provided for in this procedure must provide a statement from the student’s commanding officer or personnel officer providing evidence of the date of the assignment to California and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person’s commanding officer or personnel officer that the military person’s duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5, Sections 54041 and 54042)

Withdrawal Procedures for Members of the Military
A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol of “MW” will be assigned on the student’s transcript. Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an “FW” grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service. In order to retain catalog rights, a student must re-apply for admission within one semester of completion of active duty.

The Cerritos College Catalog contains the most recent information regarding students in the military. This document is updated annually.

Also see AP 5055 titled Enrollment Priorities and Limitations and AP 5075 titled Class Adds and Drops

Office of Primary Responsibility: Vice President, Student Services

Date Approved: October 15, 2007
Dates Revised: February 25, 2008; October 15, 2012
Date Reviewed: February 20, 2019
Cerritos Community College District Procedure
No. 5015

Student Services

AP 5015  RESIDENCE DETERMINATION

References:

- Education Code, Sections 68000 et seq., 68130.5, 68074-68075.7, and 68086;
- Title 5, Sections 54000 et seq.
- 38 U.S. Code Section 3679

Residence Classification

Residency classifications shall be made for each student at the time applications for admission are accepted 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. 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 the semester or summer during which the student proposes to attend.
- Residence classification is the responsibility of the Dean of Admissions, Records and Services.

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

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

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

Rules Determining Residence

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

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by the 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
prohibition to do so, may establish residence.

• A person may have only one residence.

• A residence is the place where one remains when not called elsewhere for labor
or other special or temporary purpose and to which one returns in seasons of
repose.

• A residence cannot be lost until another is gained.

• The residence can be changed only by the union of act and intent.

• A man or a woman may establish his or her residence. A woman's residence shall
not be derivative from that of her husband.

• The residence of the parent with whom an unmarried minor child maintains his/her
place of abode is the residence of the unmarried minor child. When the minor lives
with neither parent, the minor's residence is that of the parent with whom the last
place of abode was maintained, provided the minor may establish his/her
residence when both parents are deceased and a legal guardian has not been
appointed.

• The residence of an unmarried minor who has a living parent 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 more than one
year immediately preceding 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
preceeding the residence determination date with the intention of acquiring a
residence therein, shall be entitled to resident classification until he/she has
resided in the state the minimum time necessary to become a resident.

• A student who has not been an adult for more than one year immediately preceding
the residence determination date for the semester for which the student proposes
to attend an institution shall have the immediate prematurity-derived California
residence, if any, added to the post-majority residence toward obtaining 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 such student meets any of
the following requirements:
  o He/she holds a provisional credential and is enrolled in courses necessary to
    obtain another type of credential authorizing service in the public schools.
He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.

He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.

A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student’s residency status will be determined under the other provisions of this procedure.

- A student who is a full-time employee of the California State University, the University of California or a California 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 California 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 and is in attendance at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification so long as he or she remains continuously enrolled in the District.

- A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his or her resident classification, so long as he or she remains continuously enrolled in the District.

- A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.

- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran’s state of residence is entitled to resident classification.

- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.

A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.

A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in parts 1-4 of this bulleted item shall be fully exempt from non-resident fees, including nonresident tuition and the capital outlay fee charged of nonresident students.

1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of discharge from a period of active duty service of 90 days or more.

2. A spouse or child entitled to transferred education benefits who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the transferor’s discharge from a period of active duty service of 90 days or more.

3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the Servicemember’s death in the line of duty following a period of active duty service of 90 days or more.

4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be “covered individuals” per the criteria above within this bulleted item and that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code while living in California. Eligibility determination is subject to the “Certificate of Eligibility” (COE) of the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement [TOE] to basic educational assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214, Certificate of Release or Discharge from Active Duty, of the qualifying individual may also be of assistance in confirming “covered individual” status as it shows the effective date of the veteran’s discharge from active service.
A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.

A student who is a federal civil service employee and his or her 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 he/she has resided in the state the minimum time necessary to become a resident.

A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.

A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his/her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intends to establish residency in California as soon as possible.

A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-181 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who, upon entering the United States, settled in California, shall be exempt from paying the nonresident tuition fee required by Section 76140 for the length of time he/she lives in this state up to the minimum time necessary to become a resident.

**Right to Appeal**

Students who have been classified as nonresidents have the right to a review of their classification. Any student, following a final decision of residence classification by the Dean of Admissions, Records and Services, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of the final decision by the District regarding classification.
Appeal Procedure

An appeal should be submitted to the Dean of Admissions, Records and Services who 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 nonresident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for the semester or summer during which the student proposes to attend.

Residency Questionnaires must be completed for reclassification. Residency Questionnaires must be submitted to the Admissions, Records and Services Office prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to complete the Residency Questionnaire for reclassification prior to the residency determination date. In no case, however, may a student receive a nonresident tuition refund after the second week of the semester or after 10% of a session, whichever is less. 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 nonresidents by the University of California, the California State University, or another community college district.

An applicant shall be considered financially independent for purposes of residence reclassification if he or she meets all of the following requirements:

• Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;

• Has not lived and will not live for more than six weeks in the home of his or her 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 Dean of Admissions, Records and Services will make a determination, based on the evidence and issue notice to the student not later than 14 days of receipt of the petition for reclassification.

Applicants/students have the right to appeal according to the procedures above.

Non-Citizens
The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as nonresidents and charged nonresident tuition unless they meet the exceptions contained below.

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

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

- Total attendance of, or attainment of credits earned while in California equivalent to three or more years of full-time attendance or attainment of credits at any of the following: (a) California high schools; (b) California high schools established by the State Board of Education; (c) California adult schools established by either a county office of education, unified or high school district, or The Department of Corrections and Rehabilitation; (d) campuses of the California community colleges; or (e) a combination thereof; or
- Three or more years of full-time high school coursework 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 the District for any term commencing on or after January 1, 2002;

- completion of a questionnaire form prescribed by the Chancellor and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and

- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaires through the third week of the semester to request a review of their residency status. Final residency determination for non-citizens is made by the Admissions, Records and Services Office.

Refer also to AP 5020 titled Nonresident Tuition and AP 5030 titled Fees

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Dates Revised: April 11, 2011; October 15, 2012; May 11, 2015
Date Reviewed: February 20, 2019
Cerritos Community College District Procedure No. 5020

Student Services

AP 5020 NONRESIDENT TUITION

References:
Education Code, Sections 68075.65, 68130.5, and 76140 et seq.;
Title 5, Section 54045.5;
VACA Act [38 U.S.C. 3679(c)], Section 702

Nonresident Tuition: Students who are not residents of California for one year prior to
the first day of the semester will be charged Nonresident Tuition at the Board-approved
rate per semester unit. Nonresident tuition fees are set no later than March 1 of each
year. Nonresident students must pay Nonresident Tuition in addition to the California
Community College Enrollment Fees. Calculation of such tuition shall be done in
compliance with applicable law and regulation to reflect the current expense of education
and that of the preceding fiscal year, and it shall reflect fees in contiguous districts.
Students who believe they should be reclassified as resident students have the
responsibility to request a change of their classification in the Admissions, Records and
Services Office prior to enrollment. A notice listing persons exempt from paying
nonresident tuition is posted on the District's website.

Nonresident Capital Outlay Fee: Nonresident students who are both citizens and
residents of a foreign country will be charged a Nonresident Capital Outlay Fee, in
addition to the Nonresident Tuition and the California Community College Enrollment Fee.

Military Resident Exemption: Nonresident U.S. military personnel on active duty in
California (except those assigned for education purposes to state-supported institutions
of higher education) are granted a waiver of Nonresident Tuition until they are discharged
from their military service. Their dependents are granted a waiver for a period of one year
from the date they enter California. Upon expiration of the waiver, evidence must be
provided as to the date the student surrendered his/her out-of-state residence to become
a resident of California. The student will be classified as a nonresident and charged
Nonresident Tuition until one year has elapsed since the out-of-state residence was
surrendered, except when the provisions of the VACA Act [38 U.S.C. 3679(c)], Section
702 apply as follows:

- A student who is covered by the federal Veterans Access, Choice, and
  Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in
  parts 1-4 of this bulleted item shall be fully exempt from non-resident fees,
  including nonresident tuition and the capital outlay fee charged of nonresident
  students.
1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of discharge from a period of active duty service of 90 days or more.

2. A spouse or child entitled to transferred education benefits who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the transferor’s discharge from a period of active duty service of 90 days or more.

3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the Servicemember’s death in the line of duty following a period of active duty service of 90 days or more.

4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be “covered individuals” per the criteria above within this bulleted item and that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California. Eligibility determination is subject to the “Certificate of Eligibility” (COE) of the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement [TOE] to basic educational assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214, Certificate of Release or Discharge from Active Duty, of the qualifying individual may also be of assistance in confirming “covered individual” status as it shows the effective date of the veteran’s discharge from active service.

**High School Graduate Exemptions:** Students, other than nonimmigrant aliens under 8 U.S.C. 1101(a)(15), who meet the following requirements are exempt from paying nonresident tuition:

- either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;

- graduation from a California high school or attainment of the equivalent thereof;

- registration or enrollment in a course offered for any term commencing on or after January 1, 2002;

- completion of a questionnaire form prescribed by the Chancellor verifying eligibility for this nonresident tuition exemption; and
in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Nonimmigrant Aliens: Any nonimmigrant aliens granted “T” or “U” visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
- completion of a questionnaire form prescribed by the State Chancellor’s Office verifying eligibility for this nonresident tuition exemption.

College and Career Access Pathways (CCAP): A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.

Foreign Students: Citizens and residents of a foreign country shall be charged a Board-approved tuition and a Capital Outlay Fee. Foreign students may be exempt from the Capital Outlay Fee if they meet the criteria in BP 5020 titled Nonresident Tuition. Nonresident tuition and the Capital Outlay Fee are paid in addition to the enrollment fee paid by all students. If the student believes he or she should be classified as a resident student, it is their responsibility to request a change of their classification in the Admissions, Records and Services Office prior to enrollment.

September 11, 2001 Exemption: If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if his or her dependent was a resident on that date and if he or she meets the financial need requirement for the Cal Grant A Program, the dependent(s) of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

Refer also to AP 5015 titled Residence Determination and AP 5030 titled Fees

Office of Primary Responsibility: Vice President, Student Services
Student Services

AP 5030 FEES

References:
Education Code Sections 70902(b)(9), 76300, 76300.5, 66025.3, and 68120;
Title 5 Sections 51012, 58520, 58629;
California Community College Chancellor’s Office (CCCCO) Student Fee Handbook;
ACCJC Accreditation Standard I.C.6

Course Fees

Required fees include, and are as set out in the CCCC O Student Fee Handbook and as otherwise noted:

- Enrollment fees as set out in Education Code, Section 76300; Title 5, Sections 58500-58509 and 58600 et seq.
  - With waivers for:
    - students eligible for Board of Governors Fee Waivers (BOGFW);
    - dependents of certain deceased or disabled veterans and California National Guard members, and Congressional Medal of Honor recipients or certain children of recipients upon certification;
    - the surviving spouse or child of a deceased person who met all of the requirements of Education Code, Section 68120 regarding active law enforcement service or active fire suppression and prevention;
    - the dependent child of any individual killed in the September 11, 2001 terrorist attacks, if the financial need, California residency, and age requirements are met;
    - Special Admit and College Bridge students, except those granted permission to enroll in 12 or more units, as set out in Administrative Procedure 5011 titled Admission and Concurrent Enrollment of High School and Other Young Students; and
      - contract education students.

- Baccalaureate degree pilot program fees (Title 5 Section 58520)
- Nonresident tuition with these permissive exemptions (Education Code, Sections 76140 and 76300), and as set out in the CCCC O Student Fee Handbook and as otherwise noted:
  - All students, other than nonimmigrant aliens under 8 U.S.C. 1101(a)(15), who meet the following requirements:
    - high school attendance in California for three or more years;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
• completion of a questionnaire form prescribed by the Chancellor verifying eligibility for this nonresident tuition exemption; and
• in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Exemptions from nonresident tuition include, as set out in the CCCCO Student Fee Handbook and as otherwise noted:
• Students taking noncredit classes as set out in Education Code, Section 76380
• Apprentices taking classes of related and supplemental instruction as set out in Education Code, Section 76380 and Labor Code, Section 3074
• Students who are members of the armed forces of the United States stationed or domiciled in California on active duty, except those assigned to California for educational purposes, as well as veterans for up to two years following discharge from a military installation in California with an affidavit as set out in Education Code, Sections 68075 and 68075.5
• Certain children who are, or a spouse who is a, dependent(s) of a member of the armed forces of the United States stationed or domiciled in California on active duty
• A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in parts 1-4 of this bulleted item shall be fully exempt from nonresident fees, including nonresident tuition and the capital outlay fee charged of nonresident students.
  1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of discharge from a period of active duty service of 90 days or more.
  2. A spouse or child entitled to transferred education benefits who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the transferor’s discharge from a period of active duty service of 90 days or more.
  3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in California (regardless of his/her formal state of residence) and enrolls in Cerritos College within three years of the Servicemember’s death in the line of duty following a period of active duty service of 90 days or more.
  4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be
“covered individuals” per the criteria above within this bulleted item and that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code while living in California. Eligibility determination is subject to the “Certificate of Eligibility” (COE) of the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement [TOE] to basic educational assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214, Certificate of Release or Discharge from Active Duty, of the qualifying individual may also be of assistance in confirming “covered individual” status as it shows the effective date of the veteran’s discharge from active service.

- Certain parents, and certain of their children, who are federal civil service employees and who moved to California resulting from military realignment involving relocation of at least 100 employees as set out in Education Code, Section 68084
- Certain job transferees as set out in Education Code, Section 761434
- Nonresident minor students taking a class for high school credit
- The dependent child of any individual killed in the September 11, 2001 terrorist attacks, if the financial need, California residency, and age requirements are met;
- Students auditing a credit course

- **Nonresident tuition** shall be charged of nonresident students in credit contract education courses
- **Nonresident tuition** shall be charged of College Bridge and Special Admit students who are nonresidents as set out in Administrative Procedure 5011 titled Admission and Concurrent Enrollment of High School and Other Young Students

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**Fees authorized by law include**, and are as set out in the CCCCO Student Fee Handbook and as otherwise noted:

- **Noncredit courses** fees as set out in Education Code, Sections 76380 and 84757
- **Community service courses** fees as set out in Education Code, Section 78300
- **Auditing of courses** fees as set out in Education Code, Section 76370
- **Instructional materials** fees as set out in Education Code, Section 73365; Title 5, Sections 59400-59408; and Appendix A of the CCCCO Student Fee Handbook
- **Athletic insurance** fees
- **Non-District physical education facilities** fees as set out in Education Code, Section 76395
- **Cross-Enrollment with CSU or UC** fees as set out in Education Code, Sections 66752 and 66753

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**Fees for Services**

**Permitted Fees include**, and are as set out in the CCCCO Student Fee Handbook and as otherwise noted:

- **Health** fees as set out in Education Code, Section 76355
- **Parking** fees as set out in Education Code, Section 76360
- **Transportation** fees as set out in Education Code, Sections 76361
• **Student representation** fees as set out in Education Code, Section 76060.5; Title 5, Sections 54801-54805
• **Student Center** fees as set out in Education Code, Section 76375; Title 5, Section 58510
• **Student records** fees as set out in Education Code, Section 76223
• **Dormitory fees** as set out in Education Code, Section 81670
• **Child care** fees as set out in Education Code, Sections 79121 et seq. and 66060
• **Foreign citizen/resident capital outlay** fees as set out in Education Code, Sections 68130.5 and 76141
• **Foreign citizen/resident application processing** fees as set out in Education Code, Sections 76140 and 76142
• **Use of facilities financed by revenue bonds** fees as set out in Education Code, Sections 86375, 81901(b)(3) and 81956
• **Credit by Examination** fees as set out in Education Code, Section 76300; Title 5, Section 55050
• **Refund processing** fees as set out in Title 5, Section 58508
• **Telephone/Internet registration** fees as set out in Education Code, Section 70902(a)
• **Physical fitness test** fees
• **Instructional video lease/deposit** fees
• **Credit card use** fees
• **International student medical insurance** fees
• **Criminal background check** fees
• **Special certificate provision** fees

**Permissive Optional Fees** (at Cerritos):

• **Student activities** fees as set out in the CCCCO Student Fee Handbook
• **Technology** fees as set out in the CCCCO Student Fee Handbook

**Prohibited practices:**

• **Late application** fees as set out in the CCCCO Student Fee Handbook
• **Add/drop** fees as set out in the CCCCO Student Fee Handbook
• **Mandatory student activities** fees except permissive optional fees as set out in the CCCCO Student Fee Handbook
• **Mandatory student identification cards** fees as set out in the CCCCO Student Fee Handbook
• **Nonresident application** fees as set out in the CCCCO Student Fee Handbook
• **Field trip** fees as set out in the CCCCO Student Fee Handbook
• **Fees for dependents of certain Veterans** as set out in Education Code, Section 66025.3 and as set out in the CCCCO Student Fee Handbook
• **Fees for dependents of certain firefighters** employed by the federal government as set out in Education Code, Section 68120
• **Required or funded services** fees as set out in the CCCCO Student Fee Handbook
• **Refundable deposits**, applicable to classes, as set out in the CCCCO Student Fee Handbook
Distance education (Internet access) fees other than the statutorily authorized enrollment fee or an optional fee as set out in the CCCCO Student Fee Handbook

Mandatory mailings fees as set out in the CCCCO Student Fee Handbook

Mandatory practice rooms use fees as set out in the CCCCO Student Fee Handbook

Apprenticeship courses fees as set out in Education Code, Section 76350

Technology fees except permissive optional fees as set out in the CCCCO Student Fee Handbook

Late payment fees as set out in Title 5, Sections 58502 and 59410

Nursing/healing arts student liability/malpractice insurance fees as set out in Title 5, Section 55304 and the CCCCO Student Fee Handbook

Cleaning fees as set out in the CCCCO Student Fee Handbook

Breakage fees as set out in the CCCCO Student Fee Handbook

Test proctoring fees as set out in the CCCCO Student Fee Handbook

Collection and Refund of Fees

• The College shall collect fees raised by an act of the legislature and made effective on or after the date a student has enrolled in an upcoming or current term.
• The College shall refund fees collected in error.
• The College shall refund fees that are refundable because of a reduction in the educational program of the College.
• The College shall refund fees that are refundable because of the student’s reduction in units or withdrawal from an educational program, in compliance with Title 5 Section 58508.
• The College shall refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees.
• The College shall provide notice to students of availability of exemptions from certain mandatory, authorized and permissive fees.

Waiver of Fees

The District may 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.

The Cerritos College Catalog and Schedule of Classes contain the most current information regarding fees. These documents are updated regularly.

Refer also to AP 5015 titled Residence Determination and AP 5020 titled Nonresident Tuition

Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007
Dates Revised: October 15, 2012; May 6, 2013; May 11, 2015
Date Reviewed: February 20, 2019
Cerritos Community College District Procedure

Student Services

AP 5031 INSTRUCTIONAL MATERIALS FEES

References:

Education Code Section 76365;
Title 5, Sections 59400 et seq.;

Students may be required to purchase 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.

There are strict limitations on charging a “required instructional materials” fee. Such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's career/technical training and employment.

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

When 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.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in the college catalog.

Definitions

- “Required instructional materials” are items that the student must obtain or possess as a condition of registration, enrollment, or entry into a class; or any items the instructor determines necessary to achieve the required objectives of a course.

- “Solely or exclusively available from the District” means that instructional materials are not available except through the District, or that the District requires that instructional materials be purchased or obtained by it. Instructional materials shall not be considered to be solely or exclusively available from the District if they are provided to the student at the District’s actual cost and 1) the instructional materials are otherwise generally available but are provided solely or exclusively by the District for health and safety reasons or 2) the instructional materials are provided...
in lieu of other generally available but more expensive materials that 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.

Auditing students shall not be permitted to use instructional materials paid for by students who are not auditing the class such that auditing students are effectively subsidized by regular students.

It shall be permissible for the College to sell to students those materials necessary for the making of articles by persons in the class. Such materials are to be sold to the student at the cost to the College, and the article shall become the property of the student.

An across-the-board or per unit instructional materials fee is prohibited.

If specific course objectives for independent study have not been finalized at the point students register for a course, instructional materials fees shall not be assessed at registration, as such fees must be directly related to course objectives.

Students may only be required to pay for instructional materials as provided above.

If instructional materials fees are charged or are proposed to be charged, the originating office, department, and/or manager shall review the permissibility of such fee(s) according to the following rubric:

1. What personal property (material) does the student need? If a fee is charged, what does the student get for the fee?

2. How does this material relate to the required objectives of the course? The District should be able to identify a specific course objective that cannot be met but for the use of the materials at issue.

3. Does the material have continuing value outside the classroom?

4. Is the amount of materials the students must supply, or the amount that they receive in exchange for the fee that is charged, consistent with the amount of material necessary to meet the required objectives of the course?

5. If the District charges a fee rather than having students furnish the materials, why do the students have to pay a fee to the District rather than supply the materials themselves? Is the District the only source of the materials? If not, is there some health or safety reason for the District to supply the materials? If not, will the District supply the material more cheaply than the material can be obtained elsewhere AND at the District's actual cost?
Establishing Required Materials and Related Fees

Periodically, the Vice President of Academic Affairs or designee conducts a review of materials fees. Materials fees for courses are published in the College's Schedule of Classes. When new courses are initiated by faculty and a materials fee is recommended, the recommended materials fee shall be reviewed by the Vice President of Academic Affairs or designee to ensure compliance with regulations.

The Cerritos College Catalog, which is updated annually, contains the most recent information regarding instructional materials fees.

Offices of Primary Responsibility: Vice President, Student Services
Vice President, Academic Affairs
Vice President, Business Services

Date Approved: June 11, 2007
Dates Revised: September 24, 2012; January 28, 2013
Date Reviewed: February 20, 2019
AP 5035  WITHHOLDING OF STUDENT RECORDS

Reference:
Title 5, Section 59410

The Dean of Admissions, Records and Services shall withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District until and if the outstanding obligation is paid or otherwise settled. The student shall be given written notification and the opportunity to explain to the issuing office if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

The Dean of Admissions, Records and Services, upon proper notification and justification by administrators in charge of student discipline, may withhold student records, registration, and/or counseling privileges for students who are under suspension, academic or progress probation, or are in violation of any disciplinary contract.

The Cerritos College Catalog contains the most current information regarding the withholding of student records. This document is updated regularly.

Office of Primary Responsibility:  Vice President, Student Services

Date Approved:  May 21, 2007
Date Reviewed:  February 20, 2019
AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:
- Education Code, Sections 66093.3 and 76200 et seq.;
- Title 5, Sections 54600 et seq.;
- U.S. Patriot Act;
- Civil Code, Section 1798.85;
- ACCJC Accreditation Standard II.C.8

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Collection and Retention of Student Information
The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution’s benefit programs.

The Admissions, Records and Services department shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:
- The kind of information that the school has identified as directory information;
- The eligible student’s ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that he/she does not want the information designated as directory information; and
- That opting out by the noted deadline is the students’ only way to prevent the release of directory information.

Any sensitive information, such as a student’s, parent’s, or guardian’s SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.
If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

District police or security departments shall not inquire into an individual’s immigration status for immigration enforcement purposes.

District police or security departments shall not aid any effort to create a registry containing individuals’ country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

Cerritos College shall maintain student records in a manner to ensure the privacy of all such records and shall not, except as otherwise herein authorized, permit any access to or release of information therein.

**Release of Student Records**

No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's signed and dated written consent.
- “Directory information” may be released in accordance with the definitions in Board Policy 5040 titled Student Records, Directory Information, and Privacy. There is no requirement to release Directory Information. Requests for Directory Information on a student or group of students should be referred to the Dean of Admissions, Records and Services.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena, following submittal to the Dean of Admissions, Records and Services and review by legal counsel to the District.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism following submittal to the Dean of Admissions, Records and Services and review by legal counsel to the District.
- Student records may be released to District officials and employees of the District only when they have a legitimate educational interest to inspect the record.
  - A legitimate educational interest is defined as existing when an authorized College official, acting within the scope and authority of his/her employment or other authorized relationship with the District, has determined that there is a permissible reason to access one or more education records, including but not limited to: academic counseling, student disciplinary processes, college safety and security needs, degree and other academic achievement checks and
reviews, College-authorized research, and other such reasons as may be approved by the Dean of Admissions, Records and Services.

- Authorized District officials must successfully complete the Cerritos College Student Education Records Privacy Protection Protocol (https://ouc-secure.cerritos.edu/admissions-and-records/secure/ferpa-quiz.htm)
  - An annual reminder will be sent to the campus
- Authorized District officials are (1) Student Services, Research and Planning, and other academic managers and assigned staff in their departments; (2) Counselors; (3) full-time Faculty; (4) full-time and selected hourly staff; and, (5) on a case-by-case basis, other agencies or individuals authorized by the Dean of Admissions, Records and Services.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to state or federal law. Such release may be made following submittal to the Dean of Admissions, Records and Services and review by legal counsel to the District. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected for such purposes shall be protected in a manner that will not permit the personal identification of students or their parents by other than the officials authorized to gather and receive it, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code, Section 76225. Such release may be made following submittal to the Dean of Admissions, Records and Services and, when necessary, review by legal counsel to the District.

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Dean of Student Support Services, or designee, is authorized to release such records.

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when
no longer needed for the purpose for which it is conducted. Requests for the release of
student records for such purposes shall be submitted to the Director of Research and
Planning for review and recommendation to the Executive Council for authorization.

Student records may be released to appropriate persons in connection with an
emergency if the knowledge of that information is necessary to protect the health or safety
of a student or other persons, subject to applicable state or federal law. In time of
emergency, various college officials may be in a position to release such information.
Whenever possible, without endangering health or safety, such releases should be
carried out by the Dean of Admissions, Records and Services.

The following information shall be released to the federal military for the purposes of
federal military recruitment: student names, addresses, telephone listings, dates and
places of birth, levels of education, major(s), degrees received, prior military experience,
and/or the most recent previous educational institutions enrolled in by the students. Such
release may be made following submittal of an authorized request to the Dean of
Admissions, Records and Services and, when necessary, review by legal counsel to the
District.

Access to Student Records for Immigration Enforcement Purposes
The District must obtain a student’s written consent before disclosing educational records,
unless the information is relevant for a legitimate educational interest or includes directory
information only. Neither exception permits disclosing information for immigration
enforcement purposes; no student information shall be disclosed for immigration
enforcement purposes without a court order or judicial warrant. Without a court order or
a judicial warrant, written consent must be signed and dated by the student, or (if the
student is a minor) by the student’s parent(s) or guardian(s), before disclosure of the
information, and must specify the records that may be disclosed, the purpose of the
disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released.
The party to whom the information is disclosed may not re-disclose the information to any
other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration
authorities seeking to review student records. At minimum, such policies shall include
the following information:

- Contact information for the Vice President of Student Services as the correct
  person to review and respond to a request for student records.

- Access to sample warrant and subpoena documents that could be used for access
  onto campus property, or to seize or arrest students or other individuals on
campus.

In addition to notifying the Vice President of Student Services, District personnel shall
take the following action steps in response to an officer other than campus police
requesting access to student records:
1. Ask for the officer’s name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing his/her efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Police shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. “Personal information” is defined as any information that identifies or describes an individual, and includes but is not limited to, a student’s physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

**Charge for Transcripts or Verifications of Student Records**
A student/former student shall be entitled to two free copies of the transcript of his/her record and two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the established rate per copy. Students may request special processing of a transcript.

**Electronic Transcripts**
The District may elect to implement a process for the receipt and transmission of electronic student transcripts.

**Use of Social Security Numbers**
The District shall not do any of the following:
- Publicly post or publicly display an individual’s social security number;
- Print an individual’s social security number on a card required to access products or services;
- Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet website without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual’s social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number.
If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Dates Revised: June 18, 2008; October 15, 2012; April 29, 2014; February 11, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policies 4103.1, 4103.2, 4103.3)
Challenging Content

Any student may file a written request with the Dean of Admissions, Records and Services to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Dean of Admissions, Records and Services shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. Should the employee no longer be employed, the Dean of Admissions, Records and Services will meet with the student. The Dean of Admissions, Records and Services shall then sustain or deny the allegations.

If the Dean of Admissions, Records and Services sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Dean of Admissions, Records and Services refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the President/Superintendent or designee. If the President/Superintendent or designee refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Board of Trustees.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the President/Superintendent or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall
become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

**Access Log**

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- College employees designated as College officials having a legitimate educational interest, as defined in Administrative Procedure 5040 titled Student Records and Directory Information.

The log or record shall be open to inspection only by the student and the Dean of Admissions, Records and Services, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Office of Primary Responsibility: Vice President, Student Services

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**Date Approved:** May 21, 2007
**Date Reviewed:** February 20, 2019
The Student Success and Support Program 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.

A student entering into an educational plan will do all of the following:

- identify an education and career goal;
- identify a course of study;
- complete an assessment/placement process to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan no later than the first term;

The College’s Student Success and Support Program services include, but are not limited to, all of the following:

- orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
- assessment/placement, orientation, and counseling upon admission, which shall include, but not be limited to, all of the following:
  - completion of assessment/placement instruments to determine student competency in computational and language skills;
  - assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career and technical certificates and licenses;
  - evaluation of student study and learning skills;
  - referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; Extended Opportunity Programs and Services; campus child care services; programs that teach English as a second language; and services for students with disabilities;
  - advisement concerning course selection; and
follow-up services, and required advisement or counseling for students who
are enrolled in remedial courses, who have not declared an educational
objective as required, or who are on academic probation.

The District shall not use any assessment/placement instruments except those
specifically authorized by the Board of Governors of the California Community Colleges.

**Cerritos AOC: Mandatory Assessment/Placement, Orientation, and Counseling**

English, math, and ESL assessment/placement; new student orientation; and counseling
are highly recommended for all students and mandatory for first-time college students
who wish to enroll in their first term, subject to established exemption criteria.

**Cerritos AOC Exemption Criteria**

Students may be exempted from *Cerritos AOC*, or components of *Cerritos AOC*, if they
have any one of the following:

- an associate’s degree or higher earned from an accredited college or university in
  the United States;
- 60 units completed at an accredited college or university in the United States;
- full-time enrollment status at another college, university, or high school; or
- a declared educational goal of:
  o advancing in current job and/or career;
  o maintaining job/professional certification or licensure;
  o obtaining a high school diploma or GED; or
  o obtaining personal development.

Students may be exempt from the assessment/placement component of *Cerritos AOC* if
they have completed college coursework in English or ESL, or mathematics, with a grade
of “C” or the equivalent, or better.

These exemption criteria shall not be used to exempt students from course prerequisites.

**Challenges, Appeals, and Violations of Matriculation Regulations**

Student challenge of duly adopted matriculation regulations or appeal of individual
determinations is subject to consideration by a Cerritos College counselor and/or the
Academic Records and Standards Committee.

Assessment/placement, orientation, counseling, prerequisites or co-requisites, and/or
any other matriculation regulation believed to have been applied in a discriminatory
manner is subject to investigation, adjudication, and referral by the Director of Diversity,
Compliance, and Title IX Coordinator.

Also see AP 4260 titled Prerequisites and Co-requisites, AP 5052 titled Open Enrollment,
AP 5530 titled Student Rights and Grievances

Office of Primary Responsibility:  Vice President, Student Services

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**Date Approved:** May 21, 2007
**Dates Revised:** June 18, 2008; May 9, 2011; February 11, 2019
**Date Reviewed:** February 20, 2019
AP 5052  OPEN ENROLLMENT

References:
Title 5, Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with Board Policy 5052 titled Open Enrollment and a priority system consistent with Procedure 5055 titled Enrollment Priorities and Limitations. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the President/ Superintendent or designee.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Procedure 5055 titled Enrollment Priorities and Limitations and those other District programs that utilize authorized restricted enrollment.

Students are not required to participate in any pre-registration activities not uniformly required. No registration procedures shall be used that result in restricting enrollment to a specialized clientele, except as provided for in Procedure 5055 titled Enrollment Priorities and Limitations and those other District programs that utilize authorized restricted enrollment.

A student may challenge an enrollment limitation on any of the following grounds:
• The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
• The District is not following its enrollment procedures;
• The basis for the limitation does not in fact exist.

Challenges are submitted to the Dean of Admissions, Records and Services for official consideration.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007
Date Reviewed: February 20, 2019
I. Purpose
The purpose of establishing enrollment priorities is to support students endeavoring to reach their educational goals at Cerritos College by providing priority enrollment to groups of students (as listed herein) with special needs and/or who are in continuing student status, as long as satisfactory progress is made.

II. Priority Enrollment Criteria and Conditions
A. Priority shall be set in compliance with California’s Student Success Act of 2012, Title 5 §58108 Registration and Enrollment Procedures, and other applicable laws and regulations. Subject to approved appeals and exemptions, the following are effective with enrollment for the fall 2014 semester.

1. New students not otherwise exempt, including those in any state-provided priority enrollment groups, must complete assessment, orientation, and counseling with at least an abbreviated student education plan (A-SEP), in order to receive priority enrollment.

2. First time, beginning with fall 2014 enrollment, students who have identified a course of study, been assessed to determine appropriate course placement, completed an orientation program provided by the college, and participated in counseling, advising, or another education planning service including at least an abbreviated student education plan (A-SEP), are required to complete a comprehensive student education plan (C-SEP) after completing 15 units of degree-applicable credit course work, or prior to the end of the third (3rd) semester of enrollment, resources permitting.

3. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they are on progress probation for two consecutive semesters.

4. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they are on academic probation for two consecutive semesters.

5. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they have earned
100 degree-applicable, non-basic skills and non-ESL units. Units for high unit majors and programs may be disregarded to the extent they exceed the number of units required for non-high unit majors and programs. Units from credit by exam, advanced placement, International Baccalaureate, or other similar programs may also be exempted.

B. Subject to the above, continuing student enrollment appointments shall be set on the basis of units earned and cumulative grade point average at Cerritos College.

C. Students subject to enrollment priority exclusion shall have a negative service indicator, appearing as a Hold in Student Center in MyCerritos, placed on their enrollment account. The effect shall be to place the student’s access to enroll at the end of the enrollment cycle in the period known as Open Enrollment.

D. Students excluded from enrollment priority shall be notified of options they may have, and/or are advised to exercise. See also the section of this procedure titled Appeals and Exemptions.

III. Additional Criteria for Enrollment Priority of Certain Students

A. Students who are otherwise specified by statute.
B. Students whose instructional program requires time off-campus or blocks of time associated with scheduled classes for such activities as practice, meetings, counseling, and off-campus time, which limit the choice of class periods.

IV. Student Groups with Priorities:

A. **Tier 1** Enrollment appointments for students in Tier 1 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

   **Armed Forces Personnel and Recent Veterans:** students who are any member or former member of the Armed Forces of the United States, who is a resident of California, for any academic term, within four years of leaving active duty. (Education Code Section 66025.8)

   **Foster Youth:** students formally deemed eligible current or former foster youth, or homeless youth, who are up to and including 24 years of age. (Education Code Section 66025.9)

   **EOPS:** students formally enrolled in Extended Opportunity Programs and Services. (Education Code Section 66025.91)

   **DSPS:** students who by their specific disabilities are enrolled in Disabled Student Programs and Services. (Education Code Section 66025.91)

   **CalWORKs:** students formally enrolled in the CalWORKs Program. (Education Code Section 66025.92)
B. **Tier 2** Enrollment appointments for students in Tier 2 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

**Scholars’ Honors Students**: students who have been officially admitted to the College’s Scholars’ Honors Program each term and are currently enrolling in Scholars’ Honors Program courses and/or Scholars’ Honors contracts.

**Student Athletes**: students who have been identified as eligible to participate in intercollegiate athletics.

**Mandatory Enrollment Requirement Students**: students in compliance with program requirements who must maintain full-time status, with completion time requirements, in order to remain in Cerritos College programs and/or who are in grant-funded programs with enrollment priority requirements.

**Matriculated Students**: students who, prior to their first semester of enrollment, completed the Admission, Orientation, Assessment, and Advisement components of Matriculation.

**Trial, Grant-funded, or Other Special Groups for Student Success**: students in groups identified for enhanced and/or expedited student success measures where trial, grant-funded, and/or other special, short-term measures are employed.

C. **Tier 3** Enrollment appointments for students in Tier 3 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

**Continuing Students**: students who were enrolled in the previous academic year or summer session. Students who do not attend summer session will not lose continuing student status. The definition includes non-credit students who are matriculating to credit student status.

**Returning Students**: students who have completed at least one unit of credit at Cerritos College and are returning after a break of no more than one semester excluding summer session.

D. **Tier 4** Enrollment appointments for students in Tier 4 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

**College Bridge Students**: high school juniors and seniors, as provided for and limited in, Board Policy 5010 titled Admissions and Concurrent Enrollment and Administrative Procedure 5011 titled Admission and Concurrent Enrollment of High School and Other Young Students.
Special Admit (Grades K-10) Students: talented elementary and secondary students through the 10th Grade, as provided for and limited in, Board Policy 5010 titled Admissions and Concurrent Enrollment and Administrative Procedure 5011 titled Admission and Concurrent Enrollment of High School and Other Young Students.

V. Enrollment Limitations
Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 titled Prerequisites and Co-requisites)

VI. Additional Enrollment Limitations (including, but not be limited to):
A. health and safety considerations;
B. faculty workload;
C. availability of qualified instructors;
D. funding limitations;
E. regional planning;
F. legal requirements;
G. facility limitations; and
H. accreditation, regulatory, and policy requirements.

VII. Priorities When Enrollment Must be Limited
A. first come, first served, or other non-evaluative selection techniques, provided all prerequisite and/or course requisites have been met;
B. in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
C. limiting enrollment to any selection procedure expressly authorized by statute; and
D. limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

VIII. Additional Conditions May Be Applicable to Order of Enrollment
Course sections funded other than by state apportionment, such as contract education, grant-funded programs, and certain fee-based sections (as permitted by law).

IX. Appeals and Exemptions
It is the intent of these procedures to support and promote student success, including program completion, through access to needed courses. Petitions for appeals of, or exemption from, the implementation of these procedures are subject to consideration by the Committee on Academic Records and Standards or its designee.

A. Students may appeal the loss of enrollment priority due to extenuating circumstances or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

B. Students who have demonstrated significant academic improvement may appeal the loss of priority enrollment status. Significant academic improvement is defined
as achieving no less than the minimum grade point average and progress standard established in Title 5 §55031 within a term. The minimum academic standard is a 2.0 grade point average, once the student has attempted 12 semester units; the minimum progress standard is greater than 50% of all units enrolled in being other than "W", “I”, “NP”, or “NC”, once the student has enrolled in a total of at least 12 semester units.

C. Students may request reinstatement of enrollment priority if an institutional mistake was made.

Office of Primary Responsibility: Vice President, Student Services
AP 5070  ATTENDANCE ACCOUNTING

References:
Title 5, Sections 55757, 55758, 58000 et seq.

Attendance accounting requirements include the following areas:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15)
- Compliance with census procedures prescribed by the state Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in that capacity.
- Scheduling at least 175 instructional days during the fiscal year.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policies 4104 and 4104.1)
ADD 5075  CLASS ADDS AND DROPS

References:
Title 5, Sections 55024 and 58004

Adding Open Classes
Students may add classes during the enrollment appointment period, during the open
enrollment period, and prior to the add deadline.

Prerequisites and/or co-requisites will be checked at the time of official enrollment into a
class.

Adding Closed Classes/Placement on Wait List:
• A student may attempt an add as listed above. If the class is closed, he/she may
  opt to be placed on the wait list, if available.
• The student must attend the closed class on the first day of the class in order to
  be considered for enrollment in the class.
• The student must have met any prerequisite and/or co-requisite.
• Only the instructor may authorize an add to a closed class. The instructor is
  responsible for adding any students to a closed class, electronically.

Petitions
After student add and instructor add deadlines have expired, classes may only be added
by formal request from the student to the Dean of the Division in which the course is
assigned.
• The student must secure a “Late Add Petition” from the Division Office. The Late
  Add Petition must be completed before securing the signatures indicated below.
• The student must secure the following signatures:
  o Instructor signature
  o Division Dean signature

Completed and signed Late Add Petitions must be submitted to the Dean of Admissions,
Records and Services.

Course Repetition Exceptions
Students who have previously attempted a course twice are subject to course enrollment
denial due to excessive course repetition regulations.

Students who were enrolled twice in a course and received the following grades or
symbols D, F, NP, or W in any combination and who wish to re-enroll in the same course
are required to petition the Academic Records and Standards Committee for approval or
denial of an additional enrollment.

**Wait List**
All classes have limited capacity wait lists. Students are limited to 10 units of wait list
assignment. Prerequisites and co-requisites must be met and all holds and/or time
conflicts must be cleared. All applicable fees must be paid at the time of placement on
the wait list.

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

Instructors shall clear their rolls of “no-show” students no later than the second class
meeting for all students. “No-shows” are defined as students who did not attend the very
first day of class.

Instructors shall clear rosters of “inactive students” no later than the fourteenth week of
classes or 75% of the term, whichever is less.

“Inactive students” include:
- Students identified as no-shows
- Students who officially withdraw
- Students who are no longer attending classes and are therefore dropped by the
  instructor
- Students who are no longer attending distance education classes, as determined
  by regular and substantive interaction between student and faculty, and are
  therefore dropped by the instructor

**Withdrawals after 75% of Term or Fourteenth Week:**
The Board of Trustees authorizes withdrawal from class(es) due to documented
circumstances beyond the control of the student after the last day of the fourteenth week
(or 75% of the term, whichever is less) and delegates such authority to the
President/Superintendent or designee to administer.

**Limitations on “W” Symbols**
Students are permitted to withdraw and receive a “W” in a course no more than two times.
Subject to petition approval by the Academic Records and Standards Committee,
students may be permitted to enroll in a course after receiving two “W” symbols if the total
number of possible “W” symbols received for the course could not exceed four. Students
who have received three “W”s in a course are ineligible to enroll in that course again.

In the case of multiple withdrawals, the District offers interventions. Students are notified
when they fall either into progress probation or progress dismissal status. Students in
progress probation or progress dismissal status are invited to meet with a counselor, attend a Success Workshop or a Tune-up Workshop, and the maximum units permitted is limited based on grade point average and course completion rate.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations.

Also see AP 4225 titled Course Repetition and AP 5013 titled Students in the Military

Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007
Dates Revised: June 18, 2008; May 20, 2009; November 5, 2012
Date Reviewed: February 20, 2019
AP 5110  COUNSELING

References:
Education Code, Section 72620;
Title 5, Section 51018;
ACCJC Accreditation Standard II.C.5

The counseling services available in the District’s counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student’s education; and
- Coordination with the counseling aspects of other campus services, including but not limited to, those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information
Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to:

- disclosure as necessary to report child abuse or neglect;
- reporting to the President/Superintendent or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community;
- reporting information to the President/Superintendent or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will be or has been committed; and
- reporting information to one or more persons specified in a written waiver by the student.

Office of Primary Responsibility:  Vice President, Student Services

Date Approved:   May 21, 2007
Date Reviewed:   February 20, 2019
Cerritos Community College District Procedure  No. 5120

Student Services

AP 5120  TRANSFER CENTER

References:
Education Code, Sections 66720-66744;
Title 5, Section 51027

The District has a Transfer Center Plan that complies with the requirements of Title 5. The Plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

Plan components include, but are not limited to:
• Services to be provided to students;
• Facilities;
• Staffing;
• An advisory committee;
• Evaluation and reporting; and
• Transfer path requirements for each articulated baccalaureate major.

The Transfer Center Plan is updated every two years by the Transfer Center Director(s) in consultation with the Transfer Center Advisory Committee, reviewed by the Dean of Counseling Services and the Vice President of Student Services, and submitted to the Board of Trustees. The Plan is reviewed semi-annually for completion of activities to meet its goals and objectives.

The Dean of Counseling Services and the Transfer Center Director(s) implement procedures that focus upon assisting on-going efforts to strengthen the transfer function, coordination of outreach efforts, and of special programs for the improvement of educational opportunity among underrepresented students.

Office of Primary Responsibility:  Vice President, Student Services

Date Approved:  May 21, 2007
Date Reviewed:  February 20, 2019
(Replaces former Cerritos CCD Policy 4501.2)
Cerritos Community College District Procedure  No. 5130

Student Services

AP 5130  FINANCIAL AID

References:

Education Code, Sections 66021.6, 66025.9 and 76300;
Title 5, Sections 55031, 58600 et seq.
20 U.S. Code, Sections 1070 et seq.;
34 CFR, Section 668 (U.S. Department of Education regulations on the Integrity of
Federal Student Financial Aid Programs under Title IV of the Higher Education Act
of 1965, as amended);
ACCJC Accreditation Standard III.D.15

Cerritos College offers a full array of financial aid programs in the form of grants, employment, loans, and scholarships. These funds are intended to assist students with the cost of education, which include: fees, books, supplies, food, housing, transportation, and personal expenses.

The Financial Aid Office provides students and the community a better understanding of financial aid programs and services available that can help students with fees, books, supplies, transportation, housing, and other related educational expenses.

Basic Student Eligibility Requirements for Federal Student Aid

• Be enrolled as a regular student in an eligible program which includes certificate, associate in arts degree, or transfer programs
• Cannot also be enrolled in elementary or secondary school
• Have a high school diploma or equivalent
• Maintain satisfactory academic progress
• Meet enrollment status requirements
• Have resolved any drug conviction issue
• Be a U.S. citizen or eligible non-citizen
• Have resolved any default on a FSA loan or overpayment
• Have a valid social security number
• Males ages 18-25 must register with the Selective Service System or meet exemption requirements
• Resolve any conflicting information
• Submit all required documentation that may be requested by the Financial Aid Office

There are also program-specific eligibility requirements that may be required.
Application Process

Step 1 – Apply
- Submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
- Cerritos College Federal School Code is 001161
- If not a U.S. citizen or eligible non-citizen and qualify for AB 540 / AB 2000 / SB 68 status, submit a California Dream Act Application at www.caldreamact.org to apply for state aid.

Step 2 – Submit Forms
- View To Do List on MyCerritos or read missing information letter, which lists required documents to complete student file
- Download required forms from www.cerritos.edu/finaid
- Submit the required forms to the Financial Aid Office in person, by mail, e-mail, fax, or drop-box

Step 3 – View Awards
- Review award notification on the MyCerritos Message Center
- View awards on MyCerritos
- Meet Satisfactory Academic Progress (SAP) standards to receive awards

Step 4 – Receive Disbursement
- Receive refund selection kit and select refund choice online at www.refundselection.com using the personal access code
- The Financial Aid Office will disburse grants, scholarships, and/or loans
- View account activity online at MyCerritos for refund status

Important Dates
- October 1 – FAFSA and California Dream Act Application becomes available for upcoming award year. Submit financial aid application online at www.fafsa.gov.
- March 2 – Cal Grant application deadline. Submit both FAFSA or California Dream Act Application and GPA Verification forms.
- March through April – View To Do’s on MyCerritos. Submit all required documentation to the Financial Aid Office.
- July – Financial Aid Office sends award notification to students via MyCerritos Message Center.

Federal Programs
- Federal Pell Grants are awarded to eligible undergraduate students. The amount of money awarded is based upon a student’s Expected Family Contribution (EFC), the number of units enrolled, and the cost of attendance.
- Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to eligible undergraduate students with exceptional financial need. It is awarded on a “first-come, first-served” basis and is dependent upon funds available. Students must have a zero EFC and be enrolled in at least six units to receive funds.
Federal Work-Study (FWS) is a program with limited funding which provides employment to help pay for part of a student’s educational costs. This program is based on financial need and, if awarded, is part of a student’s award package. Students on FWS may work approximately 15 hours per week on or off campus. Students must submit a separate FWS application in addition to the FAFSA to apply for FWS.

William D. Ford Federal Direct Subsidized and Unsubsidized Loans must be repaid. Students must complete a FAFSA first. Once a student receives a financial aid award notification, the student may apply for a student loan at http://www.cerritos.edu/financial-aid/programs/loans.htm. The amount of loans range from $3,500 to $10,500 per academic year. Loan amounts will be determined at the time the Financial Aid Office certifies a loan application.

Both entrance and exit counseling are requirements of the William D. Ford Federal Direct Loan Program. Students must maintain at least half-time enrollment status to receive a loan. Once a student receives loan funds, the student must maintain reasonable progress toward a certificate, associate degree, or transfer program.

In reviewing a request for any loan, the Financial Aid Office may use “professional judgment” to deny a student a loan on a case-by-case basis. If denied a loan, a student will receive a letter from the Financial Aid Office indicating the reason(s) for the loan denial.

State Programs

California College Promise Grant is a program that provides assistance to cover community college enrollment fees. To be eligible, a student must be a California resident or eligible AB 540 / AB 2000 / SB 68, AB1899, and/or a California resident homeless youth and must qualify under one of the following conditions:

1. Student or parent must currently be receiving Temporary Assistance for Needy Families (TANF), CalWORKs, Supplemental Security Income (SSI), State Supplemental Program (SSP), or General Assistance (GA). Documentation is required.
2. Student must meet income standards based on family size. Documentation may be required.
3. Student must have applied for FAFSA and demonstrate financial need.
4. Student must qualify for one of the special classifications.

The Cal Grant Program is a state-funded educational opportunity program to assist students in paying for a college education. There are entitlement awards as well as competitive awards. Application deadlines are in early March and September for community college students. Types of Cal Grants can be found at www.csac.ca.gov or www.calgrants.org.

All basic Cal Grant eligibility requirements are as follows:
1. be a California resident or AB 540 / AB 2000 / SB 68;
2. be a U.S. citizen or eligible non-citizen;
3. meet U.S. Selective Service requirements;
4. attend a qualifying California postsecondary institution;
5. be enrolled at least half-time;
6. maintain satisfactory academic progress as defined at the school of
   attendance;
7. have family income and assets below the established ceilings;
8. not be in default on any student loan;
9. not owe any federal or state grant refund; and
10. not have a bachelor’s or professional degree before receiving a Cal Grant
    (except for extended Cal Grant A or B awards for a teaching credential
    program).

- **Student Success Completion Grant** is a state grant awarded to Cal Grant
  students who take 12 units or more units per semester and have financial need.
  This grant provides an incentive to encourage students to complete their
  educational goal sooner by taking 15 units or more. Students who enroll in 15
  units or more will receive an increased award amount.

- **Extended Opportunity Program and Services (EOPS)** is a state-funded
  program to provide educationally and economically disadvantaged students
  assistance, including grants, EOPS nomination waivers, admission waivers to UCs
  and CSUs, and transfer assistance. Moreover, the EOPS Program provides a
  number of retention programs such as Supplemental Instruction (SI), learning
  communities in the Achievement in Mathematics (AIM) program, and Summer
  Bridge program. All three programs involve social and academic integration
  activities for students outside of the classroom. Courses in these programs are
  taught by a faculty member and faculty counselor.

Admission into the EOPS Program requires that a student meet either California
College Promise Grant A or B standards, complete a FAFSA or California Dream
Act Application, enroll in 12 units, meet with an EOPS counselor three times during
each semester, and have earned less than 70 degree applicable units from all
colleges/universities attended.

- **CARE Grants** are available to students who are current recipients of TANF, in
  CalWORKs, single, head of household, have at least one child under the age of
  14, enrolled in 12 units or more, and have been admitted into the EOPS Program.
  Students wishing to enter the program must attend a Mini-Conference/Orientation
  and workshops and may be eligible for a grant and/or service.

**Scholarships**
Scholarships do not have to be repaid. The Financial Aid Office is the steward of a
number of scholarships that may or may not require financial need. Applications are
available in the Financial Aid Office. For information on scholarships, visit
[www.cerritos.edu/finaid/scholarship.htm](http://www.cerritos.edu/finaid/scholarship.htm).
**Concurrent Enrollment**

Students are only eligible to receive financial aid at one college and/or university each enrollment period, with the exception of scholarships and the California College Promise Grant. Students attending more than one college and/or university at the same time should check with each institution regarding its rules about scholarship eligibility. If a student receives financial aid from more than one college or university during the same enrollment period, they may be ineligible to receive funds and may be required to pay back the money to at least one of the institutions, and may be assigned to the Department of Education for collections.

**Disbursements**

Financial Aid disbursements are calculated based on a student’s Expected Family Contribution (EFC), financial aid need, the availability of funds, and the number of units in which the student is enrolled each semester.

For students enrolled in courses which are less than 18 weeks in length during the fall or spring semester(s), units will be counted toward the total units for the entire semester. Financial Aid disbursements will first be applied to cover any mandatory charges on the student’s account and the remaining balance will be refunded to the student via electronic disbursement.

Students enrolled in distance education programs (online courses) may experience a delay in their Title IV financial aid disbursement until the student has participated in the distance education program for a longer and more substantiated period of time (i.e., until an exam has been given, completed and graded, or a paper has been submitted).

Students who are on Warning, Probation, or Termination status may experience a financial aid disbursement delay in their next semester until all grades are posted and Satisfactory Academic Progress is evaluated.

Waitlist courses are not and will not be considered as officially enrolled units. There is a limit on repeated coursework for purposes of determining the enrollment status. If a student passes a course, one repetition may be included in his/her enrollment status. However, any subsequent repetition may not be included in the enrollment status.

Students awarded financial aid will be sent a refund selection kit. They will go to www.refundselection.com to choose their refund choice. Students can have an electronic deposit go to their own bank account or choose a BankMobile Vibe account. Students are sent an e-mail notification when their refund is processed and disbursed.

**Pell Grant Adjustments**

The Financial Aid Office will check student enrollment status on the census date for each semester. A Pell Grant adjustment may be made based on a student’s enrollment status at that time. If a student’s enrollment status (full-time, three-quarter time, half-time, less than half-time) has increased, it may result in an increase to the Pell Grant award. If a student is due an additional Pell Grant, the grant will be disbursed to his/her account. If a student’s enrollment status has decreased, the student may owe a
repayment of Pell Grant funds. Classes added after the census date will not be funded, including late start classes. Students can view the census date for each term on the Financial Aid Office’s disbursement schedule page at www.cerritos.edu/finaid.

Withdrawals, Incompletes, Repeated Courses, and Transfer Credit

Incompletes, no pass courses, courses noted as excluded, repeated courses, and withdrawals are counted as attempted units in calculating the pace of progress. Courses noted as excluded on the transcripts are not counted for purposes of the cumulative GPA. Grades removed through academic renewal are still counted for pace of progress and GPA requirements. Transfer credits are counted as attempted units and completed units toward the 150% maximum time frame.

Return of Title IV Funds

Students who withdraw from all courses or fail to receive at least one passing grade within the semester, will be required to repay all or some of the following:

- Federal financial aid including Pell Grant, Supplemental Education Opportunity Grant (SEOG), and/or Loans.
- All registration fees (per unit fee, student identification fee, student health fee, lab fees) for each of the classes the student was enrolled in, even if those fees were covered by the California College Promise Grant.

Students who fail to attend the first class meeting, or are reported as a “no show” by the instructor(s), will be required to repay all financial aid received. Students will also be responsible for repaying the entire amount of the registration fees (per unit fee, student identification fee, student health fee, lab fees) for all of the units in which the student was enrolled, even if those fees were covered by the California College Promise Grant. Students’ academic records will be placed on “hold” status until repayment is made. In the event students are required to repay financial aid funds, the Financial Aid Office will notify the student in writing of the amount they owe. Failure to pay will result in being referred to collections.

Satisfactory Academic Progress (SAP) Standards

To be eligible for financial aid, students must make satisfactory academic progress toward their educational goals. The Financial Aid Office monitors progress using both qualitative and quantitative standards at the end of each semester. It is the student’s responsibility to make sure that they meet these standards. Below is an explanation of each standard:

- Grade Point Average (GPA) Requirement (Qualitative)
  Students are required to maintain at least a 2.0 cumulative GPA. The GPA standard is used at all times in the determination of financial aid eligibility, even if students do not receive financial aid.

- Unit Completion Requirement – Pace of Progress (Quantitative)
  Students are required to complete 70% of the units in which they have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in this calculation. Units for which a grade of W, I, NP, NC, and/or F was received are considered as units attempted, but not completed. Military withdrawals (MW) will not be counted.
• Maximum Time Frame Requirement (Quantitative)
Students must complete their educational program within a maximum time frame of 150% of the published program’s required units. For example, associate in arts degree and transfer programs generally require 60 units. Therefore, 150% of the required units for those programs would be 90 units.

Students will be required to meet with a counselor and create an educational plan based on their educational program once the student attempts the following:
  o 60 units (excluding remedial and ESL units) for associate in arts degree or transfer programs
  o 30 units (excluding remedial and ESL units) for a certificate program

If at any point in time it is determined that the student cannot complete his/her educational program within the 150% time frame, the student will be immediately disqualified from financial aid (with the exception of the California College Promise Grant). It is the student’s responsibility to read and understand the Financial Aid Satisfactory Academic Progress (SAP) Standards.

• Warning
Students will be placed on warning status after a semester if they have not met the unit completion requirement and/or the 2.0 GPA requirement. If placed on financial aid warning status, students may remain eligible for financial aid. Students will receive a notification of their status on MyCerritos Message Center and how to avoid disqualification.

• Disqualification
Students will be placed on disqualification status after remaining a semester on warning status if they still have not met the unit completion requirement and/or the 2.0 GPA requirement. If placed on disqualification status, students will no longer be eligible to receive financial aid, with the exception of the California College Promise Grant.

• Reestablishing Eligibility
Students may reestablish their eligibility by meeting the 2.0 cumulative Grade Point Average (GPA) requirement (Qualitative) and 67% Unit Completion requirement – Pace of Progress (Quantitative) standards.

SAP Appeals Process
If students are disqualified due to GPA, Unit Completion, and/or Maximum Time Frame, they have the option to appeal their status. The appeal should include the following:
  • A statement explaining in detail your situation and reason(s) for not meeting the SAP standards with supporting documentation.
  • A statement explaining what has changed in your situation and how you plan to improve your progress to meet the SAP standards.
  • Proof of completion of the 2 GetSAP counseling sessions: 1.) Impact of SAP and 2.) SAP Appeal Process. Sessions can be completed at cerritos.get-
If you completed the videos in the prior year, you do not need to complete them again.

Students must submit their appeal to the Financial Aid Office by the appropriate deadline for the semester you are appealing.

All appeals will be reviewed by the Dean of Student Support Services or designee and approved for probation, referred for an academic plan, or denied based on the student's individual circumstances.

If the appeal is approved, student will be placed on probation status for the semester. If student will not be able to meet the SAP standards at the end of the subsequent semester, the appeal may be denied. All decisions are final and there is no higher appeal.

If there are grade changes for a prior semester, notify the Financial Aid Office by submitting a written statement along with your transcripts to document the change. The Financial Aid Office will review and make a correction to your SAP status if approved.

The Financial Aid Office will notify students regarding their eligibility for financial aid.

The Financial Aid Office’s Policies and Procedures Manual contains the most recent information regarding financial aid. This document is reviewed and updated periodically. The Financial Aid website, the current Cerritos College Catalog, and Class Schedule also include key financial aid information including resources, services, processes, and procedures.

Misrepresentation

Misrepresentation is defined as any false, erroneous or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This policy does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations.
Loss of Eligibility for California College Promise Grant

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student’s placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student’s economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

Office of Primary Responsibility: Vice President, Student Services

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Date Approved: May 21, 2007
Dates Revised: May 7, 2012; November 18, 2013; May 9, 2016; February 11, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policies 4703.1 and 4703.2)
AP 5140  DISABLED STUDENT PROGRAMS AND SERVICES

References:

Title 5, Sections 56000 et seq. and 56027

Under the general direction of the Vice President of Student Services, the Dean of Disabled Student Programs and Services is responsible for developing and administering regulations and procedures for DSPS. The Dean is further responsible for the implementation of all applicable state and federal requirements specific to students with disabilities.

Certificated DSPS specialists will implement procedures to assure an organized and functioning program of services for assigned disability management categories. Classified DSPS paraprofessionals will implement procedures under the general guidance of the DSPS certificated specialist.

Regulations and Procedures

In accordance with state and federal statutes, the Cerritos Community College District supports the development of programs and implementation of special services for students with disabilities to assist them in matriculating at and remaining in college and to profit from their educational experiences.

Student Rights and Responsibilities

Students with disabilities receiving support services or instruction shall not preclude the student from participating in any other course, program or activity offered by the college. All Records maintained by DSPS personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records.

Students receiving support services or instruction from DSPS shall: (1) comply with the student code of conduct adopted by the college and all other regulations applicable to student conduct; (2) be responsible in their use of DSPS services and adhere to written service provision policies and procedures adopted by DSPS; and (3) make measurable progress toward the goals established in the academic accommodation plan. DSPS policies may include provisions for suspension or termination of DSPS services where a student fails to comply with their responsibilities. Such policies shall provide written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from DSPS.
**Delivery of DSPS Services**

DSPS Services will be available but not limited to: students with the following disabilities: physical disability, deaf and hard of hearing, blind and low vision, learning disability, acquired brain injury (ABI), Attention Deficit Hyperactivity Disorder (ADHD), Intellectual Disability, Autism Spectrum, mental health disability, and other health conditions and disabilities.

Support services and assistive technology which are designed to mitigate the educational limitations resultant from a disability will be made available to enable students to participate in the regular activities, programs, and classes at Cerritos. It should also be noted that Information and Communication Technology, Instructional Materials, Instructional Programs, and accessible facilities represent a broader institutional responsibility because access is an institutional responsibility. Students’ verified disabilities and educational limitations will be identified by the appropriate DSPS professional staff and described in the academic accommodation plan. The academic accommodation plan will be developed in consultation with the student via an interactive process.

Students with disabilities have the right to receive reasonable academic adjustments, auxiliary aids, and services in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. Students with disabilities are not required to register with DSPS. The college’s assigned 504/508/ADA Coordinator is the contact point for students with professionally verified disabilities not participating in DSPS who need reasonable accommodations in order to equally participate in the regular educational programs of the college. However, for reasonable accommodations in the academic environment to be implemented, the student must request such accommodations from a DSPS professional or 504/508/ADA Coordinator in a timely manner prior to the activity to be accommodated.

Educational assistance classes may be made available to address the educational limitations of students with disabilities who would be unable to benefit from regular college classes even with appropriate academic adjustments, auxiliary aids, and services. Staff providing such instruction shall meet appropriate state minimum qualification requirements.

**Academic Adjustments, Auxiliary Aids, and Services for Students with Disabilities**
The District maintains a policy and procedure for responding, in a timely manner, to accommodation requests from students with disabilities involving academic adjustments, auxiliary aids, and services. This procedure provides for an individualized review of each request. For reasonable accommodations in the academic environment to be implemented, the student must request such accommodation from a DSPS professional in a timely manner. The procedure permits the 504/508/ADA Coordinator to make an interim decision pending a final resolution.

**DSPS Program Plan**
The District maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equality of access to District classes and
programs. The Program Plan will define the long-range goals and short-term measurable objectives for the program and activities to accomplish the goals.

DSPS Staffing
The Dean of Disabled Student Programs and Services shall be responsible for the day-to-day operation of DSPS and meet the minimum qualifications established in Section 56048. All persons employed in DSPS as counselors or instructors of students with disabilities shall meet the minimum qualifications Section 53414 of Title 5.

DSPS Advisory Committee
The DSPS shall establish an advisory committee which shall meet not less than once per year. The advisory committee shall, at a minimum, include students with disabilities and representatives of the disability community and agencies or organizations serving persons with disabilities.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Dates Revised: September 24, 2012; December 2, 2013; February 11, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4600)
AP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References:
Education Code, Sections 69640-69656;
Title 5, Sections 56200 et seq.

Extended Opportunity Programs and Services (EOPS) is a state-funded program
designed for the recruitment and retention of California residents who are affected by
language, social, and economic disadvantages.

EOPS assists students in reaching their educational goals through academic support and
financial assistance. EOPS students are generally characterized as full-time, low income,
non-traditional students who come to the college environment educationally under-
prepared and who may not achieve their fullest academic potential without EOPS
intervention.

To be eligible for EOPS, a student must:
• Be a California resident;
• Be enrolled as a full-time student;
• Have fewer than 70 degree applicable units completed;
• Complete a Free Application for Federal Student Aid (FAFSA) application and qualify
to receive a Board of Governors Fee Waiver under Method A or B or have a zero
Expected Family Contribution (EFC);
• Complete an EOPS Application and attend an orientation or information session;
• Meet with the EOPS counselor twice each semester;
• Be admitted into the program and approved for EOPS services; and
• Be educationally disadvantaged, as determined by the EOPS Director or designee.

In making that determination, the EOPS Director shall consider one of the following
factors:

1. Not qualified at the college of attendance for enrollment into the minimum level
   English or mathematics course that is applicable to the associate degree;
2. not have graduated from high school or obtained the General Education
   Diploma (G.E.D.);
3. graduated from high school with a grade point average below 2.50 on a 4.00
   scale;
4. been previously enrolled in remedial education; and/or
5. other factors set forth in the District’s plan submitted to the Chancellor’s Office
   pursuant to Title 5, Section 56270.

The only factors approved by the Chancellor’s Office for criteria #5 (above) are:
a. The student is a first generation college student (neither parent has successfully attended college); or
b. The student is a member of an underrepresented group targeted by District/College student equity goals; or
c. The student and/or the parents are non-native English speakers; or
d. The student is an emancipated foster youth.

An EOPS applicant needs only to meet one of the five criteria to be considered educationally disadvantaged. “It is the intent and purpose of the Legislature in establishing the California Community College Extended Opportunity Programs and Services (EOPS) to encourage local community colleges to establish and implement programs directed to identifying those students affected by language, social, and economic handicaps.”

EOPS adheres to the Rules and Regulations set forth by the California Education Code Chapter 2.5 of Division 8, Part VI of Title 5 of the State of California Education Code. Additional program information is contained in the yearly Program Plan for EOPS and the Cerritos College EOPS website.

Delivery of EOPS
Delivery of EOPS and grants is subject to admission into EOPS which is based on a student meeting a number of Title 5 regulations, such as full-time student status, eligibility standards, Financial Aid and EOPS Matriculation Standards, and Grant Provisions. Progress standards must conform to Federal regulations under Section 668. Allowance to cover food and drinks through either meal tickets or food served at EOPS general student functions. EOPS early registration is allowed for EOPS students through Title 5, Section 56232[c].

Program and Services
EOPS Programs recognize the importance of integrating the student into the social and academic domains of the college.

The Cooperative Agencies Resources for Education (CARE) Program is part of EOPS. CARE offers additional services to disadvantaged, single, and head of household students receiving public assistance by coordinating with local social service agencies and providing career employment services and childcare assistance. Some of the services that are available to CARE students that are in addition to what they receive as EOPS students are: specialized workshops, community referrals, personal counseling, car repair services and gas cards, meal vouchers, childcare study time grants, and school supplies above what is given for EOPS students.

EOPS offers an array of services to increase student retention and to support completion of students’ educational goals. Support services may include, but are not limited to, priority registration, academic, career, and personal counseling, peer advising, tutoring, workshops and special events, counseling courses, learning community classes, transfer
assistance, book grants, school supplies, bus tokens/transportation assistance, university application fee waivers, and financial assistance.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Date Revised: February 11, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policies 4702.1 and 4702.2)
Cerritos Community College District Procedure

No. 5170

Student Services

AP 5170 VETERANS AFFAIRS

References:
Education Code, Sections 70902 and 89036

Program and Services
The Veterans Resource Center oversees five different programs: (1) Chapter 30 - new
GI Bill/Active Duty Educational Assistance Program; (2) Chapter 31 - Vocational
Rehabilitation; (3) Chapter 1607 - VEAP Veterans Educational Assistance Program
(contributory program); (4) Chapter 35 - Survivor's and Dependents Educational
Assistance Program; and (5) Chapter 1606 - new GI Bill/Selected Reserve Educational
Assistance Program.

Delivery of Services
Delivery of services is based upon students meeting a number of conditions, such as: (1)
eligibility; (2) determination and review of previous benefits received; (3) verification of
previous college work completed; (4) counseling; (5) confirmation that benefits received
or granted are credited to academic work in declared work; and (6) certification of current
enrollment and units attempted.

In accordance with state and federal statutes, the Veterans Resource Center ensures
that U.S. veterans receive the full help and assistance that they are entitled by law. The
Veterans Resource Center is responsible for the certification of veteran students for their
educational benefits. In this capacity, the Veterans Resource Center acts as liaison
between veterans and the Veterans Administration.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Date Revised: January 28, 2019
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policies 4501.2, 4704, and 4704.3)
AP 5180  STUDENT ACTIVITIES

Reference:
Education Code, Section 70902

The President/Superintendent shall establish procedures to ensure that there is a current handbook that guides the operations of the Student Activities area.

Date Approved:  May 21, 2007
Date Reviewed:  February 20, 2019
(Replaces former Cerritos CCD Policy 4801)
Any information of a personal nature disclosed by a student (or the parent or guardian of a patient 12 years of age or older) in the process of receiving care from a health professional is confidential with exceptions as dictated by law.

**Scope of Services**

1. Clinical services providing short-term basic care and services necessary for the treatment of acute illnesses and injuries;
2. mental health services including crisis management and short-term personal counseling;
3. referrals to private providers or community services for conditions requiring long-term management, such as alcohol abuse, substance abuse, eating disorders and chronic mental illnesses; and
4. limited crisis management provided by a licensed mental health practitioner.

**Support Services**

1. Office procedures and medical records are managed by clerical personnel;
2. laboratory services are provided by license staff or a licensed, contracted laboratory;
3. pharmaceuticals may be provided for sale with a prescription on a limited basis and prescriptions may be provided for medications not available internally;
4. referrals may be provided for radiology, dental, optometric, and other services not available internally; and
5. health education services are provided by registered nurses and other Student Health Services personnel.

**Personnel**

- At minimum, management shall be provided by a registered nurse who possesses a valid California license to practice as a registered nurse and either a bachelor’s degree in nursing; a California Public Health Nurse certificate and a master’s degree in health education, sociology, psychology, counseling, health care administration, public health or community health; or a master’s degree in nursing and a California Public Health Nurse certificate.
Clinical services including nursing, medical and mental health services shall be provided by qualified and appropriately licensed health care professionals.

Medical Records

- Medical treatment records shall be afforded protected status in accordance with HIPAA regulations. Records shall not be released without the written consent of the patient, with exceptions as prescribed by law.
- Information concerning a patient shall be furnished in compliance with a court order or a lawfully issued subpoena. A reasonable effort shall be made to notify the patient in advance of compliance with a lawfully issued subpoena.
- Medical treatment records shall be stored in compliance with state and federal guidelines.

Physical Examinations

Student Health Services may provide physicals for currently enrolled students. The student will be pre-screened by the clinical staff, which may include height, weight, vital signs, tuberculin skin test, RPR/VDRL, complete blood count, a urinalysis, immunizations review, and comprehensive health history. If specifically required, vision screening, and audiometric testing will be performed at no additional cost. The student will be examined by a physician or nurse practitioner.

Laboratory Tests

Student Health Services may provide in-house laboratory testing and obtains laboratory specimens to be sent to private reference laboratories for specific testing, when requested by the student or ordered by a licensed physician or nurse practitioner.

Medication Dispensing

Student Health Services may provide over-the-counter medications and prescription medications ordered by a licensed physician or nurse practitioner. The cost to students shall be based on the medications prescribed. A formulary of medications may be maintained, for provision to students.

Student Health Fee Waiver

Students enrolling in credit classes in the District are assessed a health fee which enables them to utilize the services provided by Student Health Services. As provided in Education Code, Section 76355, students who meet any of the following conditions may be exempted from paying the fee:
- are a part of an approved apprenticeship program;
• are dependent children or spouses of members of the California National Guard who are killed or permanently disabled while in the active service of the state; or
• active members, supported by written verification, of a religious organization that depends exclusively upon prayer for healing.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Date Reviewed: February 20, 2019
AP 5210  COMMUNICABLE DISEASE

References:
Education Code, Section 76403

The District recognizes that response protocols for communicable diseases will vary according to the nature and type of pathogen, known modes of transmission, best practices for prevention, and established treatments.

In the event of the identification of a reportable communicable disease, appropriate District officials will coordinate required responses at District-owned or operated facilities and with Department of Health officials.

Office of Primary Responsibility:  Vice President, Student Services

Date Approved:   May 21, 2007
Date Reviewed:  February 20, 2019
(Replaces former Cerritos CCD Policy 8014)
The District shall have a Student Equity Plan. Following approval by the Cerritos Community College District Board of Trustees, the Plan is filed as required to the California Community Colleges Chancellor’s Office.

The production of the Student Equity Plan should entail:
- the active involvement of the constituent groups on campus;
- involvement by appropriate people from the community who can articulate the perspectives and concerns of historically underrepresented groups; and
- campus-based research as to the extent of student equity.

The Student Equity Plan shall address:
- institutional barriers to equity;
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group;
- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs;
- sources of funds for the activities in the plan;
- a schedule and process for evaluation of progress toward the goals; and
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the Vice President of Student Services.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007
Date Reviewed: February 20, 2019
AP 5400 ASSOCIATED STUDENTS ORGANIZATION

Reference:

Education Code, Section 76060

The District shall have one Associated Students organization.

Both day and evening student representatives shall be encouraged to participate in student government.

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

A simple majority (50% + plus 1) of the elected voting members of the Associated Students governing body shall constitute a quorum.

The Associated Student organization is granted permission to use such District facilities, including office space, meeting and project spaces, and spaces for approved operations, as may be authorized subject to the determination by the District of the availability and suitability of such facilities for purposes specified by the Associated Student organization. Unless otherwise determined by the President/Superintendent or designee, such District facilities include, but are not necessarily limited to:

1) offices in the Student Activities Office suite in the Bookstore (BK) Building;
2) a shared student organizations and project room in the Student Activities Office suite in the Bookstore (BK) Building;
3) other designated shared reception and meeting space in the BK Building as determined by the President/Superintendent or designee;
4) designated shared student dining, recreation, and related spaces in the Student Center Building; and/or
5) such other space(s) as may be determined from time to time due to construction and construction-related maintenance, infrastructure, or other requirements as determined by the President/Superintendent or designee.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Date Reviewed: February 20, 2019
AP 5420 ASSOCIATED STUDENTS FINANCE

References:
Education Code, Sections 76063-76065

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

- The ASCC By-Laws that deal with finance shall be known as the Financial Code and shall govern the financial matters of the ASCC.
- The ASCC Budget Book, financial records, and procedures are subject to annual audit.
- The final ASCC Budget as approved by the Committee on Budget and Finance will be submitted to the designated District administrator for review, ASCC Senate approval, and review by the Board of Trustees.
- Funds must be deposited with and disbursed by Business Services. Transactions must be accompanied by the proper forms detailing the source of the deposited funds and providing required documentation for expenditures sufficient to provide an audit trail. Associated Students of Cerritos College (ASCC) funds must be maintained in ASCC bank accounts.
- Reports of the annual audit of the ASCC funds are prepared in conjunction with the annual audit of District financials and submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Director of Student Activities for the ASCC by the Vice President of Business Services or designee.
- All collections of money for the Student Body shall either be deposited daily in Business Services with a statement showing the source of the collections together with a duplicate copy of the descriptive sub-receipt issued, or Business Services may make arrangements for armored car pickup at the source of collection. All money collected shall be deposited and shall not be used for miscellaneous expense.
- All funds of any organization shall be deposited by Business Services in authorized accounts. The deposit of such funds in any account not managed by Business Services is strictly prohibited. Business Services shall supervise the accounts.
- The funds shall be deposited, loaned, or invested in one or more of the following ways authorized by law and if authorized by the County of Los Angeles:
  o Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
• Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

• Purchase of any of the securities authorized for investment by Government Code, Section 16430 or investment by the Treasurer in those securities.

• Participation in funds that are exempt from federal income tax pursuant to Internal Revenue Code, Section 501(c)(3) and that are open exclusively to nonprofit colleges, universities, and independent schools.

• Investment certificates or withdrawable shares in state or federal credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

• Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.

• Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

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

• the President/Superintendent or designee, generally the Dean of Student Services;

• the officer or employee of the District who is the designated advisor of the particular student body organization; and,

• a representative of the student body organization.

Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policies 5005.6 and 5005.7)
The Campus Police Department does not provide law enforcement service to off-campus organizations nor are any unauthorized activities off-campus recognized by District authority.

Office of Primary Responsibility: Vice President, Business Services
Student Services

AP 5520 STUDENT DISCIPLINE PROCEDURES

References:
- Education Code, Sections 66017, 66300, 72122, 76120, and 76030, et seq.;
- Penal Code Section 626.4

Student Conduct Programs should contribute to the teaching of appropriate individual and group behavior as well as to protecting the campus community from disruption and harm. The Programs should be conducted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the institution. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

The Office of Student Conduct and Grievances is responsible for the student conduct and sanctioning procedures of the college. Inquiries should be directed to the Office of Student Conduct and Grievances.

STUDENT CONDUCT PROCEDURES AND SANCTIONS

Definitions

District – The Cerritos Community College District.

Day – A day is defined as any day Monday through Friday that all normal College business is conducted, both in the classroom and in the administrative offices. All weekend days and College holidays are excluded.

Student – Any person currently enrolled as a student of the District.

Instructor – Any academic employee of the District in whose class a student subject to discipline is or was enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Disciplinary Probation – A period on probation that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college for a set period of time.

Removal from class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the President/Superintendent or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President/Superintendent or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Short-term Suspension – Exclusion of the student by the President/Superintendent or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension – Exclusion of the student by the President/Superintendent or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion – Exclusion of the student by the Board of Trustees from the District for one or more terms.

Short-term Suspensions, Long-term Suspensions, and Expulsions

Before any disciplinary action to suspend, or expel is taken against a student, the following procedures will apply:

- **Notice** – The President/Superintendent or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
  - the specific section of the Standards of Student Conduct that the student is accused of violating.
  - a short statement of the facts supporting the accusation.
  - the right of the student to meet with the Dean of Student Services or designee to discuss the accusation, or to respond in writing.
  - the nature of the discipline that is being considered.
• **Time limits** – The notice must be provided to the student within 20 days of the date on which the administration of the college became aware of the conduct; in the case of continuous, repeated, or ongoing conduct of which the administration of the college has become aware, the notice must be provided within 20 days of the date on which the administration became aware that the conduct occurred which led to the decision to take disciplinary action.

• **Hearing Officer Meeting** – The student is to have a hearing with the Dean of Student Services or designee serving as the district hearing officer. The hearing must occur no sooner than five days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

• **Short-term Suspension** – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the President/Superintendent’s or designee’s decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The President/Superintendent or designee decision on a short-term suspension shall be final.

• **Long-term Suspension** – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a long-term suspension. Written notice of the President/Superintendent or designee decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

• **Expulsion** – Within 10 days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before expulsion is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.
Disciplinary Decisions, Sanctions, and Conditions

Written or Verbal Reprimand – May be initiated by any faculty or College manager and sent in writing to the Office of Student Conduct and Grievances. The Disciplinary Officer (Dean of Student Services or designee) shall determine if there exists good and sufficient reason to initiate disciplinary action and the student should be notified of such actions.

Disciplinary Probation – Initiated by the Dean of Student Services or designee. The nature of the misconduct, dates, times, places, and the length of probation shall be placed in writing. Written copies shall be sent to the student and copies filed with the Office of Student Conduct and Grievances.

Removal from Class (Education Code Section 76032): Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Faculty Coordinator for Student Conduct and Grievance and complete a Student Conduct Incident Form. The Faculty Coordinator or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Faculty Coordinator or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Faculty Coordinator, or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

Immediate Interim Suspension (Education Code Section 66017): The President/Superintendent or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.

Withdrawal of Consent to Remain on Campus: The President/Superintendent or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Student Services or designee, a written report must be promptly made to the President/Superintendent or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing
will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

All applicable conditions of a withdrawal of consent to remain on campus, suspension, or expulsion in effect when a break occurs in the conducting of College business (both in the classroom and in the administrative offices) remain in effect during the break unless specifically excepted in writing by the President/Superintendent or designee.

A withdrawal of consent to remain on campus, suspension, or expulsion prohibits both physical presence on the campus and at a facility or activity operated by the College and any type of online or distance education presence or participation in classes, activities, and/or operations of the College.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

Clearance to Return – Prior clearance to return to the college (in-person and/or online) may be required. Clearance requirements may include completion of educational or other courses or processes as specified in the sanction decision. This requirement may include confirmation that the individual is ready for the college classroom and/or that the individual’s continued presence on campus is not a threat to himself/herself, others, and/or the property of the District or others.

Hearing Panel

The hearing panel for any disciplinary action subject to hearing by a panel shall be composed of one administrator, two faculty members, and two students.

Unless he or she determines to keep the prior year’s appointees in place, the president of the Faculty Senate, and the President of ASCC shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The President/Superintendent or designee shall appoint the hearing panel from the names on these lists plus the Dean of Student Services or designee. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

The hearing panel shall be responsible to the President/Superintendent for reviewing and making a recommendation to the President/Superintendent or designee.

Membership of the hearing panel shall include the following:
1. Two members of the instructional staff appointed by the Faculty Senate.

2. Two ASCC Student Court Justices, or two other students who meet the minimum eligibility requirements to hold office in the ASCC if such justices are party to the matter at hand or are otherwise unavailable to serve, appointed by the ASCC Court Chief Justice or by the Associated Students President, if the Court Chief Justice is a party to the matter.

3. The Disciplinary Officer/Dean of Student Services or designee shall serve as the Chairperson of the Hearing Panel, but will not vote except to break a tie.

Procedures for a Hearing, Disposition, and Imposition of Sanctions

1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten days of the suspension if the suspension is immediate.

2. Notice shall include date and place of hearing, a statement of all charges, a copy of applicable policies and procedures, the opportunity of the student to appear in person, and the opportunity to present oral and documentary evidence.

3. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the College, and which seems to the hearing panel to be most conducive to the determination of the truth.

4. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

5. The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services or designee.

6. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

7. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

8. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his/her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

9. The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request that legal counsel to the college participate in his/her place. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

10. Hearings shall be closed and confidential unless the student requests that it be open to the public. If more than one student’s case is under consideration, any and all such other students must also request that the hearing be open to the public in
order to make it open to the public. Any such request must be made no less than five days prior to the date of the hearing. Requests contrary to state or federal law or to the safety of the college or participants shall not be approved, subject to appeal to the President/Superintendent or designee.

11. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

12. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall not be considered unavailable for the purposes of this section.

13. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.

14. Within five days following the close of the hearing, the hearing panel shall prepare and send to the President/Superintendent or designee a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the sanction to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

President/Superintendent's Decision:

Law-term suspension – Within five days following receipt of the hearing panel's recommended decision, the President/Superintendent or designee shall render a final written decision. The President/Superintendent or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel's decision, the President/Superintendent or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President/Superintendent or designee shall be final.

Expulsion – Within ten days following receipt of the hearing panel's recommended decision, the President/Superintendent or designee shall render a written recommended decision to the Board of Trustees. The President/Superintendent or
designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel's decision, he/she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President/Superintendent’s or designee’s decision for expulsion shall be forwarded to the Board of Trustees.

**Board of Trustees Decision**

**Expulsion** – A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify, or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**Time Limits** – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations. Otherwise, the College Catalog, which is updated annually, contains the most recent information regarding student discipline procedures.

Also see BP 5500 titled Standards of Student Conduct
Date Approved: May 21, 2007
Dates Revised: April 12, 2010; February 8, 2016
Date Reviewed: February 20, 2019

(Replaces former Cerritos College Policies 4806 and 4806.1)
AP 5530  STUDENT RIGHTS AND GRIEVANCES

References:
Education Code, Section 76224(a);
Title IX, Education Amendments of 1972;
34 Code of Federal Regulations Parts 106.1 et seq.;
Sections 504 and 508 of the Rehabilitation Act of 1973;
Americans with Disabilities Act of 1990;
ACCJC Accreditation Eligibility Requirement 20;
ACCJC Accreditation Standard IV.D.

Note: Complaints under Section 504, Section 508, and/or the Americans with Disabilities Act are to be made to the Section 504/508/ADA Coordinator in the Disabled Student Programs and Services Office or to the Diversity/Compliance/Title IX Officer in the Human Resources Office. Complaints of sexual harassment and other illegal discrimination are to be made to the Diversity/Compliance/Title IX Officer in the Human Resources Office or the Vice President of Human Resources.

If a student files a grievance under this procedure that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint," or to (ii) the Cerritos College Section 504/ADA Coordinator per Administrative Procedure 3412, for attempted informal resolution or investigation.

STUDENT GRIEVANCE PROCEDURES
A student of the College may address grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any academic or management employee of the District.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of “Student Rights and Responsibility,” or any state, federal, or local codes. Grades and grading grievances are addressed within this administrative procedure. Student should refer to “Student Grade Grievance Procedure.”

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
• The statement contains facts which, if true, would constitute a grievance under these procedures;
• The grievant is a student, which include applicants and former students;
• The grievant is personally and directly affected by the alleged grievance;
• The grievance was filed in a timely manner;
• The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Office of Student Conduct and Grievance or ASCC Chief Justice or designee shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal.

GRIEVANCE PROCEDURE (EXCEPT GRADES AND GRADING, SEXUAL HARASSMENT, AND OTHER ILLEGAL DISCRIMINATION):

STEP I - INFORMAL ACTION

A. The student with a grievance shall first attempt to resolve the matter by informal discussion with the employee(s) involved.

B. If the problem is not resolved in step I-A, the student shall then attempt to resolve the matter by informal discussion with the person at the lowest level of supervisory authority for the person with whom there is a complaint.

C. If the grievant still believes the issue has not been resolved satisfactorily after Step I-B, a student Statement of Grievance Form may be obtained from the Office of Student Conduct and Grievance. After completion of the Form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Student Conduct and Grievance who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs. This statement must be submitted within 30 instructional days after the grievant has become aware of the act or condition on which the complaint is based. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and administrative offices. All weekend days and college holidays are excluded.

D. The ASCC Chief Justice or Court designee shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved. This informal meeting and discussion is intended to include the levels of management or administration concerned with the problem and should be completed within ten instructional days, as such days are defined herein. In the event the informal procedure fails, the formal procedure may be implemented.
STEP II - FORMAL ACTION

A. PRELIMINARY STEPS

1. If the grievant does not believe the grievance has been resolved, the grievant may request Step II-Formal Action through the ASCC Chief Justice. The Chief Justice upon receiving the request of the grievant shall call a meeting of the Student Grievance Hearing Committee. The Hearing Committee will be composed in the following manner:

   • ASCC Chief Justice or designee and two Court Justices or designees,
   • the Vice President of Academic Affairs or administrative designee,
   • the Faculty Senate President or Senate designee, and
   • one Faculty Senate member, chosen by the Faculty Senate.

   If replaced per section II.A.5. herein, the ASCC Chief Justice or designee or Court Justices or designees substitute(s) shall be appointed by the ASCC Court.

2. The Chief Justice or designee shall serve as the Hearing Committee Chair, but shall have no vote in committee decisions. The five voting members of the Hearing Committee may be selected within the first six weeks of the academic year. Names selected by the Faculty Senate are to be submitted to the Chief Justice. Members of the Committee are to serve for an academic year.

3. The Vice President of Academic Affairs or administrative designee shall serve as Hearing Committee Executive Secretary. The Executive Secretary, a voting member of the committee, shall be responsible for keeping necessary records of committee hearings and assist the ASCC Chief Justice in the conduct of the hearing.

4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing or otherwise required by law.

5. No person shall serve as a member of a Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Hearing Committee Chair, who shall determine whether cause for disqualification has been shown. If the Hearing Committee Chair determines that sufficient grounds for removal of a member of the committee have been presented, the Hearing Committee Chair shall remove the challenged member or members and request a substitute from the original appointing constituent group.
B. FORMAL HEARING

The Hearing Committee shall conduct its proceedings according to the following procedures:

1. The Hearing Committee must meet within 15 instructional days after informal action has been completed and the grievant has requested a formal hearing.

2. The Chair must notify the parties involved within five instructional days before the hearing of the date, time, and location of the hearing and must include a copy of the written complaint, a copy of the Statement of Student Rights and Responsibilities, and copy of the Grievance Procedure.

3. Four members shall constitute a quorum by which Hearing Committee business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.

4. The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

5. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true.

6. Each party shall have the right to be present, to be accompanied by the person of his or her choice (who may not participate in the hearing), and to question witnesses who are present. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

7. The hearing shall be recorded by the Coordinator of Student Conduct and Grievance, either by audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The audio or stenographic recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any recognized party to the grievance may request a copy of the recording.

8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.
9. The Hearing Committee shall discuss the stated grievance(s), hear testimony, examine witnesses, and receive all available evidence to the charge.

10. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.

11. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the appropriate Vice President. The Hearing Committee’s decision(s) shall be final unless appealed.

12. A recording of the proceedings shall be kept in a confidential file in the Office of Student Conduct and Grievance and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.

13. Reprisals of any kind will not be taken by the District or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.

14. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.

15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.

16. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.

17. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.

18. If in the course of the proceedings a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

APPEALS PROCESS

1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice
President, provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted to a Vice President/Assistant Superintendent not a direct party to the grievance.

2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the appropriate Vice President or alternate may accept or reject the Hearing Committee’s decision.

3. If the appropriate Vice President or alternate rejects the Hearing Committee’s decision, he or she shall submit his or her decision with the stated reasons for objections to the Hearing Committee within ten instructional days. The Hearing Committee shall within ten instructional days reconsider its decision(s) and submit its decisions to the appropriate Vice President for a final decision.

4. The appropriate Vice President shall transmit his or her final decision to the parties within ten instructional days.

5. An appeal of the appropriate Vice President’s decision may be submitted to the President/Superintendent by either party within five instructional days of the appropriate Vice President’s decision. The President/Superintendent shall transmit his or her final decision to the parties within ten instructional days.

6. An appeal of the President/Superintendent’s decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent’s decision. The Board of Trustees may review an appeal for two consecutive regular Board meetings before making a final determination of the matter at the District level.

7. The President/Superintendent or designee, or the Board of Trustees may reject a Hearing Committee decision only after reviewing a transcription of the involved hearing.

**STUDENT GRADE GRIEVANCE PROCEDURE**

A student of the College may present a grade grievance for a final course grade. The California Education Code, Section 76224, quoted below, states the conditions upon which grades or grading can be questioned.

“When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.” “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student’s grade and clerical errors.
Definitions

Fraud – Fraud consists of some deceitful practice with intent to deprive another of their right.

Bad Faith – Intentional design to mislead or deceive another, or neglect or refusal to fulfill some duty or contractual obligation.

Incompetence – That a person is incapable, inefficient, and without the qualities needed to discharge their obligations and duties.

Mistake – An unintentional act, omission, or error.

Instructional Day - Any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days and college holidays are excluded.

STEP I – INDIVIDUAL ACTION

If a student believes they have valid grounds to challenge a final course grade based on the presence of a mistake, fraud, bad faith, or incompetence, they must first meet with the faculty member to attempt to resolve his or her concern informally. Once grades are available, the student is expected to contact their instructor directly to discuss the dispute. If the instructor is not available or is no longer employed, the student should contact the Division Dean.

When challenging a grade, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

STEP II – MANAGEMENT ACTION

Note: If a student files a grade grievance that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint" or to (ii) the Cerritos College Section 504/ADA Coordinator per AP 3412, for attempted informal resolution or investigation.

1. The student will submit the Grade Grievance Form on the Office of Student Conduct and Grievance website within 30 instructional days after the completion of the course about which the grade grievance is filed. Information from the form will be used to create a Grade Grievance Petition, provided to the student during the meeting with the Student Conduct Coordinator. Students may obtain an alternate electronic format of this form by request to the Student Conduct Coordinator or Dean of Student Services. Stated deadline still applies.
2. The Student Conduct Coordinator will meet with the student to review this procedure and the Grade Grievance Petition. The student must schedule and meet with the Student Conduct Coordinator within 10 instructional days of submitting the form. If the student wishes to pursue the grievance, the Student Conduct Coordinator will sign and date the Petition and provide to the student. In the absence of the Coordinator, the Dean of Student Services will perform these duties.

3. The student will present a copy of the Grade Grievance Petition and all supporting evidence to the applicable Division Dean within 10 instructional days of obtaining the signature of the Student Conduct Coordinator. The Division Dean may schedule a meeting with the student and the faculty if appropriate. The Division Dean shall render a decision, and communicate the decision in writing to all parties within 15 instructional days. The outcome notice must include a summary of the grievance allegations, findings from review of the grievance and supporting evidence, a statement of analysis and determination, and instructions for appeal.

STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the decision of the Division Dean, he or she may appeal the matter to the Vice President of Academic Affairs or designee within ten instructional days of the Division Dean’s recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, the Division Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall transmit his or her decision to the parties within ten instructional days. The outcome notice must include a summary of the grievance allegations and prior findings, findings from review of the grievance appeal and supporting evidence, a statement of analysis and determination, and instructions for appeal.

STEP IV – BOARD OF TRUSTEES ACTION

If either party is dissatisfied with the decision of the Vice President of Academic Affairs or designee, an appeal may be submitted to the Board of Trustees. The appeal must be submitted within ten instructional days of the Vice President of Academic Affairs or designee’s decision. The Board may review an appeal for two consecutive regular Board meetings during closed session, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level. Following final determination, the outcome will be recorded in the Board minutes and notice provided to all parties in writing from the Office of the President within ten instructional days. The outcome notice must include a summary of the grievance allegations and prior findings, findings from review of the grievance appeal and supporting evidence, and the statement of final determination.

Time Limits – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.
The students and employees of the District and members of the public, including commercial vendors, shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 5550 and these procedures.

This procedure and its implementing policy shall be applied equitably and fairly. The District shall place no restrictions on any person, organization, or group on the basis of the content of constitutionally protected free speech or free expression.

Individuals found to have subjected any other(s) to sexual harassment, sexual assault including stalking, or other conduct prohibited on college property or at college events by state or federal law, including harassment based on one or more protected class(es) per Cerritos Community College District Board Policy 3410 Nondiscrimination, are subject to disciplinary action, as well as civil and criminal charges. The District shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Complaints regarding discrimination in programs and services will be directed to the Vice President of Human Resources or designee for processing pursuant to appropriate state and federal laws and regulations.

I. DEFINITIONS

For purposes of these procedures, the following definitions apply:

A. GROUNDS OPEN TO THE PUBLIC GENERALLY: Paved, exterior open spaces, and paved exterior pedestrian walkways on District Property except:

1. space that has been reserved for classes, public performances or organized activities;
2. space that has been reserved for food service or eating;

References:
Education Code, Sections 66301 and 76120
3. parking lots that have been reserved for parking in accordance with the District’s Permitting procedures or other uses designated by the District;
4. vehicular driveways and streets; and
5. stairways and ramps to or between District structures.

Grounds are open to the public generally between the hours of 6:30 a.m. and 10:30 p.m. Between the hours of 10:30 p.m. and 6:30 a.m., these areas are generally closed to all activities except coming and going to a District building.

B. DISTRICT PERSONNEL: Individuals employed by any academic or nonacademic department or division or other official District entity without regard to type of monetary compensation.

C. DISTRICT PROPERTY: Any District-owned, operated or maintained property, including all District grounds and structures.

D. COLLEGE UNIT: Any academic or nonacademic department or division.

E. OFFICIAL DISTRICT FUNCTIONS: Scheduled academic classes and activities; normal daily operations of College units; and programs or activities sponsored by College units in the course of fulfilling their College mission.

F. EMPLOYEE REPRESENTATIVE ORGANIZATION: An independent organization which exists for the purpose, in whole or in part, of dealing with District management concerning grievances, labor disputes, wages, hours and other terms and conditions of employment of employees, as defined by Section 3540.1(d) of the Educational Employment Relations Act (EERA).

G. BOARD-APPROVED CAMPUS ORGANIZATION: Any organization whose purpose is to provide support for the District and/or its students and staff, and which is currently approved by the Board of Trustees.

H. STUDENT CLUB: Any club whose membership is limited to students of the District, and which is currently officially approved, recognized, and/or chartered according to procedures specified in Associated Students of Cerritos College (ASCC) Code.

I. STUDENT: One who is currently enrolled at the College or one who has completed the immediately preceding term and is eligible for re-enrollment.

J. STUDENT GOVERNMENT: The Associated Students of Cerritos College (ASCC).

K. COMMERCIAL VENDORS: Any individual; whether independent or representing, or on behalf of, any other individual or organization; carrying out the purpose(s) of informing others of, promoting, and/or selling goods, services, information, financial or other instruments, and/or other commercial resources.
Refer also to BP 5570 titled Student Credit Card Solicitation.

II. USE OF DISTRICT PROPERTY

A. General Provisions

1. The District derives its basic authority from the California Education Code. All pertinent local, state, and federal statutes are in force on District property and may be enforced by authorized campus or off-campus agencies.

2. All persons on District Property are required to abide by Board policies and administrative procedures. This includes, but is not limited to, the following prohibitions:
   a. no person on District Property or at official District functions may block entrances to or otherwise physically interfere with the free flow of traffic into and out of campus buildings of passerby, except for incidental or accidental contact or contact initiative by a passerby;
   b. obstruct or disrupt campus activities and the orderly operation of the college;
   c. engage in the production of amplified or non-amplified sound that disrupts campus activities taking place at that time;
   d. camp or lodge, except in authorized facilities or locations;
   e. engage in physically abusive, threatening, harassing or intimidating conduct toward any person;
   f. exhibit disorderly or lewd conduct;
   g. participate in a disturbance of the peace or unlawful assembly;
   h. use, possess, sell, or manufacture narcotic or illegal drugs;
   i. possess weapons, including all firearms of any kind;
   j. fail to comply with the directions of a District official acting in the performance of his or her duties; or
   k. engage in the theft or misuse of District property or equipment.

3. Persons using grounds open to the public generally or who have reserved space for programs or activities under Section VII of these procedures shall not create noise or diversion that unreasonably disturbs the orderly conduct of the campus or classes taking place at that time. Individuals or groups desiring to use amplification at an event in designated exterior areas may reserve time from 11:00 a.m. to 12:30 p.m. Tuesdays and Thursdays during the fall and spring semesters. Such reservations can be made through the Student Activities Office for Student Groups, the Facilities Scheduling Office for College units, and Campus Police for all others. Reservations are made on a first come, first served basis. Amplification will be permitted provided it does not unreasonably disrupt the operations of the District.

Sales or distribution of commercial products on campus must be conducted in accordance with procedures administered by the Student Activities Office.
Commercial sales in support of programs and activities of students of the District, Board approved campus organizations, or student clubs is not considered a commercial activity under these procedures, provided that the primary purpose of such is to underwrite a District program or activity, as opposed to personal gain or the promotion or endorsement of a commercial product.

Non-student, community individuals or groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must check in with the District through the Chief of Campus Police or designee prior to engaging in the activities. No illegal activities will be permitted. No activities will be permitted that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities by using the optional reservation forms.

4. District property may be used for the purpose of voter registration. Such activity is restricted to grounds open to the public generally (as defined in these procedures).

5. All persons on District property are required, for reasonable cause, to identify themselves to, and comply with instructions of, authorized District officials acting in the performance of their duties.

6. The name, initials, insignia, seal or address of the District or any of its offices or units shall not be used except for official or authorized District purposes.

7. No sign, poster, paint, pencil, charcoal, chalk, ink or other writing, marking, or posting medium may be placed, affixed or applied to the walls, ceilings, windows, floors, roof areas or other surfaces of campus buildings or structures, streets, parking lots, driveways, walkways, lighting and other utility poles, campus signs and poles, construction fences, trees or shrubbery, except as provided for in Section V of this procedure.

III. FREE SPEECH AND ADVOCACY

A. On District grounds open to the public generally (as defined in these procedures), individuals and groups may assemble and engage in discussions and other speech provided that individual privacy and orderly operations of the District are not
disrupted. Space is available on a first-come, first-served basis, subject to the prior reservation of certain spaces under Section III.B., below.

B. Space may be reserved in designated areas in accordance with the provisions of Section VII.G.2. of these procedures.

IV. DISTRIBUTION OF LITERATURE

A. All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.

B. Literature may be distributed on District Property or at official District functions subject to the following provisions:

1. On District grounds open to the public generally (as defined in these procedures), literature may be distributed provided that:
   a. the free flow of traffic at any point is not obstructed;
   b. it is not forced upon others;
   c. it is not placed on or in vehicles parked on campus;
   d. tables or portable (i.e., hand carried) displays used to facilitate distribution are placed on paved pedestrian walkways, do not block the walkways or entrances to buildings so as to impede the free flow of traffic, and are attended to at all times by the individuals or groups sponsoring the distribution; and
   e. it does not litter the area.

2. Literature advertising any on-campus program for which a donation is requested must make it clear that such a donation is not required as a condition of admission nor may a specific amount of donation be indicated.

3. In campus buildings or at District events or programs, literature may be distributed only in accordance with the following provisions:
   a. literature may be distributed only in rooms or areas reserved for meetings or programs and only by the group which has reserved the room or area; and
   b. only in compliance with the restrictions stated in Section IV.A.1., a through e of these procedures.

V. POSTING OF LITERATURE, SIGNS, OR BANNERS

A. Literature, signs, or personal announcements may not be posted on District bulletin boards, buildings, or elsewhere on campus, except that:
1. materials may be posted on College Unit bulletin boards with the prior consent of the College Unit; and
2. materials may be posted on the designated, open posting boards and locations on campus and must comply with the established size limitations.

B. All materials posted including signs and banners shall clearly indicate the name of the sponsoring College Unit, Student Government, Board-Approved Campus Organization, Student Club, Employee Representative Organization, or other group or individual.

C. Material posted shall be considered expired and removed as of the last event date on the material or as of the removal date affixed by the District or when deemed weathered and unsightly by District personnel.

D. Posting of literature and materials within the areas of College Units or on Unit bulletin boards must be in accord with the specific procedures applicable to such areas and boards. Information regarding the specific procedures may be obtained from the individual Units. Such procedures shall ensure that all materials conform to the general provisions governing distribution and posting.

E. Posters, signs, or banners which are written in any language other than English must provide, on the same poster, sign or banner, an accurate and complete translation, in English, of the information contained therein.

F. Posters, signs, banners, and other materials and literature advertising official District functions may be placed in designated posting locations on campus. (Note: The use of windows or any painted, metal, plastic or wood surfaces is prohibited.)

G. “Sidewalk chalk” may be placed by Student Government, Student Clubs, or the Child Development Center only in those locations authorized by the Facilities Department and either the Student Activities Office or the Child Development Center, as applicable.

H. Banners and signs may be placed by Student Government or Student Clubs only in those locations authorized by the Student Activities Office.

VI. FUND RAISING

A. On District grounds open to the public generally (as defined in these procedures), individuals and groups may engage in fundraising through direct requests for funds or sales of tickets or materials provided such activities comply with the requirements in Section IV.A.1., a through e above, and do not disrupt the orderly operation of the campus.
B. All Student Club fund raising activities must have the prior authorization of the Student Activities Office to ensure proper accounting and expenditure of such funds.

VII. PROGRAMS AND ACTIVITIES

A. College Units, Student Government, Board-Approved Campus Organizations, District Clubs and Employee Representative Organizations are authorized to use District Properties for organized programs and activities subject to the provisions of these procedures.

B. Non-college organizations’ use of designated and available District Properties shall be in accordance with the specific policies governing such use, as administered by the Facilities Scheduling Office.

C. A request for use of District Properties may be denied if the request is not in accordance with Board policies and these procedures, and shall be denied if circumstances are such that the use will unreasonably disrupt the orderly operation of the campus. Denial of use requests by authorized users may be appealed to the appropriate College Vice President or designee. Denial of use requests on the basis of unreasonable disruption shall be accorded a prompt appeal directly to the appropriate Vice President or designee.

D. Activities, programs or events must not unreasonably disrupt official District functions or the orderly operation of the District. If any unscheduled or scheduled activity unreasonably disrupts the orderly operation of the District or an official District function or any other scheduled activity, it shall be discontinued at the direction of Campus Police or, in the absence of the Campus Police, by duly authorized administrators.

The criteria to be used to determine whether an activity, program or event unreasonably disrupts the orderly operation of the District or an official District function or any other scheduled activity shall include the following:

1. The availability of proximate, alternate locations which afford opportunities for similar or larger-sized audiences;
2. the expected duration of the activity;
3. the activity’s timing in relation to the academic calendar (for example, proposed scheduling during the first week of classes or during final examination week);
4. the number of participants; the expected noise level to be generated by the activity; and
5. the need for District resources and personnel to facilitate, oversee, or control the activity.

E. District property may be available for reservation for activities, programs, or events. For direction to the appropriate department regarding scheduling, student groups shall first contact the Student Activities Office and all other groups shall contact the Facilities Scheduling Office. Such use must be for activities, programs
or events which are directly related to the purposes of the sponsoring entity. Such use is also subject to the specific limitations and scheduling procedures of the facilities involved. No reservations by Student Government or Student Clubs may be finalized until arrangements have been approved by the Student Activities Office. Permission to use facilities shall not necessarily confer endorsement by the District.

F. Users requiring special facility arrangements, equipment or staffing may be assessed charges for such. Deposits and/or other financial accountability may be required.

G. Outdoor Areas

   a. Outdoor areas of the campus may be reserved for activities and programs in accordance with Board policies and campus procedures, and specific restrictions applicable to each area.

   b. Use of outdoor areas must not interfere with the use of those areas by others for other than reasonably short periods, or unreasonably disrupt the orderly operation of the campus or official District functions, or unreasonably disrupt the peace and quiet of the campus and the community adjacent to the campus.

2. Designated Areas
   a. The specific areas (listed below) may be used for programs or activities subject to the General Provisions (above) and specific restrictions applicable to each area. Use of these areas may be substantially altered or precluded due to construction or renovation or other District activities:
      (i) The paved areas of the quadrangle known as “Falcon Square” and generally bounded by the Student Center, Fine Arts, Library, and Burnight Center buildings;
      (ii) the paved area, except for space reserved for outdoor dining, generally bounded by the Liberal Arts, Business Education, Social Sciences, and Administration Buildings; and
      (iii) pedestrian access ways onto the campus from parking lots.

   b. For scheduled events, such areas as shall freely allow access to the pedestrian traffic flow to and from the special event but shall not interfere with ingress to or egress from the special event.

3. Restricted Areas: Areas essential to the operation of the District are not available for programs and activities. These areas include, but may not be limited to: interior hallways and stairways, elevators, classrooms, bathrooms, locker rooms, lobbies, office waiting areas, employee/student offices, warehouses, storage or maintenance yards, mechanical rooms, and storage rooms.
Refer also to BP 5570 titled Student Credit Card Solicitation.

Office of Primary Responsibility: Vice President, Student Services

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Date Approved: June 11, 2007  
Dates Revised: June 9, 2010; April 27, 2015  
Date Reviewed: February 20, 2019
AP 5610  VOTER REGISTRATION

References:
20 U.S. Code, Section 1094(a)(23)(A);
34 CFR, Section 668.14(d)(1)

A good faith effort shall be made to distribute a mail-in voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the College.

Mail-in voter registration forms shall be made widely available to students at the College.

An active link to the California Secretary of State’s voter registration web page or site shall be provided on the student portal (MyCERRITOS) to allow students to receive voter information during the class enrollment process.

The College designee for the California Secretary of State to contact for purposes of distribution of voter registration cards shall be the Dean of Student Services.

Office of Primary Responsibility:  Vice President, Student Services

Date Approved:  May 21, 2007
Date Revised:  June 18, 2008
Date Reviewed:  February 20, 2019
Cerritos Community College District Procedure

No. 5700

Student Services

1 AP 5700 INTERCOLLEGIATE ATHLETICS

2 References:
3 Education Code, Sections 66271.6, 66271.8, and 67360 et seq.;
4 Title IX, Education Amendments of 1972;
5 20 U.S. Code Sections 1681 et seq.;
6 ACCJC Accreditation Standard II.C.4

The College’s athletics program is operated by the District and governed by the Athletic Code of the Community College League of California (C.C.L.C.) and by the constitution of the California Community College Athletic Association (C.C.C.A.A.), South Coast Conference (S.C.C.), and the Mission Football Conference (M.C.). The Dean of HPED/Athletics has been delegated authority to determine individual eligibility according to C.C.L.C., C.C.C.A.A., S.C.C., M.C., and District regulations. The enforcement of rulings is the responsibility of assigned members of Athletics Department staff, the Dean of HPED/Athletics, and the team coaches involved. General direction and administration of the program, within the established policies and procedures, is the responsibility of the Dean of HPED/Athletics.

Individual team coaches are directly responsible to the Dean of HPED/Athletics for governance of their teams and enforcement of established policies and eligibility rulings. The Athletics Department staff functions as the Athletics Department within the Health, Physical Education, Dance/Athletics Division. The Athletics Director reports directly to the Dean of HPED/Athletics.

22 Rules Governing Athletic Eligibility

All rules of the Community College League of California, California Community College Athletic Association, South Coast Conference, and the Mission Football Conference are applicable to the College’s athletes, and in addition:

- each athlete must have completed both the District and conference eligibility procedures before becoming eligible for any contest, game, meet, match, or scrimmage, including completion of and signature on the Cerritos College declaration form regarding California Education Code 67362 which prohibits participation in intercollegiate athletics by a student athlete who has been convicted as an adult of specified crimes;
• the College’s Athletics Department fully complies with California Community College Athletic Association bylaw articles 1.5.4 F & G regarding adherence to the Title IX Education Amendments of 1972;

• when the Athletics Director and team coach are notified that an athlete is ineligible, said athlete may not participate until the Dean of HPED/Athletics or their designee certifies that the athlete has become eligible; and,

• each athlete must complete the District physical, or equivalent, and be approved for competition by a Cerritos College Athletic Trainer before participation in a College practice or official competition.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: June 11, 2007
Date Reviewed: February 20, 2019
I. The Purpose of the Identity Theft Prevention Program

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft.

II. Definitions

"Identity theft" is a fraud attempted or committed using identifying information of another person without authority.

A "creditor" includes government entities that defer payment for goods (for example, payment plans for bookstore accounts or parking tickets), issued loans or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of this ITPP.

"Deferring payments" refers to postponing payments to a future date and/or installment payments on fines or costs.

A "covered account" includes one that involves multiple payments or transactions.

"Person" means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the District and is making payments on a deferred basis for said goods, loan and/or debit card.

Detection or discovery of a "Red Flag" implicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

III. Detecting "Red Flags" For Potential Identity Theft

A. Risk Factors for Identifying “Red Flags”

The District will consider the following factors in identifying relevant “Red Flags” types:

1) the types of covered accounts the District offers or maintains;
2) the methods the District provides to open the District’s covered accounts;
3) the methods the District provides to access the District’s covered accounts; and
4) the District’s previous experience(s) with identity theft.

B. Sources of New and/or Other Additional “Red Flag” Types
The District will continue to incorporate relevant “Red Flags” into this ITPP from the following sources:
1) incidents of identity theft that the District has experienced;
2) methods of identity theft that the District identifies that reflect changes in identity theft risks; and
3) guidance from the District’s management, legal counsel, and/or risk management advisors who identify changes in identity theft risks.

C. Categories of “Red Flags”
The following Red Flags have been identified for the District’s covered accounts:

Alerts, Notifications, or Warnings from a Consumer Reporting Agency:
1) A fraud or active duty alert is included with a consumer report the District receives as part of a background check of an individual with any duties in, or access to, or who holds covered accounts and the alert suggests that the individual may be a perpetrator.
2) A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report of an individual with any duties in, or access to, or who holds covered accounts and the alert suggests that the individual may be a perpetrator.
3) A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See Section V.I. for specific steps that must be taken to address this situation.
4) A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an individual with any duties in, or access to, or who holds covered accounts, such as:
   (a) A recent and significant increase in the volume of inquiries;
   (b) An unusual number of recently established credit relationships;
   (c) A material change in the use of credit, especially with respect to recently established credit relationships; or
   (d) An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution.

Suspicious Documents:
1) Documents provided for identification appear to have been forged or altered.
2) The photograph or physical description on the identification is not consistent with the appearance of the individual presenting the identification.

3) Other information on the identification is not consistent with information provided by the person opening a new covered account or individual presenting the identification.

4) Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check.

5) An application appears to have been altered or forged, or gives the appearance of having been destroyed or reassembled.

**Suspicious Personally Identifying Information:**

1) When necessitated by the presence of an applicable red flag, checks of provided personally identifying information reveal inconsistencies when compared against external information sources used by the District. For example:
   (a) The address does not match any address in a report from a consumer reporting agency;
   (b) The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration’s Death Master File; and/or
   (c) There is a lack of correlation between the SSN range and date of birth.

2) Personally identifying information provided by a person is not consistent with other personally identifying information provided by the person and the types of inconsistencies suggest possible identity theft.

3) Personally identifying information is associated with known fraudulent activity as indicated by internal or third-party sources used by the District. For example:
   (a) The address on an application is the same as the address provided on a fraudulent application;
   (b) The phone number on an application is the same as the phone number provided on a fraudulent application;

4) Personally identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:
   (a) The address on an application is fictitious, at a prison, or other "red flags" are present and it is at a mail drop; or
   (b) The phone number is invalid and other "red flags" are associated with the account.

5) The SSN provided is the same as that submitted by other persons currently being served by the District and such submittal or use is suspected of being fraudulent, intentionally incorrect, or otherwise malicious.
6) The address or telephone number provided is the same or similar to the address or telephone number submitted by an unusually large number of other persons being served by the District and such submittal or use is suspected of being fraudulent, intentionally incorrect, or otherwise malicious.

7) The person opening the covered account fails to provide all required personally identifying information on an application or in response to notification that the application is incomplete.

8) Personally identifying information provided is not consistent with personally identifying information that is on file with the District.

9) The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report when required or requested.

Unusual Use of - or Suspicious Activity Relating to - A Covered Account:

1) A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments or explanatory contacts made and/or he or she continues to attempt to conduct business beyond the timeframes typically associated with such circumstances.

2) A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
   (a) A pattern of nonpayment when there is no history of late or missed payments; or
   (b) A material change in electronic fund transfer patterns in connection with a payment.

3) A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active without reasonable purpose such as without enrollment or for non-enrollment-related fees due such as for transcript requests.

4) Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person’s covered account.

5) The District is notified that the person is not receiving paper account statements and at least one other “red flag” condition type exists.

6) The District is notified of unauthorized transactions in connection with a person’s covered account.

Notices from Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses or Individuals About Possible Identity Theft in Connection with Covered Accounts:

1) The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.
IV. Measures to Detect “Red Flags”

The District shall do the following to aid in the detection of “Red Flags:”

A. When a new covered account is opened, the District shall obtain identifying information about the student or other person seeking to open a covered account.

When collection of additional identifying information is indicated by one or more red flags, the following are examples of the types of valid identification that a person may provide to verify the identity of the person seeking to open or continue using a covered account: Valid state-issued driver’s license, valid state-issued identification card, current passport, other photo identification source reasonably believed to be authentic (e.g., official hardbound high school yearbook), a Social Security Card, current residential lease, or copy of a deed to the person’s home or invoice/statement for property taxes.

B. Persons with covered accounts who request a name change will be required to (1) make the change in person, (2) provide documentation proving the change, and (3) show valid photo identification.

C. Persons with covered accounts who request a change in their personal information on file, other than a name change which has additional requirements (see IV.B.), will have the requested changes verified by the District.

1. Such changes made online will be considered verified by reason of valid entry into the account via personal username and password.
2. Such change requests made in person shall be accompanied by the photo identification of the requester and at least one written form of verification reflecting the requested changes to the personal information. Examples of written verification include a utility bill for an address change or a phone bill for a telephone number change.

D. When a student obtains the college photo identification card, the student shall be required to provide, in person, photo identification in the form of a valid state-issued driver’s license, valid state-issued identification card, current passport, or other photo identification source reasonably believed to be authentic (e.g., official hardbound high school yearbook).

E. When a breach of electronic or other security measures, including firewalls, is detected, investigate for suspicious activity, attempted breaks, and violations.

F. When compatible new technologies for identity verification and “red flag” detection in application, enrollment and other online processes become viable, consider acquisition.
V. Preventing and Mitigating Identity Theft

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to “Red Flags” that are detected:

A. Monitor the covered account for evidence of identity theft;
B. Contact the person who holds the covered account;
C. Change any passwords, security codes, or other security devices that permit access to a covered account;
D. Reopen the covered account with a new account number;
E. Not open a new covered account for the person;
F. Close an existing covered account;
G. Not attempt to collect on a covered account or not sell a covered account to a debt collector;
H. Notifying law enforcement;
I. Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the District shall take the necessary steps to form a reasonable belief that the District knows the identity of the person for whom the District obtained a credit report, and reconcile the address of the consumer with the credit reporting agency, if the District establishes a continuing relationship with the consumer, and regularly, and in the course of business, provides information to the credit reporting agency; or
J. Determine that no response is warranted under the particular circumstances.

VI. Updating the ITPP

The District shall update this ITPP on an annual basis or as necessary to reflect changes in risks to persons with covered accounts, and/or to reflect changes in risks to the safety and soundness of the District from identity theft, based on the following factors:

A. The experiences of the District with identity theft;
B. Known changes in methods of identity theft;
C. Known changes in methods to detect, prevent and mitigate identity theft;
D. Changes in the types of covered accounts that the District maintains; and
E. Changes in the business arrangements of the District, including service provider arrangements.

VII. Methods for Administering the ITPP

A. Oversight of the ITPP

Oversight by the District’s Vice President of Business Services and Vice President of Student Services shall include:

1) Assigning specific responsibility for the ITPP’s implementation;
2) Reviewing reports prepared by the staff regarding compliance of the ITPP; and
3) Approving material changes to the ITPP as necessary to address changing identity theft risks.
B. Reports

1) In General: Staff responsible for the development, implementation, and administration of this ITPP shall report to the Vice President of Business Services and Vice President of Student Services on an annual basis or as necessary.

2) Contents of Report: The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management’s response; and recommendations for material changes to the ITPP.

3) Oversight of Service Provider Arrangements: Whenever the District engages a service provider to perform an activity in connection with one or more covered accounts the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the District shall require our service contractors, by contract, to have policies and procedures to detect relevant “Red Flags” that may arise in the performance of the service provider’s activities, and either report the “Red Flags” to the District, and/or to take appropriate steps to prevent or mitigate identity theft.

Offices of Primary Responsibility: Vice President, Business Services
Vice President, Student Services

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