CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
February 11, 2019

PRESENT: Dr. Jose Fierro
Dr. D. Fierro
Rick Miranda
Dr. D. Perez
Felipe Lopez
Dr. Adriana Flores-Church
Sandy Marks
Dr. April Griffin
Stephanie Rosenblatt

ABSENT: Armando Soto

GUEST(s): Julie Bathke
Kathy Hogue
Mark Fronke
Kim Applebury
Danylle Williams-Manser
Julie Mun
Kathy Azzam

I. MEETING CALLED TO ORDER
Dr. Fierro called the meeting to order at 1:04 p.m.

II. PUBLIC COMMENTS
There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andres Zuniga</td>
<td>Senior Technical Support Specialist</td>
<td>February 4</td>
</tr>
</tbody>
</table>

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – January 28, 2019
It was moved by Ms. Marks and seconded by Dr. Flores-Church to approve the January 28 minutes. The vote for approval was 10-0-3; Dr. Fierro, Mr. Lopez, and Ms. Azzam abstained. Ms. Rosenblatt was not present for the vote.

V. BOARD AGENDA – February 20, 2019
The committee reviewed the draft February 20 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES
No reports.
VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Sabbatical Leave

*EMP Goal C: Promoting Leadership and Staff Development*

Ms. Bathke distributed the attached committee report. She stated that the application process was completed in fall, and requests for 2019-20 sabbaticals were forwarded to the administration, and will be presented to the board for approval at its April 3 meeting. Faculty who returned from 2017-18 sabbaticals will provide reports to the board at its March 6 meeting. A call for intents to apply for 2020-21 sabbatical leaves is scheduled for April 2019, and applications will be due at the beginning of the Fall 2019 semester.

*Student Learning Outcomes*

*EMP Goal A: Strengthening the Culture of Completion*

This item was postponed.

VIII. STATUS OF SHARED GOVERNANCE

FTES Update

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda stated that the college reported FTES for the P1 period last week, and projections indicate that we will be 1,000 short of our 16,800 target for 2018-19. This equates to approximately a $1.4 million reduction in apportionment. There are several external factors contributing to declining enrollment statewide, such as a healthy economy, more jobs, and a lower unemployment rate. Nationwide, there has been a shift from full-time to part-time enrollment, and enrollment of full-time students is declining at a faster rate than part-time students. He also stated that based on preliminary enrollment data, the college expected to hire 27 new faculty for the fall 2019 semester. However, the drop in enrollment led to the Faculty Obligation Number (FON) estimate being revised downward from 27 to 13. The deans and department chairs will be reviewing reports from IERP to have discussions regarding struggles and room for potential growth. He will be sending regular updates to the campus to increase awareness of the issue.

Dr. Fierro stated that it is important to actively and continually work on enrollment management. It is essential that we are utilizing good data, and all must be prepared to have hard conversations. Our goal is to at least maintain enrollment if growth is not possible. Since funding for FTES is calculated on a three-year average, it is important to set maintenance targets based on accurate enrollment patterns, which should be used to help us schedule courses and develop retention strategies. Drops due to elimination of basic skills courses will normalize after a year or two. He asked the committee to please take an active role in this matter so that we can capture as much enrollment as possible, and ensure students have the classes they need to graduate or transfer, and the resources and services to finish on time. We will all have to renew our efforts and become more student-completion focused to help students complete their educational plans – on time.
Dr. Mennella stated that in July 2018, the Chancellor’s Office provided model smoke-free campus guidelines, resolutions, and similar information for adoption by community college campuses. UC and CSU campuses are already tobacco free. The memorandum recognized the health detriments that result from smoking, including exposure to secondhand smoke, and stated that adopting a 100 percent smoke and tobacco free campus environment promotes health and wellness for all members of campus communities. Cerritos recently applied for a Department of Justice grant and was awarded $75,000, which can be used to start a tobacco-free campus campaign. The proposed revisions to BP and AP 3570 Smoking reflect plans to implement a tobacco-free campus by June 2020.

The committee discussed feedback regarding the language stating that use of any form of tobacco, including electronic smoking devices, is prohibited on all District properties, grounds and buildings within the Cerritos Community College District, including parking lots and within personal vehicles on District property. There were concerns that the language may be too restrictive. There were also concerns regarding issuing monetary fines for violations. The committee discussed the importance of developing an infrastructure by gathering campus buy in, changing the social norm, and increasing campus awareness of this issue.

Dr. Mennella stated that she is scheduled to speak to Faculty Senate at its February 12 meeting, and will schedule a meeting with ASCC. There will be continued conversations to aid and develop the revised policy, and a follow-up review was scheduled for the March 25 Coordinating Committee meeting.

Board Policy Review – Chapter 5

EMP Goal F: Enhancing Organizational Effectiveness

The committee discussed and reached consensus to update the following documents, as attached.

- AP 5010 Admissions and Dual Enrollment
- 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
- AP 5040 Student Records, Directory Information, and Privacy
- AP 5050 Student Success and Support Program
- AP 5130 Financial Aid
- AP 5140 Disabled Student Programs and Services
- BP 5150 Extended Opportunity Programs and Services
- AP 5150 Extended Opportunity Programs and Services
- BP 5510 Off-Campus Activities and Organizations
- AP 5510 Off-Campus Activities and Organizations

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Griffin stated that applications for the SanFACC Mentor Program are being accepted. Mentees will be paired with mentors from neighboring colleges already serving in an
administrative role. She also stated that the annual Tabor-Venitsky tournament is scheduled for February 15-17.

X. PRESIDENT’S REPORT
Dr. Fierro stated that the 2019 Spring President’s Speaker Series features workshops focusing on the Eight Dimensions of Wellness, and will be co-hosted by Vince Vizcarra, Instructional Laboratory Assistant. He also stated that a press conference to announce the second year of free tuition through our Promise Program, Cerritos Complete, is scheduled for Tuesday, February 12 at 10:00 a.m. in the Fine Arts building. Executive Council has been discussing how to manage our enrollment by utilizing intentional retention strategies and by analyzing data trends. Dr. Fierro asked the committee for feedback and suggestions since many of them are the first point of contact for students.

ADJOURNMENT
Meeting adjourned at 2:55 p.m.
Coordinating Committee Feb 11, 2019

Sabbatical Committee Report

Educational Master Plan Goals aligned with Sabbatical Committee activities:

C – PROMOTING LEADERSHIP AND STAFF DEVELOPMENT

E – UPGRADING EDUCATIONAL INFRASTRUCTURE

1. Applications
   a. Six faculty members requested leave for 2019-2020
   b. One faculty withdrew application
   c. Sabbatical committee processed and approved three to go forward
   d. Divisions represented: Counseling, SEM, Fine Arts
   e. All have requested one year leaves at 100% compensation

2. Committee process for applications
   a. Members evaluate applications
   b. Committee meets to discuss and coordinate feedback
   c. Interviews held with each applicant to discuss feedback
   d. Two revision cycles stipulated in the contract: first of two weeks, second if needed, for one week

3. Reports from Faculty on Leave 2017-2018
   a. Four reports received:
      i. Kimberley Duff
      ii. Frank Gaik
      iii. Lance Kayser
      iv. Patty George
   b. All have been read by committee and are in revision cycle
   c. Reports tentatively scheduled for BOT meeting of Mar 6 – faculty to present

4. Four faculty currently out on sabbatical leave
   a. Sheela Hoyle - Counseling
   b. Tor Lacy - Geography
   c. Julie Trager - Fine Arts
   d. Kevin Taylor - Technology

5. Upcoming committee work cycle per contract stipulations
   a. Call for Intent to Apply for Sabbatical Leave for School Year 2020-2021 will be done in April 2019
   b. Orientation for potential applicants will be conducted after that
   c. Intents will be collected prior to end of this semester
   d. Applications will be due beginning of Fall semester 2019 then will be processed by the committee
   e. Faculty returning in Fall of 2019 will submit reports before the end of the semester then will be processed by the committee

6. Use of Canvas for submission and committee work site
   a. Application revisions
   b. Report submission and revisions – reports can run to 100-200 pages
   c. Has drastically reduced use of paper
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 Dean of Admissions, Records and Services, is capable of profiting from the instruction offered at the College may be admitted.

Students who are 18 years of age without a high school diploma must meet the College’s ability to benefit criteria, which may be satisfied by a passing score on the numerical, reading, and/or writing exam.

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
Date Revised: May 7, 2012
(Replaces former Cerritos CCD Policy 4100)

The committee agreed to the proposed changes on February 11, 2019.
Cerritos Community College District Procedure

No. 5011

Student Services

AP 5011  TRACKS OF ADMISSION AND CONCURRENT 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 Jr & Sr)
Cerritos College will admit N-CCAP Jr & Sr 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 Special Admit Minor College Bridge Form that the recommended student can benefit from college instruction.

A parent/guardian consent and signature on the Dual Enrollment 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 Jr & Sr high school juniors and seniors who meet the following conditions:

**Academic Eligibility**
- N-CCAP Jr & Sr student admission may be limited for reasons of age or grade level.
- For all courses attempted, N-CCAP Jr & Sr students must complete the College assessment/placement process and meet the stated prerequisite and or corequisite for the desired course.
- For summer sessions, N-CCAP Jr & Sr 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 Jr & Sr 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 corequisite 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 Jr. & Sr. 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
(Replaces former Cerritos CCD Policies 4102.1 and 4102.2)

The committee agreed to the proposed changes on February 11, 2019.
AP 5040  STUDENT RECORDS, DIRECTORY INFORMATION, AND
PRIVACY

References:
- Education Code, Sections 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.

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.
  o 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.

**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:
    o Application or enrollment purposes;
    o 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
(Replaces former Cerritos CCD Policies 4103.1, 4103.2, 4103.3)

The committee agreed to the proposed changes on February 11, 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;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan no later than the first term;
- complete a student educational plan no later than the term after which the student completes 15 semester units of degree-applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

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, orientation, and counseling upon admission, which shall include, but not be limited to, all of the following:
  - administration of assessment 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; 
O advisement concerning course selection; and
O 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 reading 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, and reading 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

Date Approved: May 21, 2007
Dates Revised: June 18, 2008; May 9, 2011

The committee agreed to the proposed changes on February 11, 2019.
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, or have been home-schooled at the secondary level
- Make 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
• Read Missing Information Letter or 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 – Review Award Letter View Awards
• Review award letter notification on the MyCerritos Message Center
• or View awards on MyCerritos at http://my.cerritos.edu/
• Meet Satisfactory Academic Progress (SAP) standards to receive awards

Step 4 – Receive Financial Aid Disbursement
• Receive and activate Cerritos Falcon Card at www.cerritosfalconcard.com-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
• January 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 – Respond to Missing Information Letter (MIL) or View To Do’s on MyCerritos. Submit all required documentation to the Financial Aid Office.
• July – Financial Aid Office begins mailing sends award notification letters 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 letter, the student may apply for a student loan at [www.cerritos.edu/financial-aid/programs/loans.htm](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

- **Board of Governors Fee Waiver (BOGFW) 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).

• Cal Grant B Entitlement Awards are for every graduating high school senior who has at least a 2.0 GPA, meets all the Cal Grant requirements, and applies by March 2 within one year of graduating or receiving their GED. This Entitlement Award provides up to $1,551 for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

• Cal Grant B Competitive Awards are for students who are not eligible for the Entitlement Awards. Awards are for students who have at least a 2.0 GPA, meet all the Cal Grant requirements, and apply by either the March 2 or September 2 deadline. The award provides up to $1,551 for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

• Cal Grant C Awards are available to assist students with tuition, fees, and training costs for occupational or vocational programs. The $576 Cal Grant C award provides for books, tools, and equipment. To qualify for Cal Grant C awards, students must meet basic eligibility requirements and be enrolled in a vocational program that is at least four months in length. For more information, visit the California Student Aid Commission website at www.csac.ca.gov.

• 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 BOGG 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 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.

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 Board of Governors Fee Waiver 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 SAP 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.

Disbursements are refunded electronically on the Cerritos Falcon Card. Students must activate their card and select a refund preference at www.cerritosfalconcard.com. The refund preferences are as follows:

1. Easy Refund, in which the disbursement will be made directly to the Cerritos Falcon Card; or
2. ACH, in which a direct deposit is made to the student’s existing bank account. The ACH option takes 2-3 additional business days.

Students may be required to provide proof of their identity to Higher One banks. Higher One may request a copy of any government issued photo identification. Students need to keep their card as long as they are a student at Cerritos College.

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 (drop to 0 units) before completion of 60% (approximately the 11th week) of any semester, 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 Board of Governors Fee Waiver 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 Board of Governors Fee Waiver program 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:

- 60 units (excluding remedial and ESL units) for associate in arts degree or transfer programs
- 30 units (excluding remedial and ESL units) for a certificate program

Students must submit their educational plan to the Financial Aid Office for review. The Financial Aid Office will notify students regarding their eligibility for financial aid.

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 Board of Governors Fee Waiver 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 letter notifying them of their status on MyCerritos Message Center and how to avoid termination disqualification.

- **Termination Disqualification**

  Students will be placed on termination disqualification status after remaining a semester on warning status for a semester and if they still have not met the unit completion requirement and/or the 2.0 GPA requirement. If placed on termination disqualification status, students will no longer be eligible to receive financial aid, with the exception of the Board of Governors Fee Waiver 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-counseling.com. 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, at www.cerritos.edu/finaid/ the current Cerritos College Catalog, and Class Schedule also include additional information describing financial aid procedures and the Financial Aid Office includes key financial aid information in the current Cerritos College Catalog and Class Schedule 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 BOG Fee Waiver California College Promise Grant**

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver 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 BOG Fee Waiver 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 BOG Fee Waiver 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 BOG Fee Waiver 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 BOG Fee Waiver 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

---

Date Approved: May 21, 2007
Dates Revised: May 7, 2012; November 18, 2013; May 9, 2016
(Replaces former Cerritos CCD Policies 4703.1 and 4703.2)

The committee agreed to the proposed changes on February 11, 2019.
Student Services

AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References:

2. 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 the disabled and is designated the 504/ADA Coordinator in concert with the Vice President of Human Resources or designee.

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 supervision 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 applicable 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 delivered available to but not limited to: (1) physically disabled students including those with mobility, orthopedic, visual, and other health impairments; (2) communicatively disabled students including those with speech and language and hearing impairments; (3) learning disabled students including those who are developmentally delayed and acquired brain injured; (4) psychologically disabled students; and (5) those students not identified in (1) – (4) who are defined as disabled by statute. 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 electronic or information accessibility which 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. 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.

Special instruction 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 support services and accommodations academic adjustments, auxiliary aids, and services. Staff providing such instruction shall meet appropriate state minimum qualification requirements.

**Special Class Repeatability**

Special instruction 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 support services and accommodations. Students may repeat DSPS Special Classes for a limited number of times under the following conditions:
1. When the continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific class.

2. When additional repetitions of a special class are essential to completing a student’s preparation for enrollment into regular or special classes.

3. When the student has an academic accommodation plan which involves a goal other than completion of a special class in question and repetition of the course will further the achievement of that goal.

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 Section 504 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
(Replaces former Cerritos CCD Policy 4600)

The committee agreed to the proposed changes on February 11, 2019.
BP 5150  EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

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

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 language, social, 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
(Replaces former Cerritos CCD Policy 4702)

The committee agreed to the proposed changes on February 11, 2019.
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**

The EOPS Programs will include but not be limited to the EOPS Summer Bridge Program, college orientation, academic or vocational counseling, registration assistance, EOPS or care grants, and workshops on college survival skills.

Two EOPS retention and persistence programs have been developed that recognize the importance of integrating the student into the social and academic domains of the college: the EOPS mentor program and the EOPS supplemental instruction (SI) program. These two programs stress the importance of students, faculty, and a counselor interacting outside of the classroom.

Several EOPS retention and persistence programs have been developed that recognize the importance of integrating the student into the social and academic domains of the college: the EOPS Mentor Program, the EOPS Summer Bridge Program, the EOPS Supplemental Instruction (SI) Program, and the Achievement in Math (AIM) Program.
These programs stress the importance of students, faculty, and a counselor interacting outside of the classroom.

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, child care study time grants, and school supplies above what is given for EOPS students. In addition, CARE students receive meal tickets, school supplies and community referrals. During the participation in the CARE programs students are given the opportunity to take on leadership roles by participating in the Mentor Program and S.P.I.C.E (Single Parents) Club.

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 assistance, book vouchers, academic, career, and personal counseling, peer advising, tutoring, workshops and special events, counseling and Guidance (CG) 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
(Replaces former Cerritos CCD Policies 4702.1 and 4702.2)

The committee agreed to the proposed changes on February 11, 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, Student Business Services

Date Adopted:  June 13, 2012

The committee agreed to the proposed changes on February 11, 2019.
Cerritos Community College District Procedure

Student Business Services

AP 5510  OFF-CAMPUS ACTIVITIES AND ORGANIZATIONS

Reference:
34 CFR 668.46(b)(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, Student Business Services

Date Approved: June 13, 2012

The committee agreed to the proposed changes on February 11, 2019.