

REVISED

**Citrus Community College District
Steering Committee Agenda**

**Monday, December 9, 2013
2:45 – 4:00 p.m.**

Center for Innovation Community Room

I. CALL TO ORDER, CHAIR
Dr. Geraldine M. Perri

II. APPROVAL OF MINUTES
November 25, 2013

III. OLD BUSINESS
None

IV. NEW BUSINESS
Action Items

1. Board Policy 5015 Residence Determination – Dr. Arvid Spor
2. Board Policy 5210 Communicable Diseases – Dr. Arvid Spor

Informational

3. Administrative Procedure 5015 Residence Determination – Dr. Arvid Spor
4. Administrative Procedure 5210 Communicable Diseases – Dr. Arvid Spor
5. Administrative Procedure 4227 Repeatable Courses – Dr. Arvid Spor
6. Institution Set Standards - Roberta Eisel
7. College of Completion Literature Discussion: *“Accountability and Institutional Effectiveness in the Community College”*, P. Ewell (2011). – Roberta Eisel

V. REPORTS/QUICK UPDATES

- a. Educational Programs – Dr. Arvid Spor
- b. Student Services – Dr. Arvid Spor
- c. Physical/Financial Services – Rosalinda Buchwald
- d. Human Resources – Dr. Robert Sammis
- e. Information Technology – Linda Welz
- f. Institutional Research & Institutional Effectiveness – Dr. Lan Hao
- g. Accreditation Updates – Roberta Eisel
- h. External Relations – Paula Green
- i. Academic Senate President – Lisa Villa
- j. ASCC Representatives – Tyler Hernandez
- k. Classified – Robert Coutts
- l. Supervisors/Confidential President – Eric Magallon
- m. Student Learning Outcomes Assessment Coordinator – Stephanie Yee
- n. Other reports
- o. Superintendent/President – Dr. Geraldine M. Perri

VI. ADJOURNMENT
Dr. Geraldine M. Perri

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

Requests should be submitted to Patricia Robidoux, Steering Committee Recording Secretary at (626) 914-8821 no later than 12 p.m. on the Friday prior to the Steering Committee meeting.

STEERING COMMITTEE MEMBERS

CHAIR – Dr. Geraldine M. Perri, Superintendent/President

STANDING COMMITTEE CHAIRS

1. Arvid Spor, Educational Programs
2. Arvid Spor, Student Services
3. Rosalinda Buchwald (interim) Physical/Financial Resources
4. Lan Hao, Institutional Research and Institutional Effectiveness Committee
5. Linda Welz, Information Technology
6. Paula Green, External Relations
7. Robert Sammis, Human Resources Services
8. Stephanie Yee, Student Learning Outcomes Assessment Coordinator (HotShots)

CLASSIFIED REPRESENTATION

1. Robert Coutts
2. Cathy Napoli

SUPERVISORS/CONFIDENTIAL

1. Eric Magallon

FACULTY REPRESENTATION

1. Patrick Borja
2. Jackie Boxley
3. Linda Chan
4. Roberta Eisel
5. Patty Glover
6. Michael Hillman
7. Dennis Korn
8. Bruce Langford
9. Patricia Lawrence
10. Beverly Van Citters
11. John Vaughan
12. Lisa Villa
13. Gailynn White

STUDENT REPRESENTATION

1. Tyler Hernandez
2. Alejandra Morales

RECORDING SECRETARY

Patricia Robidoux

UPAPPROVED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
November 25, 2013

Present:

Patrick Borja, Linda Chan, Robert Coutts, Roberta Eisel, Patty Glover, Tyler Hernandez, Michael Hillman, Carol Horton, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, and Patricia Robidoux, Recording Secretary

Absent:

Jackie Boxley, Paula Green, Lan Hao, Dennis Korn, Beverly Van Citters, Stephanie Yee

Call to Order

Dr. Perri called the meeting to order at 2:47 p.m. in the Center for Innovation Community Room.

Minutes

Linda Chan moved that the minutes of October 28, 2013 be approved as submitted. The motion was seconded by Arvid Spor. The motion was unanimously approved.

Old Business

None.

New Business – Action Items

Dr. Arvid Spor introduced a proposal to transition the Program Review Task Force to a standing committee of the Steering Committee. The new Program Review Committee would provide guidance, training, support, and oversight on Institutional Support Program Review, Instructional Program Review, Instructional Support Program Review, and Student Services Program Review. In addition to the Learning Outcomes Coordinator, Academic Senate President or designee, Director of Institutional Research, Curriculum Chair, committee membership will include representatives from Associated Students, faculty, supervisor/confidential, managers, and classified employees. John Vaughan made a motion to approve the proposal. The motion was seconded by Lisa Villa and unanimously approved.

Dr. Spor also presented the Citrus College Educational Programs Committee's (EPC) revised Purpose Statement for the 2013-2014 year, which updated the Enrollment Management Committee description. A motion to approve the motion was made by Robert Sammis and seconded by Roberta Eisel. The motion was unanimously carried.

Minimal language changes to Board Policy 4106 Nursing Programs were presented by Dr. Spor. Linda Chan moved approval. Gailynn White seconded the motion. The motion was approved.

Dr. Spor also presented the revised 2013-2014 Academic Calendar for approval. The spring start date was revised to reflect a new spring semester start date of February 17, 2014. He indicated that the change was necessary in order to meet the March 3, 2014 census date. Dr. Spor stated that the change would not affect faculty or class schedules. Linda Welz moved approval. Eric Magallon seconded the motion. The motion was carried.

Dr. Spor also reviewed revisions made to Board Policy 5010 Admissions and Concurrent Enrollment. A motion to approve the revised policy was made by Cathy Napoli and seconded by Linda Chan. The motion was unanimously carried.

New Business – Informational Items

Dr. Spor reported that four Administrative Procedures had been revised: Administrative Procedure 4106 Nursing Programs; Administrative Procedure 5010 Admissions and Concurrent Enrollment; Administrative Procedure 5055 Enrollment Priorities; and Administrative Procedure 5011 Admissions and Concurrent Enrollment of High School and Other Young Students.

Carol Horton outlined changes to Administrative Procedure 6340 Bids and Contracts, stating the most significant was the change in language to reflect that bids and contracts be awarded based on “best value”, as recommended by CCLC.

Tyler Hernandez and Alejandra Morales lead a College of Completion literature discussion on *“No College Student Left Behind: The Influence of Financial Aspects of a State's Higher Education Policy on College Completion”* by Marvin Titus. In the article, Marvin Titus utilized national datasets and multilevel modeling techniques to explore the relationship between state educational and higher educational policy with completion rates among students.

Committee Reports

Educational Programs Committee

Dr. Spor reported that the EPC met on November 4th and reviewed the Efficient Use of District Resources form. The committee submitted two recommendations for the form to Financial Resources. Additionally, the EPC subcommittee reviewed the purpose statement.

Student Services Committee

Dr. Spor reported that the SSC met on November 21st and reviewed several Board Policies and Administrative Procedures. He also announced that the Citrus H.O.P.E club sponsored a conference for undocumented students over the weekend and that delegations from both Mt. Sac and Fullerton City College participated. Tyler Hernandez added that the event was well attended and that in addition to community college students, many high school, four-year college, and graduate school students attended.

Financial Resources Committee

Carol Horton reported that the agenda of the upcoming FRC would include a discussion regarding the calculation of redevelopment funds. Mrs. Horton also stated that the Governor underestimated state revenues for this year and possibly last year and that as a result there may be an increase in the Prop 98 funding from 2013. The committee was also reviewing requests from the system to the legislature for funding for 2014-2015.

Physical Resources Committee

Carol Horton reported that it was anticipated that 19 million dollars of bond money could be issued as early as January 2014 and that such an issuance would be in compliance with AB182. The money would be used for the Fine Arts building and the completion of remodel projects for Hayden Hall, the ED building, the Campus Center, as well as finishing the Administration

building. She reported that the Administration building was on schedule for completion in mid-March and with an anticipated move-in by spring break.

Human Resources Advisory/Staff Development Committee

Robert Sammis stated the HRAC had met and reviewed the faculty obligation, and the anticipated hiring number for fall 2014. The committee also spent time reviewing the draft HR plan. The group will not meet again until February 2014.

College Information Technology Committee

Linda Welz stated that the CITC had met last week and had begun a wide range review of its Board Policies and Administrative Procedures. Also, the Degree Works implementation team would be attending a demo to understand the capabilities of the student educational planning tool and would develop a recommendation for moving forward.

Institutional Research and Planning Committee

Reporting for Dr. Hao, Roberta Eisel stated the IRPC was working on updating the campus climate survey, which would be part of the accreditation self-evaluation process.

Institutional Effectiveness Committee

Further, Ms. Eisel reported that the IEC had worked on completing the Student Services survey questions and that the survey has subsequently been completed. An analysis of the responses would be reviewed at the next meeting. Ms. Eisel also stated that the Integrated Planning Manual was up for revision and assignments had been made to various head of areas for review of various sections. She also reported that Administrative Procedure 3250 Institutional Planning was still out being reviewed by constituency groups.

Other Reports

External Relations

Reporting for Paula Green, Linda Welz stated that now that the Annual Report was completed, External Relations was busy with the fall magazine, and finalizing plans for the Superintendent/President's Annual Holiday Celebration on December 5th.

Academic Senate

Lisa Villa stated that the last Academic Senate meeting of the semester was scheduled for later in the week and that action items included residence determination and communicable diseases, as well as the review of an administrative procedure for parking.

Associated Students of Citrus College

Tyler Hernandez announced that the ASCC would be hosting the ASCC Elected Candidates Forum on Tuesday, November 26 and that the League of Women's Voters had been recruited to help with elections on December 4th and 5th. He also reported that the ASCC Constitution was in the final stages of revisions and would most likely be ratified next spring. Alejandra Morales invited everyone to stop by the Campus Center to view the holiday decorations. Mrs. Morales also reported that many pre-final stress buster week events had been planned. She stated that more than 300 non-perishable items had been collected at the recent food drive and would to be donated to the Foothill Unity Center and that the ASCC would also be assisting with the upcoming Veterans Center toy drive.

California Schools Employees Association

Robert Coutts reported that preparations for the annual holiday buffet were continuing and he thanked the administration for granting employees one-hour of release time to attend the event. He also announced that this year's contest would be a holiday sweater contest.

Supervisor/Confidential Team

Eric Magallon announced that the team was currently collecting nominations for Student Worker of the Semester and that a meeting was scheduled with Human Resources to discuss a professional development series for the group.

HotShots Committee

Reporting for Stephanie Yee, Ms. Eisel reported that a feedback report requested from the ACCJC on the Status Report on Student Learning Outcomes Implementation, which was based on Proficiency level of the rubric, indicated that Citrus had scored above average in 10 of the 13 categories. This reinforced that Citrus is moving in the right direction and doing a great job as a campus. The feedback documents compared Citrus against all other SLO reports submitted across the western region (134 colleges). Further, Ms. Eisel stated that The SLOA Intranet site has been revamped to make SLOA history and the location of tables more clear, although it still remained a work-in-progress. The goal was to have fall 2013 tables available before Finals Week for anyone who would like to begin recording assessment data.

Superintendent/President

Dr. Perri began her report by thanking everyone for attending the event with Dr. Rob Johnstone. She again reminded the group that the set of books by Dr. Johnstone on the topic of completion were available in her office. She also announced that Citrus College was now second in the state for the number of completed AA-T Degrees, which currently stands at 15.

Dr. Perri announced that Dr. Barbara Dickerson, the successful candidate for the Trustee Area One seat, would be installed at the December 3rd Board meeting and that a reception to formally welcome her was scheduled for January. She also took the opportunity to remind everyone that a Retirement Reception would be held for Carol Horton Retirement next Tuesday, December 3, before the Board meeting.

Adjournment

There being no further business before the committee, the meeting was adjourned at 4:00 p.m.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

TO:	Steering Committee	Action	X
DATE	December 9, 2013	Resolution	
SUBJECT:	Student Services Committee – Board Policy Revisions	Information	
		Enclosure(s)	X

BACKGROUND

The District's current Board Policies and Administrative Procedures are in the process of being updated to align with the recommended Board Policies and Administrative Procedures developed in conjunction with the Community College League of California (CCLC).

The following Board Policies were revised and approved by constituent on various dates. Attached to the Board Policies, for information only, are the corresponding Administrative Procedures.

BP 5015 – Residence Determination
BP 5210 – Communicable Diseases

This item was prepared by Tonya Ryan, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve BP 5015 – Residence Determination and BP 5210 – Communicable Diseases.

Arvid Spor, Ed.D.
Recommended by

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5015 RESIDENCE DETERMINATION

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

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a term ~~term~~ semester or 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 Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedure 5015.

Board Approved 07/21/09
Revised 10/21/13

Constituent approvals:

Student Services Committee – 10/24/13
Academic Senate
ASCC
CSEA
Management Team – 11/06/13
Supervisor Confidential Team – 10/29/13
Steering

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.

**CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES**

BP 5210 COMMUNICABLE DISEASES

Reference: Education Code Section 76403

The Superintendent/President 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.

See Administrative Procedure 5210.

Board Approved 07/21/09
Revised 09/12/13

Constituent approvals:

Student Services Committee – 10/24/13
Academic Senate
ASCC
CSEA
Management Team – 11/06/13
Supervisor Confidential Team – 10/29/13
Steering

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CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5015 RESIDENCE DETERMINATION

References: Education Code Sections 68000 et seq., and 68130.5, and 76380;
Title 5 Sections 54000 et seq.; Labor Code Section 3078

Residence Classification

Residency classifications shall be determined for each student at the time of each application registration ~~as a resident, nonresident, or California nonresident tuition exemption (AB540)~~ and whenever a student has not been in attendance for more than one semester.

Residency Definitions

- Resident - A student who has resided in the State of California for more than one year immediately preceding the residence determination date.
- Nonresident - A student who ~~does not have residence~~ has not resided in the State of California for more than one year immediately preceding the residence determination date.
- Residence Determination Date - The day immediately preceding the opening day of instruction for any session in which a student intends to enroll.
- ~~AB 540~~ Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition:
 - a. ~~The student must have attended a high school (public or private) in California for three or more years.~~
 - b. ~~The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED, California High School Proficiency exam, or California High School Exit Exam).~~
 - c. ~~An alien student who is without lawful immigration status must file an affidavit with the college stating that he or she 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.~~

Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

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- Residence classification is the responsibility of the Admissions and Records Office.
- Students must be notified of residence determination within 14 calendar days of submission of application.

Residence Guidelines

1. ~~Every~~ In accordance with law, every person has ~~in law~~ a residence.
2. Every person who is married or 18 years of age or older, and under no legal disability to do so, may establish residence.
 - a. ~~There can only be~~ A person may only have one residence.
 - b. 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.
 - c. A residence cannot be lost until another is gained.
 - d. The residence can be changed only by the union of act and intent.
 - e. Adults may establish their own residence. An adult person's residence shall not be derivative from that of another adult.
3. Minors
 - a. The residence of the parent with whom an unmarried minor child maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, ~~his~~ the minor's residence is that of the parent with whom ~~he maintained his last place residence when~~ 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.
 - b. The residence of an unmarried minor who has a parent living cannot be changed by his own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.
 - c. ~~A student who remains in this state after his parent, who was theretofore domiciled in California for at least one year immediately prior to leaving and has, during the student's minority and within one year immediately prior elsewhere, shall be entitled to resident classification until he has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, he maintains continuous attendance at an institution.~~ A student who remains in the 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.
 - d. A student may combine his or her time as a resident minor with his or her time as a resident adult to establish the one year necessary for California residence classification.

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4. Exceptions

- a. A student who is a minor and who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to residence classification until the student has resided in the state the minimum time necessary to become a resident.
- b. A student who is a minor shall be entitled to resident clarification if, immediately prior to enrolling at an institution, the student has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained 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.
- c. A student who is a member of the armed forces of the United States stationed in the state on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be entitled to resident classification until he has resided in the state the minimum time necessary to become a resident only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- d. 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.
- e. A student who is a natural or adopted child, stepchild, or spouse and 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 until the student has resided in the state the minimum time necessary to become a resident. 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/she remains continuously enrolled in the District.
- f. A student who is an adult ~~alien~~ immigrant shall be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States; provided, that the student has had residence in the State of California for more than one year after such admission or change of status

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prior to the residence determination date for the semester or session in which the student intends to enroll.

- g. A student who is a minor ~~alien~~ immigrant shall be entitled to resident classification if both ~~he~~ the student and his/her parent have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States; provided, that the parent has had residence or change of status in the state for more than one year after such admission prior to the residence determination date for the semester or session in which the student intends to enroll.
- h. ~~A student who is a full-time employee of an institution or a student who is a child or spouse of a full-time employee of an institution may be entitled to resident classification until he has resided in the state the minimum time necessary to become a resident.~~ A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
- i. ~~A student holding a valid credential authorizing service in the public schools of the 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 the student meets the requirements outlined in the California Administrative Code, Title V, Section 54036.~~ A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - i. He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - ii. He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - iii. 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.
 - iv. 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.

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Thereafter, the student's residency status will be determined under the other provisions of this procedure.

- j. A student who is at least 16 years of age and who has entered into a written agreement called an "apprentice agreement," with an employer or his agent, an association of employers, or an organization of employees, or a joint committee representing both and which meets the requirements of Labor Code Section 3078.
- k. A student who is a minor and resides with his or her parent in a district or territory not in another state 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.
- l. 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.
- m. 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.
- n. 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.
- o. 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.

Right to Appeal

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

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Appeal Procedure

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

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office. Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

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

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

Written documentation may be required of the student in support of the reclassification request. A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District. (Education Code Section 68044)

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by 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/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.

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

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

The ~~Vice President of Student Services~~ Dean of Admissions and Records or his/her designee will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a noncitizen 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 student can be classified as a resident.

~~A student who is without lawful immigration status may be classified as a resident if he/she meets 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 for classes not earlier than the fall semester or quarter of 2001-02;~~
- ~~• the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.~~

Any students who are U.S. citizens, permanent residents of the U.S., persons who are not nonimmigrants (including those who are undocumented), and "T" and "U" nonimmigrant visa holders, may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002,

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- 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/her immigration status, or will file an application as soon as he or she is eligible to do so.

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

Admission in Error

~~Nonresident students, subject to payment of the College nonresident tuition, who have been admitted to a class or classes in error without payment of the tuition, shall be excluded from such class or classes upon notification pending payment of the tuition. For the purpose of this regulation only, notification shall consist of oral or written advice from the Admissions Office of the College to the student.~~

Admission by Falsification

~~Nonresident students who have been admitted to a class or classes without payment of the tuition because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification. For the purpose of this rule only, notification shall consist of oral or written advice from the Admissions Office of the College to the student and such notification may be given at any time. Students excluded because of falsification shall not be readmitted during the term or session from which they were excluded, nor shall they be admitted to any subsequent term or session until all previously incurred tuition obligations are paid.~~

Refunds

Refunds will be made for the following reasons:

1. Erroneous Determination of Nonresident Status

If a student is erroneously determined to be a nonresident and consequently the tuition is paid, such tuition is refundable in full by the Business Office of the College, provided acceptable proof of State residence is presented within the period for which the tuition was paid.

2. Withdrawal from College or Reduction of Program

Nonresidents who officially withdraw from College or reduce their program by the stated refund deadline will receive a refund. Nonresidents who fail to show to their class and documentation verifies they never entered would also be entitled to a refund.

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Board Approved 07/21/09
Revised 10/21/13

Constituent approvals:

Student Services Committee – 10/24/13
Academic Senate
ASCC
CSEA
Management Team – 11/06/13
Supervisor Confidential Team – 10/29/13
Steering

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CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5210 COMMUNICABLE DISEASES

Reference: Education Code Section 76403; Health and Safety Code,
Section 1250.11

The District shall comply with all state and federally mandated health requirements relative to infectious disease, 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.

It should be noted that the impetus behind these statutes appears to be public health controls for hepatitis B, and nothing in the statutes authorizes or requires screening for HIV or AIDS.

The Student Health Center provides:

- Health education and intervention for communicable disease prevention, including disease reporting to the Los Angeles County Office of Public Health.
- Standard immunizations required and/or recommended for the prevention of communicable diseases.

Board Approved 07/21/09
Revised 09/12/13

Constituent approvals:

Student Services Committee – 10/24/13
Academic Senate
ASCC
CSEA
Management Team – 11/06/13
Supervisor Confidential Team – 10/29/13
Steering

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CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

TO:	Steering Committee	Action	_____
DATE	December 9, 2013	Resolution	_____
SUBJECT:	Administrative Procedure Revision – AP 4227 – Repeatable Courses	Information	X
		Enclosure(s)	X

BACKGROUND

As a result of recent changes in Title 5, the Office of Academic Affairs and the Educational Program Committee revised AP 4227 – Repeatable Courses. They were distributed to constituent groups, and EPC approved the changes on December 2, 2013.

RECOMMENDATION

No action necessary – informational item.

Arvid Spor, Ed.D.
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Item No. _____

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4227 REPEATABLE COURSES

Rev. 9/6/13

References: Title 5 Sections 55040, 55041, 55043, 55045, and 58161

The District may not designate courses as repeatable unless the course is one of the three types specified below. If a course is one of the three types below, then District policy may designate the course as repeatable and students may enroll multiple times in the course, even if they received a satisfactory grade on a prior enrollment.

~~The grade received each time shall be included for calculating GPA. A subsequent passing grade shall alleviate an immediately preceding substandard grade.~~

The District may designate courses as repeatable:

- If repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
 - A student may enroll in no more than 4 enrollments plus one additional enrollment if the significant lapse time exception applies, even when no apportionment is claimed.
- A course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
 - A student's enrollment in the course is limited to whichever is less: Participation of a student for up to 4 enrollments in the course or up to 350 contact hours per year, per enrolled student, per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport).
- Courses that are designed specifically for participation in non-athletic competitive events between students from different colleges as repeatable. The outcomes of the course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.
 - A student may enroll in no more than 4 enrollments, either in one single course or a combination of courses that are related in content, even when no apportionment is claimed.

The enrollment limits, including the enrollment limits for courses that are related in content, apply even if the student receives a substandard grade or "W" during one of the enrollments or petitions for repetition due to extenuating circumstances.

Board Approved 05/18/10

Approved by	ASCC	11/25/13
	CSEA	10/18/13
	Management Team	11/6/13
	Senate	11/13/13
	Supervisor/Confidential Team	10/15/13
	EPC	12/2/13
	Steering	

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