## Citrus Community College District
### Academic Senate Council
#### Agenda

**Wednesday, October 10, 2012**       **2:40 p.m. CFI 159**

**OFFICERS:**  
- **Jim Woolum,** President  
- **Lisa Villa,** Vice President/President Elect  
- **Nicki Shaw,** Past President  
- **Laura Villegas,** Treasurer  
- **Alfie Swan,** Secretary  
- **Dave Kary,** Curriculum Chair  
- **Patricia Lawrence,** CCFA Liaison

**Behavioral Sciences**  
- Rick Brown  
  Soc&BehSci/CFI

**Language Arts**  
- Toby Guebert  
  Lang Arts/CFI

**Biological Sciences**  
- Dana Hester  
  Bio Sci/Bio Sci

**Foreign Language**  
- VACANT  
  Lang Arts/CFI

**Business**  
- VACANT

**Mathematics**  
- Esmeralda Medrano  
  Math/Math

**Cosmetology**  
- Patty Glover  
  Cosmo/Cosmo

**Music**  
- Gino Munoz  
  Music/Mailroom

**Counseling**  
- Raul Sanchez  
  Counsel/SS

**Kinesiology**  
- Andrew Silva  
  PE/PE Office

**CIS**  
- Jim Mustain  
  CCT&CE

**Physical Sci&Engineer**  
- Badieh Farahani  
  PhySci/PhySci

**Fine Arts**  
- J.Vaughan/C. Brown  
  Music/Drama

**Public Services**  
- VACANT

**Health Sciences**  
- VACANT

**Social Sciences**  
- Christine Styles  
  Soc&BehSci/CFI

**Library**  
- Lanette Granger/Sarah Bosler  
  Libr/Mailroom

**Auto Technology**  
- Jeremy Clark  
  Trans Tech/Trans Tech

**AT-LARGE REPRESENTATIVES:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td><strong>Meg O'Neil</strong></td>
<td>Clarion/Mailroom</td>
</tr>
<tr>
<td><strong>Justina Rivadeneyra</strong></td>
<td>Career Ctr/SSB</td>
</tr>
<tr>
<td><strong>Bev Van Citters</strong></td>
<td>Lang Arts/CFI</td>
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**ADJUNCT FACULTY REPS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td><strong>Linda Chan</strong></td>
<td>Phys Sci/Phys Sci</td>
</tr>
<tr>
<td><strong>Bill Zeman</strong></td>
<td>Soc&amp;Beh Sci/CFI</td>
</tr>
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**ASCC FACULTY-STUDENT LIAISON**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td><strong>Mariana Vega</strong></td>
<td>Campus Center/ASCC</td>
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**DISTRICT RECORDING SECRETARY**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td><strong>Alejandra Morales</strong></td>
<td>Campus Center/ASCC</td>
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<th>Name</th>
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<tbody>
<tr>
<td><strong>Linda Swan</strong></td>
<td>Lang Arts/CFI</td>
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October 10, 2012 Academic Senate Agenda  Page 1 of 22A
I. CALL TO ORDER – Jim Woolum
   A. Set Agenda

II. MINUTES – Alfie Swan
   A. Approval of September 26, 2012 minutes.

III. PUBLIC FORUM – Members of the public may request the opportunity to address the Senate. Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Senate has an opportunity to speak, and so the Senate can conduct its business in an efficient manner.

IV. COMMITTEE REPORTS – All committees are welcome to report. Those with an asterisk are expected to report. Those with a double asterisk are subcommittees of Steering
   - Academic Calendar/Final Exam Schedule – Steve Odrich
   - Bookstore Committee – Paul Swatzel
   - Campus Environment Committee –
   - **Campus-wide Information Technology
   - **College Success –
   - *Curriculum – Dave Kary
   - Distance Education – Bev Van Citters
   - **Educational Programs – Senate President
   - Enrollment Management – Senate President
   - Equivalency Minimum Qualifications – Carsten Dau
   - Faculty Hiring Procedures – Senate President
   - Faculty Needs Identification – Senate President
   - **Financial Resources –
     - Gender Equity – Mary Brawner
     - Honors Program Advisory Council – Brian Waddington
   - **Human Resources Advisory
   - **Institutional Research and Planning
     - Matriculation/Pre-Req & Assessment
   - **Physical Resources – John Fincher
     - Program Review – Jim Woolum
     - Scholarship
     - Student Learning Outcomes – Dana Hester
     - Student Services
     - Transfer Task Force

V. OFFICERS’ REPORTS
   - Curriculum Chair – Dave Kary
   - Secretary – Alfie Swan
   - Treasurer – Laura Villegas
   - Past President – Nicki Shaw
   - Vice President/President-Elect – Lisa Villa
   - CCFA Liaison – Patricia Lawrence
   - ASCC Representatives – Mariana Vega
   - President – Jim Woolum

VI. SPECIAL REPORTS/PRESENTATIONS –
   A. Honors Program – Brian Waddington
   B. Veteran’s Center – Martha McDonald

VII. ACTION
   A. 2013-2014 Academic Calendar - Revised
B. BP 4030 Academic Freedom
C. AP 4230 Grading and Academic Record Symbols
D. AP 4240 Academic Renewal
E. AP 5055 Enrollment Priorities

VIII. NEW BUSINESS –
A. 2014-2015 Academic Calendar
B. AP 3200 - Accreditation
C. AP 4223 – Withdrawal from Courses
D. BP 4223 – Withdrawal from Courses
E. AP 5030 – Fees
F. BP 5030 - Fees

IX. ANNOUNCEMENTS –
1. Debate Watch 2012, evenings, times TBA in the Campus Center
   a. 10/11 Vice Presidential – Topic: Foreign and Domestic Policy
   b. 10/16 Presidential – Topic: Town-Hall Meeting Format
   c. 10/22 Presidential – Topic: Foreign Policy
   d. Great California Shakeout on October 18 at 10:18 a.m. (www.shakeout.org).

X. ADJOURNMENT – next meeting

Attachments:
#1 2013-2014 Academic Calendar-revised
#2 BP 4030 Academic Freedom
#3 AP 4230 Grading and Academic Record Symbols
#4 AP 4240 Academic Renewal
#5 AP 5055 Enrollment Priorities
#6 2014-2015 Academic Calendar
#7 AP 3200 Accreditation
#8 AP 4223 Withdrawal from Courses
#9 BP 4223 Withdrawal from Courses
#10 AP 5030 Fees
#11 BP 5030 Fees

FUTURE MEETINGS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
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<tbody>
<tr>
<td>August 24, 2012</td>
<td>March 13, 2013</td>
</tr>
<tr>
<td>September 12, 2012</td>
<td>March 27, 2012</td>
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<tr>
<td>September 26, 2012</td>
<td>April 10, 2013</td>
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<tr>
<td>October 10, 2012</td>
<td>April 24, 2013</td>
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<tr>
<td>October 24, 2012</td>
<td>May 8, 2013</td>
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<tr>
<td>November 14, 2012</td>
<td>May 22, 2013</td>
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<tr>
<td>November 28, 2012</td>
<td>June 5, 2013</td>
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<td>February 27, 2013</td>
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CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4030  ACADEMIC FREEDOM

References:
Title 5 Section 51023;
ACCJC Accreditation Standard II.A.7

It is the policy of the Citrus Community College District to support the principles of academic freedom, built upon the free expression and exchange of ideas that are inherent in the search for scholarly truth and upon which a free and democratic society depends. The District affirms the use of a variety of teaching methodologies to fulfill its obligation to raise difficult and meaningful questions in the educational development of students. Faculty are entitled to freely discuss issues germane to their subject matter. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

Academic freedom must be balanced with the obligation of the District to protect the right of students to learn in an environment characterized by civility, open inquiry, and freedom from unlawful discrimination. While faculty have the right to present ideas and conclusions which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views. Faculty and students have a responsibility to engage in teaching and learning that honors and respects divergent viewpoints that are grounded in cultures of reason, logic, evidence and responsible scholarship.

When faculty (or any other District employees) speak or write as citizens, care should be taken to avoid the representation of any personal view as that of the District or of Citrus College.

Board Approved 07/21/09
The Board of Trustees of the Citrus Community College District establishes this administrative procedure for the evaluation of student performance based on sound academic principles and consistent with the requirements of Title 5 Regulations for California Community Colleges. This grading procedure shall apply to all degree-applicable and non-degree applicable credit courses.

**Academic Record Symbols and Grade Point Average**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failing/Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td></td>
</tr>
</tbody>
</table>

FW (Indicates that a student ceased participating in a course after the drop date without achieving a final passing grade.)

P (at least satisfactory, units awarded, not counted in grade point average)

NP (less than satisfactory, or failing, units not counted in grade point average)

Students have the option to be evaluated on a Pass/No Pass grading basis in courses approved for this option by the Curriculum Committee. Courses approved for the Pass/No Pass Option shall be so indicated in the college catalog. A student must declare the option by no later than 30% of the term, or the fourth Friday of a full semester course by filing a Pass/No Pass petition in the Office of Admissions and Records. The Pass/No Pass option became effective Summer 2009 and replaces Credit/No credit.

Instructors shall have the authority to assign an "F" (Failing) on a test, paper, or examination for cheating or plagiarism and may refer the student for additional disciplinary action.

An instructor's determination of a student's grade shall be final in the absence of mistake, fraud, bad faith, or incompetence. A student who believes that a grade assigned by an instructor should be reviewed, must file a student grievance in accordance with Student Rights & Grievance Procedures, AP 5530.

The following non-evaluative symbols will be used to represent the status of student work.
Non-Evaluative Symbol

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
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<tbody>
<tr>
<td>I</td>
<td>Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an &quot;I&quot; symbol being entered in a student's record. The condition for removal of the &quot;I&quot; shall be stated by the instructor in a written record. This record must contain the conditions for the removal of the &quot;I&quot; and the grade assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The &quot;I&quot; may be made up no later than one year following the end of the term in which it was assigned. Before the time limit has passed, a student may petition for one extension of time due to unusual circumstances. The “I” symbol shall not be used in calculating units attempted nor for grade points.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal - The &quot;W&quot; symbol may be used to denote withdrawal from a course</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal - The “MW” symbol may be used to denote withdrawal from a course for military service</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress - The &quot;IP&quot; symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is &quot;in progress&quot; but that assignment of an evaluative symbol (grade) must await its completion. The &quot;IP&quot; symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record for the course.</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed - The &quot;RD&quot; symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.</td>
</tr>
</tbody>
</table>

Board Approved 10/20/09
Students may request academic renewal as a means to achieve the educational goals of graduation from Citrus College, completion of certificate programs, and/or enable transfer to a four-year college or university. It is not applicable to students who wish to raise their grade point averages beyond these stated goals.

- Only units taken at Citrus College may be disregarded, not units from other colleges.
- A maximum of twenty-four units may be alleviated from not more than three semesters of work.
- A minimum of eighteen months must have elapsed since the end of the term of substandard work to be disregarded.
- Since completion of the work to be disregarded, a minimum of 12 units must have been completed at any accredited college or university, with a grade point average of a 3.0, or 24 units with at least a 2.5 GPA, or 36 units with at least a 2.0 GPA. In cases where all units since completion of work to be disregarded are “C” or better and the criteria set forth herein have been verified, the academic renewal petition will be granted and the Dean of Admissions and Records or his/her designee will make the proper annotation on the student’s permanent record. In cases where units below “C” level exist since completion of work to be disregarded, the petition will be referred to a Petitions Committee, made up of the Dean of Admissions and Records, the Dean of Counseling, two instructional faculty members and a counseling faculty member appointed by the Academic Senate. Evidence may be provided by the student to this committee regarding the substandard grades to aid in the decision process. The decision of this Petitions Committee shall be final.
- A student may only be granted academic renewal once.
- Only substandard grades of “D”, “F”, “FW”, “NC”, or “NP” can be disregarded.

Academic renewal by Citrus College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is a student’s responsibility to confirm with a transfer institution whether academic renewal will be accepted.

When academic renewal is approved, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
If the student has been granted academic renewal by another accredited college, such action shall be honored under this policy. However, the number of semester units allowed to be disregarded will be reduced by the number previously disregarded.

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

Students request academic renewal in writing from the Counseling department by completing the Petition for Academic Renewal form.

Board Approved 10/20/09
CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES

AP 5055  ENROLLMENT PRIORITIES

References: Education Code Sections 66025.8, 66025.9, and 76001; Title 5 Sections 51006, 56232, 58106, and 58108; 42 U.S. Code Section 12101

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:
- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

Citrus Community College District has established priorities for student registration which enables students to complete their educational goals in a timely manner and allows for special assistance to those students identified in the Education Code and Title V.

When enrollment must be limited, priorities for determining who may enroll are:

a. Qualified Disabled Student Programs and Services (DSPS) students, and Extended Opportunity Programs and Services (EOPS) students, verified veteran students, verified foster youth students, and verified former foster youth students under the age of 24;

b. Students identified as veterans;

c. Students identified as foster youth;

d. Students enrolled in the Honors Program and taking the approved number of Honors courses;

e. Student athletes;

f. Students in the Early Decision Program;
f-e. Continuing students, based on units completed and current enrollment. Those students with the greatest number of completed units register first;

f. New and returning students who have completed the matriculation components of admissions, orientation and assessment, or who are exempt or refused those components and have formally completed the refusal of matriculation services form based on application date, will have priority over students who have not completed the matriculation activities; and

g. All other new and returning students based on application date.

h. With the exception of veterans, students who accrue in excess of 110 degree-applicable units will register following new students. These students will have the right to an appeal process based on extenuating circumstances.

In order to receive consideration for priority registration, a student must be identified as eligible before registration appointments are generated each term.

Concurrent enrollment students (K-12) will be assigned a registration appointment in accordance with Education Code Section 76001.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses will be reinstated to their previous priority status upon their return.
Proposed Citrus Community College District Administrative Procedure

CCLC No. 3200

Academic Affairs
DRAFT as of 8/14/12

AP 3200 ACCREDITATION New Procedure

References:
Accreditation Eligibility Requirement 210; Accreditation Standard IV.B.1.i
Policy on the Role of Accreditation Liaison Officer, ACCJC, June 2012
Accreditation Reference Handbook, ACCJC/WASC, July 2012

A. The Accrediting Commission

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). The Commission shall ensure that its accrediting actions sustain and enhance quality and maintain the values of higher education among member institutions. The Commission serves the public interest by providing information on its actions to institutions, the public, and students. Community College Accreditation authorizes the college to offer the first two years of university curricula.

B. Self Evaluation and other Reports

In accordance with the standards of the ACCJC, the college shall conduct a comprehensive self-evaluation every six years and host a visit by an accreditation team. Mandatory midterm reports shall be prepared and submitted to the ACCJC in the third year of each six-year cycle. Other additional reports shall be submitted as required by the Commission.

C. Responsibilities

The Superintendent/President shall appoint an Accreditation Liaison Officer (ALO) to oversee the accreditation process. The ALO shall ensure written self-evaluation document is produced. The primary roles of the ALO are:

1. Stay knowledgeable about accreditation, including Eligibility Requirements, Accreditation Standards and Commission policies;

2. Promote an understanding of accreditation requirements, quality assurance, and institutional effectiveness among constituencies at the college;

3. Communicate information about accreditation and institutional quality that is available from the ACCJC, including letters sent to the institution and materials posted to the ACCJC’s website;

4. Serve as the key resource person in planning the institutional self evaluation process, including appointment of self-evaluation chairperson or co-chair;

5. Manage procedures to assure that the institution maintains the comprehensive collection of institutional files containing Commission information including previous external evaluation reports and action letters;

6. Prepare the institution for an evaluation team site visit in collaboration with the team Chair and the team assistant;
7. Maintain regular communication with the CEO and the college on accreditation matters;

8. Facilitate timely reports to the Commission, including Annual Reports and Substantive Change Proposals; and

9. Attend ALO trainings.

Date Adopted:

Academic Senate
ASCC
CSEA
Management Team
Supervisors/Confidential
Educational Programs Committee
Steering

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and legally required language is indicated in bold.
References: Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through 50% 75% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal.

Instructors shall have the option to assign a final grade of “FW”, which denotes that a student ceased participating in a course after the drop date without achieving a final passing grade.

A student may petition to withdraw from a course after the deadline in extenuating circumstances, including verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved late withdrawals due to extenuating circumstances shall be recorded as “W.” Student course withdrawal information shall be available to faculty.

No notation shall be made on the academic record of a student who withdraws from a course prior to 30% 20% of the length of the class.

A “W” shall not be assigned, or if assigned, shall be removed, from a student’s academic record, if a determination is made by the Office of Academic Affairs that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned will be “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

Board Approved 10/20/09
BP 4223 WITHDRAWAL FROM COURSES DRAFT 9-17-12

References: Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through 50% 75% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal as explained in Board Policy 4250 (Disqualification and Readmission), and Administrative Procedure 4250 (Probation).

Board Approved 10/20/09
Fee amounts shall be published in the college class schedule and/or website. For a complete list of fee amounts, please refer to the current class schedule.

**Required fees include:**

**Enrollment Fee** (Education Code Section 76300; Title 5 Sections 58500-58509)
A state mandated fee for enrolling in classes will be charged as determined by enrollment status.

**Health Fee**
The health fee is mandatory for both full-time and part-time students. The following students are exempted from payment of the fee:

a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

b. Students who are attending a community college under an approved apprenticeship training program.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

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

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need.

**Other student assessments**

- Credit by examination
- Career assessment testing $15.00 per test
- Service charge for returned checks $25.00 each
- Rush Transcript/Verification (same day service) $10.00 per request
- Duplicate diploma/certificate $16.00
- Subpoena $15.00
**Fees authorized by law include:**

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400-59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 66060 and 79121 et seq.)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55753)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

**Prohibited fees include:**

- Late application (California Community College Chancellor's Office (CCCCCO) Student Fee Handbook)
- Add/drop (CCCCCO Student Fee Handbook)
- Mandatory student activities (CCCCCO Student Fee Handbook)
- Student Identification Cards (CCCCCO Student Fee Handbook)
- Student Body Organization (CCCCCO Student Fee Handbook)
- Nonresident application (CCCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks. (CCCCCO Student Fee Handbook)
• For certain recipients of the Medal of Honor and certain children of the recipients of the
  Medal of Honor (Education Code Section 66025.3)
• Required or funded services (CCCCO Student Fee Handbook)
• Refundable deposits (CCCCO Student Fee Handbook)
• Distance education (other than the statutorily authorized enrollment fee)
  (CCCCO Student Fee Handbook)
• Mandatory mailings (CCCCO Student Fee Handbook)
• Rental of practice rooms (CCCCO Student Fee Handbook)
• Apprenticeship courses (Education Code Section 76350)
• Technology fee (CCCCO Student Fee Handbook)
• Late payment fee (Title 5 Sections 58502 and 59410)
• Nursing/healing arts student liability insurance (Title 5 Section 55234)
• Cleaning (CCCCO Student Fee Handbook)
• Breakage (CCCCO Student Fee Handbook)
• Test proctoring (CCCCO Student Fee Handbook)

Refunds

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or
student service fee shall be made to eligible students who file a refund request by the
published deadline. When refunding enrollment fees, the district shall retain $10 once per
term. In the case of a member of an active or reserve military service who receives orders
compelling a withdrawal from courses, a full refund shall be made upon verification of such
orders unless academic credit is awarded.

Board Approved 03/02/10
Revised SSC 9/20/12
BP 5030 FEES

References: Education Code Sections 76300 et seq.

The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college class schedule or website. The Board of Trustees authorizes the following fees.

**Enrollment Fee**

   Education Code Section 76300

A per unit enrollment fee shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the board of governors. Concurrent high school students are exempt from enrollment fees with certain limits.

**Health Fee**

   Education Code Section 76355

The District shall charge a mandatory health fee for both full-time and part-time students an amount not to exceed that which is authorized by the Chancellor’s Office. The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

- Students who are attending a community college under an approved apprenticeship training program.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

**Parking Fee**

   Education Code Section 76360

A parking fee will be assessed per term or session to park on District property parking lots for automobiles and motorcycles as stipulated in Ed Code Section 76360. See the class schedule for the specific amount.

The following students are exempt by law from parking fee that exceeds twenty dollars ($20) per term or session.
Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed twenty dollars ($20) per term or session the specified amount set by the Ed Code Section 76360 per term or session. These programs include Aid to Families with Dependent Children, Supplemental Security Income/State Supplementary Program, a general assistance program, or demonstration of financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

**Student Representation Fee**  
*Education Code 76060.5*  
A one dollar ($1.00) fee per semester shall be collected at the time of registration and used solely by The Associated Students of Citrus College (ASCC) to advocate and lobby city, county, state and/or federal government in support of issues of interest to the student body at large.

**Instructional Materials Fees**  
*Education Code Section 76365; Title 5 Sections 59400 et seq.*  
Students may be required to have instructional and other required materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District. Required material may include but is not limited to, textbooks, tools, equipment, and clothing.

**Non-District Physical Education Facilities Fees**  
*Education Code Section 76395*  
Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the District.

**Student Service Fee:**  
*Education Code, Section 76062*  
The Student Service Fee is a voluntary fee enacted by the Associated Students of Citrus College and is used to support a wide range of co-curricular and extra-curricular campus programs as well as financing campus and instructional improvements and the consultation efforts of the student body.

**Transcript Fees**  
*Education Code Section 76223*  
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students’ records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.
Non-resident Tuition Fee
Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available in the class schedule. Tuition will be charged for the maximum number of possible units registered for by the student. Students who have been approved for financial aid who are out-of-state may request and be approved for a deferment of their fees for tuition and registration.

International Students Application Processing Fee
Education Code Section 76142
The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

International Students/Resident Capital Outlay Fee
Education Code, Section 76141
The District may charge students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee.

Library Fines
Fines shall be assessed for overdue, damaged, or lost library materials and the monies collected shall be deposited to the appropriate library fines income accounts.

Athletic Insurance
Student athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

Refunds
Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain $10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

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