Citrus Community College District
Academic Senate Council Agenda

Wednesday, March 9, 2016
2:40 p.m. CI 159

OFFICERS: Alfie Swan, President
Dr. Gina Hogan, Vice President/President Elect
Lisa Villa, Past President (in absentia)
Gerhard Peters, Treasurer
Patty Glover, Secretary
John Vaughan, Curriculum Chair
Patricia Lawrence, CCFA Liaison

QUORUM: 14

SENATORS:

<table>
<thead>
<tr>
<th>ASCC (2)</th>
<th>Health Sciences (1)</th>
<th>Jennifer D’Amato</th>
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<td></td>
<td>Kinesiology (1)</td>
<td>Mary Brawner</td>
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<td>At-Large (3)</td>
<td>Language Arts (2)</td>
<td>Rebecca Rudd</td>
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<td></td>
<td>Carsten Dau</td>
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<td>Library (1)</td>
<td>L. Granger/S. Bosler</td>
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<td>Business &amp; Accounting (1)</td>
<td>Mathematics (1)</td>
<td>Victoria Dominguez</td>
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<td>Career &amp; Technical Education (3)</td>
<td>Noncredit Programs (1)</td>
<td>Jung Kim</td>
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<td>Physical &amp; Natural Sciences (2)</td>
<td>Badieh Farahani</td>
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<td>Patty Glover</td>
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<td>VACANT</td>
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<td>CCAF (2)</td>
<td>Social &amp; Behavioral Sciences (2)</td>
<td>Christine Styles</td>
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<td>Bill Zeman</td>
<td>Andrew Kim</td>
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<td>Counseling (2)</td>
<td>Visual &amp; Performing Arts (2)</td>
<td>Renee Liskey</td>
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<td>Gino Munoz</td>
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<td>Guests</td>
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I. CALL TO ORDER – Alfie Swan
   A. Set Agenda

II. MINUTES – Patty Glover
   B. February 17, 2016 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 – Becky Rudd
- **College Information Technology**
- College Success –
- **Curriculum** – John Vaughan
- Distance Education – Bev Van Citters
- **Educational Programs** – Senate President
- Enrollment Management – Senate President
- Equivalency Minimum Qualifications – Carsten Dau
- Faculty Hiring Procedures –
- Faculty Needs Identification – Senate President
- **Financial Resources** –
- Gender Equity – Mary Brawner
- Honors Program Advisory Council – Brian Waddington
- **Human Resources Advisory** – Roberta Eisel
- **Institutional Research and Planning** –
- Student Success Support Program –
- **Physical Resources** – John Fincher
- Program Review – Roberta Eisel – Program Review Resource Request Form (Attachment 1)
- Student Learning Outcomes – Stephanie Yee
- Student Services –
- Transfer Task Force – Natalie Paredes

V. OFFICERS’ REPORTS

- Curriculum Chair – John Vaughan
- Secretary – Patty Glover
- Treasurer – Gerhard Peters
- Vice President/President-Elect – Dr. Gina Hogan
- CCFA Liaison – Patricia Lawrence
- ASCC Representatives – Katie Johnson
- President – Alfie Swan

VI. DISCUSSION

A. Robert Sammis – Update on current hiring process
B. Campus Safety Discussion with John Fincher and Fred Diamond/Campus Safety Flyer (Attachment 2)
C. Innovative strategies to improve student success

VII. ACTION

A. Updated Committee List for Senate (pgs. 4-7)
B. Rep Council Meeting dates for 2016-2017 (pgs. 8-9)
C. BP 3500 Campus Safety (pg. 11)
D. AP 3500 Campus Safety (pgs. 12-13)
E. BP 3501 Campus Security and Access (pg. 14)
F. AP 3501 Campus Security and Access (pgs. 15-16)
G. BP 5030 Fees (Revised by CCLC Oct 2015) (pgs. 17-21)
H. AP 5030 Fees (Revised by CCLC Oct 2015) (pgs. 22-25)
I. BP 5130 Financial Aid (pgs. 26-27)
J. AP 5130 Financial Aid (pgs. 28-34)
K. AP 5520 Student Discipline Procedures (revised by CCLC Oct – 2015 and by Citrus College Attorneys – fall 2015 (pgs. 35-50)

VIII. NEW BUSINESS

IX. OLD BUSINESS

A. Officer Term Length Extension Proposal (pg. 10)
B. Student Print Limits

X. ANNOUNCEMENTS

A. Northern California Tour (Attachment 3)
B. The College Success Librarian, Selene Pineda is now offering three different library workshops on Finding Books, Finding Articles and Evaluating Websites. The March workshop calendar is available on our library website:

http://libguides.citruscollege.edu/workshops

Librarians are also offering MLA and APA citation workshops this term, consider offering extra credit and please encourage students to attend.

XI. ADJOURNMENT – next meeting March 23, 2016

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.

To make such a request, please contact Alfie Swan the President of the Academic Senate at (626) 914-8877 no later than 12 p.m. (noon) on the Monday prior to the senate meeting.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Citrus College Academic Senate record the votes of all members as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.
List of Senate Committees

Academic Calendar/Final Exam Schedule
Discusses calendar options and makes recommendations for the upcoming academic year calendars and plans the Final Exam Schedule.

Bookstore Committee
Explores issues related to book adoptions, bookstore procedures, and online educational resources.

College Success (CSAC)
Funded by the Basic Skills Initiative, the College Success Committee explores and offers resources to students in credit basic skills courses to increase success and completion rates.

College Information Technology (CITC)
The purpose of the College Information Technology Committee (CITC) is to develop, oversee, and review district policy and planning efforts pertaining to the use of computers and information technology at Citrus College. CITC acts as a focal point for input from all district constituencies on computer and technology-related issues; acts as a communication conduit for computer and technology-related issues; and advises the Steering Committee on policy and planning matters pertaining to computer and technology.

Curriculum Committee
Comprised of representatives from all areas of campus by election only. Elections are usually held each spring with one-third rotating off each three years. Responsible for approval of all curriculum and certificate programs, discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education.

Distance Education (DE)
This committee explores concerns and issues related to distance education or instruction that is delivered to students at a distance from their instructor, normally by computer via the Internet.

Educational Programs (EPC)
The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee reviews the implementation of instruction and instructional support areas of the Educational and Facilities Master Plan. The committee also reviews Academic Year 5 summary documents, responds to accreditation recommendations and actionable improvement plans, reviews policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance.
Enrollment Management
Reviews schedule planning scenarios and calendar for current and upcoming fiscal years and makes recommendations for change if needed. Develops and monitors Enrollment Management Plan designed to provide guidance on enrollment management activities.

Equivalency Minimum Qualifications (Ad Hoc basis)
The Minimum Qualifications and Equivalencies Committee stays informed on all current and proposed qualifications for each Discipline established by the Board of Governors of the California Community Colleges. The committee represents the Senate on panels formed to rule on claims of equivalency to the minimum qualifications for a discipline. The committee also makes recommendations to the Senate Council as to changes in disciplines and minimum qualifications that may need to be communicated to the Statewide Academic Senate.

Faculty Hiring Procedures
Works with the Human Resources office to review and revise faculty hiring procedure regulations.

Faculty Learning Institute (FLI)
The purpose of the F.L.I. Committee is to plan professional development activities and workshops for full-time and adjunct faculty, to interact with the FLEX Subcommittee to plan appropriate activities for professional development, to plan in-service workshops for faculty, to approve individual faculty requests for travel from staff development funds, and to encourage faculty to take full advantage of professional development opportunities.

Faculty Needs Identification (FNIC)
The FNIC Committee establishes priorities as to the order in which full-time faculty positions should be filled. The committee monitors the hiring process for each position the district opens to insure that all procedures are followed. Traditionally, three faculty representatives serve on this committee and are appointed by the Academic Senate President with approval of the Academic Senate Council. It is the intent that the three faculty members serving on this committee represent both areas of vocational and academic.

Financial Resources
The purpose of the Financial Resources Committee is to maintain effective communication concerning District financial resources and business operations, including reviewing expenditures and income, addressing academic and facility needs, making recommendations, and informing various college constituent groups of the status of funding and expenditures and any modifications made to the budget throughout the year in response to funding changes.

Honors Transfer Program Advisory Council
The Citrus College Honors Transfer Program is designed to enhance the educational opportunities of those students who desire to go beyond the boundaries of the regular classes offered at Citrus College. The council explores ways to provide more opportunities for highly motivated students to participate in an enriched academic environment that promotes scholastic
excellence through hands-on educational opportunities, high levels of student-instructor interaction, student led discussions and opportunities for original research, student care and commitment to civic responsibility, as well as real-world experience and application of their studies, through service learning, and encourages student leadership skills.

**Human Resources Advisory**

It is the function of the Office of Human Resources to serve as a strategic partner with the District's administration, the Board of Trustees, faculty, and staff to meet the District's mission objectives, vision, and values. To accomplish this, The Advisory explores ways the Office of Human Resources provides a range of centralized and comprehensive human resources services.

**Institutional Effectiveness (IEC)**

The purpose of this Committee is to review and make recommendations on matters regarding institutional effectiveness, i.e. the review and assessment of the integrated planning process and the means by which it is linked to the institutional planning processes. The committee engages in the design and implementation of assessment tools that evaluate and improve institutional effectiveness. The committee oversees functions and responsibilities related to ACCJC standard 1.B Institutional Effectiveness.

**Institutional Research and Planning (IRPC)**

The purpose of the Committee is to review and make recommendations on matters regarding institutional research and institutional planning.

**Physical Resources**

The purpose of the Physical Resources Committee is to: maintain effective communication concerning District physical resources, including issues of safety, access, the environment, and space utilization; take an active role in maintaining a safe, accessible, and environmentally responsible campus that supports the learning process; review policies and procedures related to District physical resources; respond to Accreditation recommendations relating to the District's physical resources, Standard IIIB; review and forward recommendations of Physical Resources Committee to the Steering Committee; and review and make recommendations for the Facilities Master Plan and Bond Construction Program.

**Program Review**

This committee works with the Vice-President of Instruction and the Program Review Coordinator to develop strategies for implementation of training and coordination of meaningful and broad-based participatory program reviews.

**Steering**

Steering is where all representative groups on campus come together to discuss any campus issues of concern. New regulations (after individual approval from the various campus groups) reach this committee for final voting before being sent to the Board of Trustees. Note: Academic Senate is a constituent group to the campus wide Steering Committee with broad participation by faculty.
**Student Equity**

The goal of the Student Equity Committee is to monitor progress and implementation of the Citrus College Student Equity Plan. The Student Equity Committee will also serve to promote dialogue in closing the achievement gap in student success and completion of disproportionately impacted groups on campus.

**Student Learning Outcomes (HOT SHOTS)**

This committee, an ad-hoc committee of Steering, serves as a clearinghouse for evidence of student learning; evidence will include assessment tools, assessment data, and measurement and analysis of student attainment of SLO’s.

**Student Services**

The purpose of the Student Services Committee is to review and make recommendations on college policies and procedures having to do with students, and to review the programs and activities of Student Services which include: Admissions and Records, CalWORKs, Campus Safety, Career/Transfer and Articulation, Center for Teacher Excellence, Counseling and Advisement, DSP&S, EOP&S/CARE, Financial Aid, Food Services, International Student Center, Owl Bookshop, School Relations and Outreach, Student Health Center, Student Life and Leadership, Student Affairs, Student Success and Support Programs (formerly Credit and Noncredit Matriculation), and Veterans Center.

**Student Success Support Program Committee (SSSP)**

This committee is tasked with reviewing and exploring ways for assessment services, orientation services, counseling, advising, and other education planning services; assisting in developing a Student Educational Plan (SEP) which identifies the student's educational goal, course of study, and the courses, services, and programs to be used to achieve them; engaging in follow-up services to evaluate each student's progress to provide support services to at-risk students; and making referrals to specialized support services and curriculum offerings.

**Transfer Task Force**

The Task force explores helpful resources to students planning to transfer to a four-year college or university, and educates and assists Citrus' transferring students with a variety of transfer support services, resources and special events through the Transfer Center.
Senate Rep Council Meetings for 2016-2017

Meetings are at 2:40 p.m. in CI 159 Community Room, except where noted.

Items are due no later than noon on the due date (noted below) to the Academic Senate office in CI 107 or to Gina Hogan at ghogan@citruscollege.edu

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Agenda Due Dates</th>
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<tbody>
<tr>
<td>*August 19, 2016 (10:30 a.m.)</td>
<td>August 11, 2016</td>
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<td>September 28, 2016</td>
<td>September 20, 2016</td>
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<td>February 28, 2017</td>
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<td>May 10, 2017</td>
<td>May 2, 2017</td>
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<td>May 24, 2017</td>
<td>May 16, 2017</td>
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### Executive Board Meeting Dates 2016-2017

Executive Board meetings take place on the following Tuesdays in CI 137 at 2:40 p.m.

<table>
<thead>
<tr>
<th>2016 Dates</th>
<th>2017 Dates</th>
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<tr>
<td>August 16, 2016</td>
<td>February 14, 2017</td>
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<td>August 30, 2016</td>
<td>March 7, 2017</td>
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<td>September 6, 2016</td>
<td>March 14, 2017</td>
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<td>November 29, 2016</td>
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1. Leadership Structure

<table>
<thead>
<tr>
<th>Option#1 Current Structure</th>
<th>Option#2 Statewide Structure</th>
<th>Option#3 New Structure</th>
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<tbody>
<tr>
<td>President:</td>
<td>President:</td>
<td>President:</td>
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<tr>
<td>• Serves a one year term.</td>
<td>• Serves two 1 year terms,</td>
<td>• Same items as those</td>
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<td>• There is a steep learning</td>
<td>but he/she must be elected</td>
<td>listed in Option#2</td>
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<td>curve in mastering the</td>
<td>each term.</td>
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<tr>
<td>job.</td>
<td>• Has potential for</td>
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<tr>
<td>• Difficult to stay</td>
<td>providing more stable</td>
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<td>abreast and taken action</td>
<td>leadership.</td>
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<td>on many local and state</td>
<td>• There may be a challenge</td>
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<tr>
<td>issues.</td>
<td>in getting faculty to</td>
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<tr>
<td>• Allows for faculty to</td>
<td>commit to serving in this</td>
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<td>serve in demanding role</td>
<td>office for such a lengthy</td>
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<td>for shorter spurs of</td>
<td>time period.</td>
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<tr>
<td>time.</td>
<td>• Allows for experienced</td>
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<td>faculty to serve as</td>
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<td>president for 1 or 2</td>
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<td></td>
<td>terms without having to</td>
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<td></td>
<td>serve in the VP role</td>
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<td>Vice-President:</td>
<td>Vice-President:</td>
<td>1st Vice President:</td>
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<td>• Serves 1 year term and</td>
<td>• Serves two 1 year terms,</td>
<td>• May serve 1 term or</td>
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<td>automatically succeeds</td>
<td>but he/she must be</td>
<td>two 1 year terms.</td>
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<td>to the presidency when</td>
<td>elected each term.</td>
<td>Succeeds to Presidency</td>
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<td>term is finished or</td>
<td>• It is assumed but not</td>
<td>if elected or President</td>
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<td>the President steps</td>
<td>guaranteed that the VP</td>
<td>steps down.</td>
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<td>down.</td>
<td>will succeed the President</td>
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<td>after serving two</td>
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<td>consecutive terms in the</td>
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<td>VP office.</td>
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<td>• Allows for faculty to</td>
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<td>serve as VP, but not move</td>
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<td>into the role of president.</td>
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<td>2nd Vice President:</td>
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<td></td>
<td>• May serve 1 term or two</td>
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<td>1 year terms.</td>
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<td>• Succeeds to 1st Vice -</td>
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<td>Presidency if elected or</td>
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<td>President steps down.</td>
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2. Language should be added to Bylaws/Constitution regarding the removal of Senate Rep Councils who have become inactive. These positions could be transferred to those who are willing to serve. Also, language should be added regarding new CTE Liaison and possible Legislative Liaison.

3. Language needs to be cleaned up in the Constitution. For example, a paragraph in the constitution has two sentences that are repeated.
BP 3500  CAMPUS SAFETY

References:  Education Code Sections 212, 67380(a)(4) 72330.5, and 87014; Penal Code Section 245; 20 U.S. Code Sections 1092(f) and 1232g; 34 Code of Federal Regulations (C.F.R.) 668.46, 99.31(a) (13) and (14); Campus Security Act of 1990

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a Campus Safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of Campus Safety personnel, methods for summoning assistance of Campus Safety personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

See Administrative Procedure 3500 – Campus Safety.

Board Approved  05/18/10
Revised       12/03/13
Revised       07/21/15
Revised       01/21/16

Approvals:
Student Services Committee – 01/21/16
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
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.
The Citrus College Department of Campus Safety ("Department of Campus Safety") is the designated authority established by the Board of Trustees in accordance with Education Code Section 72330.5 to enforce the Standards of Conduct under the Education Code and Penal Codes of the State of California.

The Citrus College Department of Campus Safety is not a police department and department incident reports are not official police reports. If an official report is required, the Glendora Police Department is the appropriate agency to contact.

The Citrus College Department of Campus Safety is the liaison with the Glendora Police Department and other local police agencies, including federal and state law enforcement entities.

The Department of Campus Safety is responsible for the safety and security of all members of the college community. Every effort is made to inform students, faculty, administrators, and staff members of criminal activity or any other concerns that may be an immediate or ongoing threat to the safety and security of those on campus. Information on regarding crime prevention is made available to college students, faculty, administrators, and staff members via-through a variety of methods, including, but not limited to, all campus memos, emails, presentations, trainings, orientations, social media, and the web.

A Campus Safety plan shall be developed and provided to students as part of the Annual Security Report published by the Department of Campus Safety each year and made available online at: www.citruscollege.edu. Additionally, emergency plan, preparedness, response and evacuation procedures can be found in print at the Department of Campus Safety and on the Citrus College website. The Emergency Response Procedure flipchart is also available in print and online, and can be downloaded electronically.
The Department of Campus Safety annually prepares and annually updates a report consisting of all occurrences reported to Campus Safety personnel of any arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication; and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees. For purposes of reporting under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Clery-Act, "hate crimes violence" includes domestic violence, dating violence, and stalking.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

It is the responsibility of every member of the college community to act in ways that promote the safety of self and others and the protection of District property.

Board Approved 05/18/10
Revised 11/12/13
Revised 07/21/15
Revised 01/06/16

Approvals:
Student Services Committee – 01/21/16
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
Steering

Attorney file #00113-00007/1571300.1
CITRUS COMMUNITY COLLEGE
STUDENT SERVICES

BP 3501  CAMPUS SECURITY AND ACCESS

Reference: 34 Code of Federal Regulations Part 668.46(b)(3)

Accrediting Commission for Community and Junior Colleges (ACCJC), Accreditation Standard III.B.1

The Superintendent/President shall establish procedures for security and access to District facilities.

See Administrative Procedure 3501 – Campus Security and Access.

Board Approved 08/24/12
Revised 07/21/15
Revised 01/05/16

Approvals:
Student Services Committee – 01/21/16
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
Steering

Attorney file #00113-00007/1571232.1
CITRUS COMMUNITY COLLEGE
STUDENT SERVICES

AP 3501  CAMPUS SECURITY AND ACCESS

Reference: 34 Code of Federal Regulations Section 668.46(b)(3);
Accrediting Commission for Community and Junior Colleges (ACCJC),
Accreditation Standard III.B.1

During business hours, the District will be open to students, faculty, staff, community
members, guests, and invitees. During non-business hours, access to all facilities is by
District issued key/card, or by admittance via Citrus College Department of Campus
Safety ("Department of Campus Safety"). Entry to facilities is monitored on a 24-hour
basis. Only District employees are authorized to have keys to buildings; no students
shall have access to campus facilities without employee supervision. Should
access be needed to campus facilities during non-business hours, the Department of
Campus Safety must be contacted prior to entering any facility owned or operated by
Citrus College. The Department of Campus Safety can be reached at (626) 914-8611.

District employees should close and secure their respective work area or classroom
before leaving the location. The Department of Campus Safety will secure any doors
that are found open after the closing of campus closes. All buildings will be secured by
the Department of Campus Safety by between 11:00 p.m. and will re-open at 6:00 a.m.
on Monday through Friday. Weekend and holiday hours may vary and may be building
specific. Emergencies may necessitate changes or alterations to any schedules. At
closing, building intruder intrusion alarms will be activated. If access to a District building
access is required after hours, on holidays, or on weekends, monitored admittance by
the Department of Campus Safety is required.

Alarm systems, communications, outdoor lighting, emergency phones in elevators and
campus emergency phones are tested by campus safety and facilities on a regular
basis and any necessary maintenance issues are reported to the facilities department
for repairs. Periodic lighting surveys are conducted and lighting improvements are
routinely evaluated. Administrators from student services, campus safety, facilities, and
other concerned areas review these results. Additionally, during the academic year, the
director of facilities, campus safety supervisor, and maintenance staff meet to discuss
campus security and access issues of pressing concern.

Board Approved  08/24/12
Revised   07/21/15
Revised 01/05/16
Approvals:
Student Services Committee – 01/21/16
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
Steering

Attorney file #00113-00007/1571328.1
CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES

BP 5030 FEES

References: Education Code Sections 66025.3, 66060, 66753, 70902, 73365, 76060.5, 76140 et seq., 76223, 76300 et seq., 78300, 79121 et seq., 81457, 81458, 81670, 81901, and 82035.6; Title 5 Sections 51012, 54801-54805, 55050, 55234, 55450 et seq., 58500-58510, 58620, 58629, and 59400 et seq.; California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook

The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for of fees as required by law. The procedures shall also assure that 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 included in this policy.

Enrollment Fee
Education Code Section 76300

A per unit enrollment fee shall be charged to 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.
- Students who are taking all of their courses enrolled exclusively in online courses.
- Students who are enrolled exclusively in only noncredit courses.
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 Education Code Section 76360. See the class schedule for the specific amount.

Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed the specified amount set by the Education Code Section 76360 per term or session. These programs include Aid to Families with Dependent Children Temporary Assistance for Needy Families, 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 Section 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. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

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 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.

**Nonresident Tuition Fee**

Out-of-state and international students are required to pay tuition in full at the time they register. Nonresident tuition exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition. 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 may 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 nonresident 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. Capital outlay fee exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition.

Library Fees
Fees shall be assessed for damaged or lost library materials and the monies collected shall be deposited to the appropriate library account.

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 enrollment fee and nonresident tuition fee shall be processed automatically for each class the student withdraws from by the posted refund deadline date for that class. The health fee and/or student service fee will be refunded automatically if the student withdraws from all of his/her classes by the posted refund deadline date for each class. Parking fee shall be refunded if the student withdraws from all of his/her classes by the posted refund deadline date for each class, brings proof of said withdrawal to Campus Safety, and returns the parking permit to Campus Safety. Refunds of the parking fee, enrollment fee, nonresident 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.

See Administrative Procedure 5030.

Board Approved 07/21/09
Revised 01/15/13
Revised 12/10/15

Approvals:
Student Services Committee – 12/10/15
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
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.
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.
- c. Students who are taking all of their courses enrolled exclusively in online courses.
- d. Students who are enrolled exclusively in only noncredit courses.

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**
Exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition. 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 include:**

- Credit by examination Per unit enrollment fee charge
- 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

- Career assessment testing
- Credit by examination
- Duplicate diploma/certificate
- Lost book library charge
- Parking
- Service charge for returned checks
- Student representation fee
- Student service fee
- Subpoena
- Transcript
- Verification

**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
  55050)
• Use of facilities financed by revenue bonds (Education Code Section
  81901(b)(3))
• Refund processing (Title 5 Section 58508)
• Technology fee (CCCCO Student Fee Handbook)
• 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 (CCCCO)
  Student Fee Handbook)
• Add/drop (CCCCO Student Fee Handbook)
• Mandatory student activities (CCCCO Student Fee Handbook)
• Student identification cards (CCCCO Student Fee Handbook)
• Student body organization (CCCCO Student Fee Handbook)
• Nonresident application (CCCCO 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.
  (CCCCO 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 enrollment fee and nonresident tuition fee shall be processed automatically for each class the student withdraws from by the posted refund deadline date for that class. The health fee and/or student service fee will be refunded automatically if the student withdraws from all of his/her classes by the posted refund deadline date for each class. Parking fee shall be refunded if the student withdraws from all of his/her classes by the posted refund deadline date for each class, brings proof of said withdrawal to Campus Safety, and returns the parking permit to Campus Safety. 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.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District’s error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

Board Approved 03/02/10
Revised 01/15/13
Revised 12/10/15

Approvals:
Student Services Committee – 12/10/15
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
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 5130  FINANCIAL AID

References:  Education Code Section 76300;
   Title 5 Sections 58600 et seq.;
   20 U.S. Code Sections 1070 et seq.;
   34 Code of Federal Regulations Section 668;
   U.S. Department of Education regulations on the Integrity of Federal
   Student Financial Aid Programs under Title IV of the Higher Education Act
   of 1965, as amended.

A program of financial aid to students will be provided, which may include, but is
not limited to, scholarships, grants, loans, and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards
issued by the funding agency, and will incorporate federal, state, and other
applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory
academic progress standards for participants in Title IV student aid programs in
accordance with federal regulations which will encourage students to identify and
successfully complete their educational objectives within a reasonable time frame.

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

The Superintendent/President shall establish procedures for regularly reviewing the
District’s website and other informational materials for accuracy and completeness and
for training District employees and vendors providing educational programs, marketing,
advertising, recruiting, or admission services concerning the District’s educational
programs, financial charges, and employment of graduates to assure compliance with
this policy.

The Superintendent/President shall establish procedures wherein the District shall
periodically monitor employees’ and vendors’ communications with prospective students
and members of the public and take corrective action where needed.

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

See Administrative Procedure 5130 – Financial Aid.

Board Approved 07/21/09
Revised 06/17/14
Revised 01/21/16

Approvals:
- Student Services Committee – 01/21/16
- Academic Senate
- ASCC
- CSEA
- Management Team
- Supervisor Confidential Team
- 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

AP 5130  FINANCIAL AID

References:  Education Code Section 76300;
Title 5 Sections 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
U.S. Department of Education regulations on the Integrity of Federal
Student Financial Aid Programs under Title IV of the Higher Education Act
of 1965, as amended.

Financial Aid programs available:
• BOGW — Board of Governors Enrollment Fee Waiver Program (BOGFW)
• CalWORKs California Work Opportunity and Responsibility for Kids (CalWORKs) Work-Study
• Cal Grants — California Grant B, C
• Chafee Grant
• Federal Direct Student Loans Program
• Federal Pell Grants
• FSEOG — Federal Supplemental Educational Opportunity Grant (FSEOG)
• FWS — Federal Work-Study (FWS)
• Full-Time Student Success Grant (FTSSG)

Application Procedures
To be considered for financial aid, students must complete the Free Application for
Federal Student Aid (FAFSA) or the renewal application. These applications are
available beginning in January for the following academic year. If a student is applying
for a State Cal Grant, the FAFSA and a GPA verification form must be completed.
Additional information and eligibility requirements are available at the Financial Aid
Office. It is important that California Community College students apply by the March 2nd
deadline or the September 2nd deadline.

Student Eligibility
Recipients of aid from federal and state funded programs must be students enrolled in
eligible programs of study for the purpose of obtaining a degree, certificate, or transfer.
In addition to financial need, other eligibility requirements for most federal and state
programs include:
• Having a high school diploma, a GED General Educational Development (GED)
certificate, completing home schooling at the secondary level as defined by state
law, passing the California High School Proficiency Examination (CHSPE), the High School Equivalency Test (HiSET), or passing the Ability to Benefit Test (if grandfathered in), administered at the Testing Center and which has been approved by the Department of Education;
• Being a U.S. Citizen or eligible non-citizen;
• Maintaining Satisfactory Academic Progress (SAP) in accordance with the standards;
• Not be in default on a federal loan or grant overpayment;
• Be registered with the selective service, if required;
• Have a valid social security number.

State aid does not require students to have a valid social security number. Some AB540 students may be eligible for federal aid, while others may only be eligible for state aid. Deferred Action for Childhood Arrivals (DACA) students are only eligible for state aid.

Payment Procedures
The Federal Pell Grant and Federal Loan Programs will be disbursed in two payments per term. Federal Direct Student Loan(s) will be disbursed in one payment per term unless the student is attending only one semester in the award year, in which case, the loan(s) will be disbursed in two payments for that term. The Federal Supplemental Educational Opportunity FSEOG Grant, FTSSG, and the state Cal Grant Program will be disbursed in one payment per term. Federal Work Study FWS students will be paid monthly.

Overpayment Recovery
The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received as well as any institutional debt incurred by the District.

In addition, a recalculation of Pell funds will be determined for all students at an established freeze date each term. Students who dropped units may owe an overpayment if they were paid more than their eligible amount.

A student’s withdrawal date is:
• The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
• The midpoint of the term for a student who leaves without notifying the District College;
• The student’s last date of attendance at a documented academically-related
activity; or
- The date posted by the instructor indicating the last day of attendance.

**Accounting Requirements**

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

**Satisfactory Academic Progress (SAP) Standards**

Financial Aid Satisfactory Academic Standards must meet the criteria set by Title IV Regulations, published in 668.16(e), 668.32(f) and 668.34 of the Federal Register.

In accordance with Federal and State regulations, financial aid recipients are required to meet SAP Satisfactory Academic Progress requirements. SAP standards provide qualitative, quantitative and incremental (time frame) standards by which the District can determine that students receiving federal financial aid funds are maintaining the SAP standards required for their course of study. Students receiving financial aid must be enrolled in a course of study leading to an associate degree, a financial aid eligible certificate program, and/or a transfer program to a four-year college or university. Failure to maintain SAP standards will result in the loss of financial assistance. The Financial Aid Office reviews academic progress SAP standards at the end of the fall, spring and summer semesters/terms. Review of SAP standards includes periods of enrollment in which the student did not receive student financial aid funds.

In order for students to receive any federal or state financial aid which includes direct loans, students must adhere to all of the following requirements:

1. Maintain a Citrus College cumulative GPA of 2.0 or above (qualitative);
2. Successfully complete 75% of the total number of units that they have attempted at Citrus College and any other college for which the District has transcripts on record (quantitative/pace); and
3. Not exceed the maximum of 72 total units allowed attempted (quantitative/pace). These units include all units attempted at Citrus College and any other college for which the District has transcripts on record, and all units completed at other colleges.

**Maximum Units Allowed**

Students may attempt up to the lesser of 72 90 units or a maximum of 150% of the program length toward the completion of a degree or certificate program. Students who have completed an Associate degree (including a foreign degree) or attempted 72 90 or more units will be denied financial aid. Students who have attempted more than 150% of the units required for a certificate program will be denied financial aid. Units completed at other colleges or taken without the assistance of financial aid are
calculated into the total number of units attempted. Up to 30 attempted units of remedial coursework at Citrus College may be deducted from the total units attempted accumulated (this includes Math, English, and ESL coursework). ESL classes are counted towards the total number of units attempted. Students who enroll in ESL or who exceed the 30 attempted units of remedial courses that do not apply to their degree or certificate may exhaust their financial aid eligibility prior to completing their program.

Course Repetition
For information on how repeated courses are calculated in the student’s GPA, please see Administrative Procedure 4227 Repeatable Course, Administrative Procedure 4228 Course Repetition - Significant Lapse of Time, and Administrative Procedure 4229 Course Repetition - Variable Units. All units, both current and prior, from repeated courses are counted toward the maximum number (72 90) of units a student is permitted to attempt. Students are not eligible to receive aid for more than one repetition of a course that has been previously passed. Once a student reaches a maximum of 72 90 units the student’s financial aid eligibility will be terminated they will be disqualified from financial aid (see disqualification status below).

Financial Aid Warning Status
Students who do not meet the SAP standards will be placed on warning status. While on warning status, students will continue to receive financial aid. All students who are notified of their warning status should seek academic counseling and take advantage of all other student services available to ensure student success at Citrus College.

Financial Aid Termination Disqualification Status
Students, who do not meet the SAP standards for more than one term, will have their financial aid eligibility terminated, be disqualified from financial aid (student will not receive financial aid, except for the BOGFW Board of Governor’s Enrollment Fee Waiver (BOGW). Beginning fall 2016, BOGFW eligibility will be based on the District’s academic and progress standards. Being on termination status disqualified from financial aid does not prohibit a student from continuing their education. Students who have lost lose their financial aid eligibility may will be reinstated once they demonstrate satisfactory academic progress meet SAP standards.

Reinstatement
To reestablish eligibility for financial aid, students must:

1. Meet all financial aid satisfactory academic progress SAP standards (qualitative, quantitative, and maximum time frame) or

2. Submit an appeal (as stated below), and successfully complete and meet the conditions of the appeal process. Student may only appeal once per year with the exception of summer.
Appeal Eligibility Criteria

Students who do not meet the satisfactory academic progress (SAP) standards to receive aid may be eligible to submit a written appeal. If approved on appeal, the students’ academic performance will be reviewed at the end of each term to determine continued eligibility. Students approved on appeal remain eligible if they:

a. Take coursework that are applicable toward their degree or certificate program;
b. Successfully complete at minimum 75% of all courses attempted in each term following the appeal approval;
c. Complete all coursework with a term GPA of 2.0 or higher in each term following the appeal approval; and
d. Complete the program within the maximum time frame allowed by the appeal.

Students that fail to meet these guidelines will be denied aid and will not be eligible to appeal again until the following award year. *Students attending summer may appeal for the summer term.*

Students may appeal their termination disqualification status only if they meet the following conditions:

1. For students whose aid was terminated denied due to not successfully completing courses with a cumulative GPA of at least 2.0 and/or due to not successfully completing at least 75% of all coursework at Citrus College, the student must provide the following documentation that covers all periods of deficiencies:

   a. Medical documents that show the student was medically unable to attend classes for reasons beyond their control;
   b. Verification (obituary or death certificate) of a death in the student’s immediate family. Immediate family for purposes of a financial aid appeal include parents, siblings, children, spouse, or grandparents;
   c. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service;
   d. Verification of natural disaster beyond the student’s control that impacted the student’s academic performance; or
   e. Personal tragedies that were beyond the student’s control and are documented by a 3rd party professional, i.e. police, court, or medical facility.

In addition, all appeals must include:

   a. Statement from the student detailing the reason for the deficiencies and what action has been taken to ensure those deficiencies will not occur in the future; and
   b. A Student Educational Plan (SEP) developed by Citrus College.
2. For students whose aid was terminated denied due to having already completed an Associate degree (including a foreign degree), the student must provide a copy of the student’s educational plan developed at Citrus College and a statement explaining why the student is not currently using the degree they completed and why they are returning to college.

3. For students whose aid was terminated denied for having attempted 72 90 or more units or for having attempted more than 150% of the units required for a certificate program (this total attempted units includes completed attempted units from other colleges), the student must provide a copy of the student’s educational plan developed at Citrus College and a statement detailing the reason for any deficiencies and/or reasons for exceeding the unit level and what action(s) the student has taken to ensure he/she will complete his/her program in a timely manner.

Students who do not submit documentation to support all periods of deficiency are subject to having their appeal denied.

Students whose aid was terminated denied for having attempted 120 150 or more units are not eligible to appeal the denial of aid regardless of the reason. The 120 150 total attempted units include units completed attempted at other colleges.

Once an appeal decision has been rendered. The committee’s appeal decision is final and cannot be appealed for the remainder of the award year can only be changed on a case by case basis at the discretion of the Director of Financial Aid. A student that resolves his/her deficiencies and meets the SAP satisfactory academic progress criteria must notify the financial aid office to re-evaluate will have his/her financial aid eligibility reinstated.

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.

At least once a year, the dean of each department/division will direct a review of each department/division website(s) and other informational materials for accuracy and completeness.
All employees and contractors that provide outreach services will be trained by their hiring/contracting manager concerning the District’s educational programs, financial charges, and employment of graduates.

District managers shall periodically monitor employees' and vendors' communications with prospective students to ensure the accuracy of their communications.

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

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Revised 06/17/14
Revised 01/21/16

Approvals:
Student Services Committee – 01/21/16
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
Steering
CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES

AP 5520 STUDENT DISCIPLINE PROCEDURES

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

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

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

Campus student disciplinary action shall proceed regardless of other possible or pending administrative, civil or criminal proceedings that arise out of the same or other events. If a student is convicted of a criminal offense concerning conduct that is also grounds for student discipline, the conviction shall be sufficient to establish that cause for student discipline exists and the College may impose that discipline. The student shall not have access to the hearing procedures stated in this procedure. Instead, the College may immediately impose discipline as stated in Section 10 below, except that expulsions resulting from the criminal conduct must be approved by the Board of Trustees in accordance with Section 11 below.

An acquittal or other non-conviction outcome in a criminal proceeding shall not affect student discipline. Student discipline proceedings may be initiated or continue notwithstanding the failure or refusal of a student to respond, attend, or participate in the hearing process so long as the College complies with the hearing notification requirements set forth herein.

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause for the removal, suspension or expulsion of a student.
The College recognizes that student discipline purposes and procedures, as well as the rights and obligations of the parties are not analogous to those of criminal and civil legal actions, just as the role of the College differs inherently from that of the police and the courts. The purpose of the College’s student discipline process is to promote students’ individual and social responsibility while maintaining a campus environment that is free from intimidation, threats, coercion, or violence. Therefore, student discipline is understood to be an integral part of the educational mission of the College.

Definitions:

District
The Citrus Community College District.

Student
Any person currently enrolled as a student at the District or in any program offered by the District.

Instructor
Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

Summary Suspension
Exclusion of the student by the Dean of Students for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Disciplinary Suspension
Exclusion of the student by the Dean of Students for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the District for one or more terms.

Expulsion
Exclusion of the student by the Board of Trustees from the District.

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

Written or Verbal Reprimand
An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student’s permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus
Withdrawal of consent by the Dean of Students for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Dean of Students has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.
Business Day

Unless otherwise provided, business day shall mean a day Monday to Friday, excluding public holidays and weekends, during which the District is in session and regular classes are held.

Penalties:

A. Reprimand

A reprimand records that a student's conduct in a specific instance does not meet the District's standards of the College. A reprimand may be oral and/or in writing. A reprimand serves as a warning that continued conduct of the type described in the reprimand may result in additional disciplinary action against the student including, but not limited to, suspension or expulsion. A reprimand shall be considered in matters pertaining to the student’s future violations of the District’s college’s standards. Written reprimands may become part of a student’s permanent record at the District. A verbal reprimand is recorded in the student’s disciplinary record for a period of one year. Records of reprimand, including records of oral reprimands, will be retained by the Student Affairs Administrator for such period of time that the Administrator deems appropriate. Reprimands are not part of the student’s permanent disciplinary record.

B. Disciplinary Probation

Disciplinary probation shall be a trial period during which time the District College will impose disciplinary conditions upon the student. At the completion of the trial period, the District College shall determine whether the student has satisfied the disciplinary conditions and, based on whether those conditions have been satisfied, return the student to good standing or impose additional disciplinary measures. Disciplinary probation may consist of removal from all District College organization offices, denial of privileges of participating in all District College or student sponsored activities including public performances, or both, and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year. If a student is found to have committed a subsequent violation of the Standards of Student Conduct while on probationary status, the student’s probationary status shall be considered in the determination of the penalty imposed for the subsequent violation. Records of disciplinary probation will be retained by the Student Affairs Administrator Dean of Students.

Records of disciplinary probation will not become part of the student’s permanent disciplinary record, unless the student fails to meet the disciplinary conditions imposed during that disciplinary probation.

C. Removal from Class by Instructor (Education Code Section 76032)

An instructor may order a student removed a student from his or her class for the day of the removal and the next class meeting, when the student has interfered with the instructional process. The duration of the removal shall be for the day of the removal
and the next class meeting. The instructor shall immediately report the removal to the Department Chair/Division Dean who will then immediately promptly notify the Student Affairs Administrator Dean of Students. The Division Dean shall arrange for a conference between the student and the instructor regarding the removal. At the request of the instructor or the student, the Division Dean shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Division Dean from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. Records of removal by the instructor will be retained by the Student Affairs Administrator Dean of Students, and, if the student is removed during the period of the student’s disciplinary probation, shall be included in the student's permanent disciplinary record. A student who has been removed from class by an instructor may make up missed assignments with the permission of the instructor.

D. Disciplinary Suspension

A disciplinary suspension is the involuntary removal of a student for good cause. Disciplinary suspension serves as a penalty against the student for repeated, continued, and/or serious violations of the Standards of Conduct. Disciplinary suspensions shall be initiated by the Student Affairs Administrator Dean of Students. The duration of the disciplinary suspension from one or more classes may be from one day to four (4) semesters. A suspended student may be prohibited from occupying any portion of the campus and be denied participation in any or all District college activities. Record of the disciplinary suspension shall be a part of the student's permanent disciplinary record. In every case of disciplinary suspension, the Student Affairs Administrator Dean of Students shall immediately contact the student’s instructors and Campus Safety Security. Students placed on disciplinary suspension shall not have the right to make up missed assignments in any classes.

E. Summary Suspension (Education Code Section 66017)

In cases involving alleged violations of the Penal Code or Federal law, and in which there is either an admission of guilt, plea of no contest, or substantial evidence of guilt, the Student Affairs Administrator may summarily suspend a student for a period not to exceed ten (10) school days. The Student Affairs Administrator may summarily suspend a student when an immediate suspension is or may be necessary in order to protect lives or property or to ensure the maintenance of order. The Dean of Students may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where a summary suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
When a summary suspension has been imposed, the suspended student must be given a reasonable opportunity for a hearing. Depending on the nature of the student’s conduct, the hearing shall be conducted in accordance with Sections 4, 5, 6, or 7 of this procedure within that ten school day period. The length of the suspension will be determined in consultation with the instructor in cases involving classroom conduct, when appropriate. In every case of summary suspension, the Student Affairs Administrator Dean of Students shall immediately notify, in writing, each of the student’s instructors, coaches and/or supervisors, Campus Safety Security and other District college employees directly affected by the incident, that the student has been suspended. Students placed on summary suspension shall not have the right to make up missed assignments in any classes. Nothing in this section shall be interpreted to prohibit the District College from expelling a student in accordance with Section 11 below for conduct resulting in a summary suspension.

* As of June 2009, the college’s organizational structure does not include the position of department chairperson. As such, please defer to the dean.

F. Expulsion

The Board of Trustees may expel a student for "good cause" as that term is defined in Board Policy 5500, in accordance with Section 11 below, when other means of correction have failed to bring about appropriate conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

In every case of expulsion, the Student Affairs Administrator Dean of Students shall immediately notify in writing each of the student’s instructors, coaches and/or supervisors, Campus Safety Security and other District college employees directly affected by the incident. Expelled students shall not have the right to make up missed assignments in any classes. A student may be permanently expelled from the District College. Re-admittance after an expulsion requires governing board action. Record of the expulsion shall become a part of the student's permanent disciplinary record.

G. Non-students

Admission or re-admission may be denied to any person who, while not enrolled as a student, commits acts which would, were he or she enrolled as a student, be the basis for student discipline. Before the offending individual is denied admission or readmission, he or she may request a hearing before the Student Affairs Administrator Dean of Students during which he or she will be afforded the opportunity to demonstrate why he or she should be admitted or readmitted. Such hearing shall be conducted in accordance with the hearing procedures stated in Section 5 below.

Student Discipline Procedures and Due Process

1. Notice to Appear
Except in cases involving summary suspension, the District College shall provide students charged with misconduct a written notice within five (5) school days of the Student Affairs Administrator’s Dean of Students’ actual receipt of a complaint regarding that student’s conduct. The notice must include a statement of the charges against the student and possible penalties. The notice must include a statement explaining the due process procedures. The District College may satisfy its duty to notify the student concerning his or her due process procedures by attaching Board Policy 5500 and this Procedure to the notice. The notice must be received at least 24 hours prior to the scheduled hearing.

Notice may be accomplished by any one of the following means: (1) personal delivery to the student during class by a District College employee; (2) personal delivery by a District College employee at any other location; or (3) mailing by certified mail, postage paid and addressed to the last known address of the student. A student's refusal to receive or sign a receipt of the notice shall not cause the notice to be defective. A student’s failure to provide updated address information to the District College shall not cause the notice to be defective so long as the District College sends notice to the last known address provided to the District College by the student.

District Campus faculty or staff who initiated the complaint to the Student Affairs Administrator Dean of Students shall be informed of all hearing dates. District Campus faculty or staff who initiated the complaint to the Student Affairs Administrator Dean of Students shall be informed of the resolution of the process following completion of the hearing.

2. Participants and Confidentiality
All student discipline proceedings shall be confidential and shall be closed to everyone other than those involved in the conduct of the hearing, witnesses while testifying, and the charged student(s). In compliance with the Family Education Rights and Privacy Act, persons not party to the proceedings shall be informed of the their outcome only on a "need to know" basis.

The District College may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of the disciplinary proceeding conducted by the District College against the alleged perpetrator of that crime, regardless of whether the District College concluded a violation was committed.

The District College employee alleging the student conduct violation, as well as the charged student, are expected to attend any and all hearings. Failure to appear by any of these individuals after due notice shall not, however, result in the cancellation or continuance of the hearing.

The student may represent himself/herself, and may also have has the right to be represented by a person of his/her choice, At the hearing, the student may be
accompanied by another person, provided that said person is not an attorney nor is not acting as a spokesperson for the student. However, the (“Student Discipline Committee”) may, in its sole discretion, permit the student to be accompanied by an attorney. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the Committee permits the student to be accompanied by an attorney, the District College shall also be permitted to be accompanied by an attorney. In the event the Committee permits the student and the District College to be accompanied by attorneys, the role of the attorneys shall be limited to providing advice to their respective clients. In no event shall the attorneys present their respective clients’ cases to the Committee.

Witnesses shall not be present at the hearing when not testifying, unless all parties and the Student Discipline Committee agree to the contrary.

Students with special communication needs may request, and the District College shall provide, additional assistance in order to ensure the student’s access to the hearing process and to ensure the student receives a fair hearing.

In cases involving pending criminal prosecution, the charged student may have an attorney present. The role of the attorney shall be limited to providing advice to the student regarding withholding his or her testimony which might be self-incriminating in future criminal prosecution. If the student is accompanied by an attorney, the District College shall also be permitted to be accompanied by an attorney. In the event the student and/or the District College are accompanied by attorneys, the role of the attorneys shall be limited to providing advice to their respective clients. In no event shall the attorneys present their respective clients’ cases to the Student Discipline Committee.

The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is hearing is recorded by tape recording, the hearing panel Student Discipline Committee chair shall, at the beginning of the hearing, ask each person present to identify themselves him/herself by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording, which shall be provided within a reasonable time.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel Student Discipline Committee chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

3. Legal Procedural Arguments
Arguments by the student concerning the legal (as distinguished from the factual) applicability or legal validity of any provision of these procedures shall not be considered during the hearing into the charge(s). Such arguments shall be presented to the Superintendent/President as part of an appeal of the Committee’s decision pursuant to Section 8 below.

Technical departures from these procedures and errors in their application shall not be grounds to void the District’s College’s right to discipline a student unless, in the opinion of the Superintendent/President or designee, the error or departure prevented a fair determination of the issue.

4. Academic Integrity and/or Classroom Conduct – Administrative Hearings
All issues relating to the following, for which the District College seeks to reprimand the student, shall be referred to the Department Chair/Division Dean:

- disruptive behavior, willful disobedience, or the open and persistent defiance of the authority of, or persistent abuse of, District Personnel (BP 5500 Standards of Conduct, Article 11);
- cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty (BP 5500 Standards of Conduct, Article 12);
- dishonesty; forgery; alteration or misuse of District documents, records or identification or knowingly furnishing false information to the District (BP 5500 Standards of Conduct, Article 13);
- persistent, serious misconduct where other means of correction have failed to bring about proper conduct (BP 5500 Standards of Conduct, Article 17);
- unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board Policy or Administrative Procedure (BP 5500 Standards of Conduct, Article 18);
- persistent violation of classroom standards of conduct as established by the instructor (BP 5500 Standards of Conduct, Article 20);
- any other cause not listed above which is identified as “Good Cause” by the Education Code (BP 5500 Standards of Conduct, Article 21).

The consequences for cheating and plagiarism can be as mild as a warning or as serious as expulsion. In response to allegations, an instructor may give a warning, a reprimand, and/or “zero” grade on the assignment or exam in question. The instructor may remove the student from class for up to two consecutive class periods. For academic integrity violations, the instructor may take any or all of the following actions:

1) Promptly discuss the incident regarding the lack of academic integrity with the student outside of class, document the incident, email the Division Dean, and complete the Student Conduct Violation Form.
2) The instructor has the authority to give a lower or failing grade for the assignment in question, but not to award a failing course grade for one incident of cheating or plagiarism, unless failing the assignment is significantly weighted to cause the student to also fail the course. A Grade Consequence Letter should be provided to the student and include course title, date/time/nature of incident, the sanction, and the process for appeal.

3) Report the incident regarding the lack of academic integrity if there is a grade consequence to the Division Dean and Dean of students.

4) If the instructor feels uncomfortable addressing the student alone, a meeting should be set up with the student and Division Dean to address disciplinary actions.

If there is evidence of serious or repeated violations, and if the instructor seeks to suspend the student for more than two days or expel the student from the District, then a separate, formal hearing process, contained in accordance with AP 5520, Section 7 should be initiated.

The Division Department Chair/Dean may, but is not required to, conduct an administrative hearing into the matter within five (5) school days of the complaint. In the event the Division Department Chair/Dean elects to conduct an administrative hearing, the individual(s) bringing the allegation(s) shall present the case. The Division Department Chair/Dean shall permit the student to present his or her opposition to the allegations included in the complaint. The Division Department Chair/Dean shall render his or her decision based on the evidence presented. Notwithstanding this hearing procedure, the Division Department Chair/Dean shall have the right to issue a formal reprimand unilaterally and without a hearing or send the student an Academic Dishonesty Warning Letter as the disciplinary action.

If the District College seeks to suspend or expel the student, the District College may not access the administrative hearing process contained in this section. Instead, the District College must initiate the separate formal hearing process contained in Section 7 below.

5. Violations Not Related to the Instructional Process – Student Affairs Administrator Dean of Students Hearings

All matters regarding student discipline other than those involving issues of academic integrity and/or classroom conduct addressed in Section 4 above, shall be heard and decided by the Student Affairs Administrator Dean of Students unless (1) special circumstances as defined in Section 6 below exist, or (2) the Student Affairs Administrator Dean of Students determines expulsion may be in order.

During the hearing with the Student Affairs Administrator Dean of Students, the District College shall present the complaint and the student shall have a reasonable opportunity to personally answer all charges. The staff member initiating the charges may also be
present if he or she desires. Each party shall be permitted to introduce evidence and/or present witnesses.

Hearings shall not be conducted according to the technical rules of evidence. Any relevant evidence shall be considered if it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might prevent the admission of such evidence in a civil action. The Student Affairs Administrator Dean of Students shall determine the relevance, probative value, and materiality of evidence offered at the hearing. The Student Affairs Administrator Dean of Students may also determine each witness's competency and length of testimony.

The Student Affairs Administrator Dean of Students may instruct and question the witness(es). The Student Affairs Administrator Dean of Students must make direct inquiries whenever there is any confusion, uncertainty, or lack of clarity as to the witness's statements. The student shall be permitted to cross-examine District college witnesses. The District college shall be permitted to cross-examine the student's witnesses. Cross-examination should be limited to subjects presented in that witness's direct examination. The Student Affairs Administrator Dean of Students may dismiss any witness who fails or refuses to comply with his or her instructions. All testimony shall be taken under oath; the Student Affairs Administrator Dean of Students shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the Student Affairs Administrator Dean of Students finds that the witness is unavailable to testify.

The Student Affairs Administrator Dean of Students may determine that requiring live testimony of a proposed witness would subject that person to unreasonable risk of psychological or physical harm. After such determination, the Student Affairs Administrator Dean of Students may permit that witness to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

The District College bears the burden of proof and must introduce substantial evidence to support the charges against the student.

The Student Affairs Administrator Dean of Students shall review the matter and may issue a reprimand, impose disciplinary probation, or impose disciplinary suspension. Within ten (10) days following the close of the hearing, the Student Affairs Administrator Dean of Students shall prepare and shall transmit, in writing, the decision for disposition of the case to: (1) the Office of the Superintendent/President; (2) the charged student; and (3) the staff member originating the action. The decision shall include specific factual findings regarding the accusation(s), and shall include specific conclusions regarding whether any specific section of the Standards of Conduct was violated. The student shall have the right to appeal the decision in accordance with Section 8 below.
6. Possible Expulsion and Special Circumstances – Committee Hearings

When the Student Affairs Administrator Dean of Students determines that the charged student may be subject to expulsion or circumstances exist which make the usual administrative hearing procedure inappropriate, he or she may request that the charges be heard by a Student Discipline Committee. The Student Affairs Administrator Dean of Students shall file a request in writing with the Office of the Vice President of Student Services within five (5) school days of this determination. The request shall contain the reason(s) the hearing before the full Committee is being requested. The Vice President of Student Services shall determine whether the matter shall be heard by the Student Discipline Committee or returned to the Student Affairs Administrator Dean of Students. In the event the Vice President of Student Services determines that the matter should be heard by the Student Discipline Committee, the hearing shall proceed in accordance with Section 7 below. In the event the Vice President of Student Services determines that the matter should be heard by the Student Affairs Administrator Dean of Students, the matter shall be returned to the Administrator for a hearing in accordance with Section 5 above. The decision of the Vice President of Student Services shall be final.

The Student Discipline Committee shall consist of the following five individuals: (1) two students appointed by the A.S.C.C. President; (2) two faculty members appointed by the Academic Senate President; (3) one administrator, who shall serve as the chair appointed by the Superintendent/President, who shall not have a vote except to break a tie. The chair shall serve as custodian of any evidence until a decision has been rendered. Any person presenting any portion of the case shall not be a Committee member. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

7. Recommended Order of Events for Student Discipline Committee Hearings

Committees convened to hear charges for either classroom or non-classroom student conduct violation allegations shall, insofar as is practical, adhere to the following order of events: (1) the District College presents its case with an initial summary, including evidence to be presented, followed by a detailed presentation of the case, (2) the student presents his or her defense, (3) the District College presents rebuttal evidence, (4) the District College summarizes its case, (5) the student summarizes his or her defense. The penalty will be determined by majority vote of the Committee. When the instructor involved is a Department Chair/Dean, a Department Chair/Dean chosen by the Vice President of Instruction shall serve as a Committee member in his or her place.

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written responses provided by the student before the hearing begins.
The facts supporting the accusation shall be presented by a District representative who shall be the Dean of Students.

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

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

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

Hearings shall not be conducted according to the technical rules of evidence. Any relevant evidence shall be considered if it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might prevent the admission of such evidence in a civil action. The Committee shall determine the relevance, probative value, and materiality of all evidence submitted at the hearing. The Committee may also determine each witness’s competency and length of testimony.

The Committee has the right to instruct and question the witness(es). The Committee shall probe and make direct inquiries whenever there is any confusion, uncertainty, or lack of clarity as to the witness’ statements. The student shall be permitted to cross-examine District College witnesses. The District College shall be permitted to cross-examine the student’s witnesses. Cross-examination should be limited to subjects presented in that witness’ direct examination. The Committee may dismiss any witness that fails or refuses to comply with the Committee’s instructions.

All testimony shall be taken under oath; the Committee chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify.

The Committee may determine that requiring live testimony of a proposed witness would subject that person to unreasonable risk of psychological or physical harm. After such determination, the Committee may permit that witness to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

The District College bears the burden of proof and must introduce substantial evidence to support the charges against the student.
The Committee may disclose to an alleged victim of any crime of violence or non-
forcible sex offense the final results of a disciplinary proceeding conducted by the
institution against the alleged perpetrator of that crime, regardless of whether the
institution concluded a violation was committed.

Members of the Committee will draw upon their own knowledge of acceptable standards
of conduct in the District college community. Members of the Committee are not to be
concerned with the constitutionality of the policy and will consider only the evidence that
is pertinent to the case.

The Committee may, at any time, grant a continuance of one (1) school day if it
determines that doing so would materially enhance its ability to render a fair and
accurate judgment.

Within two (2) five (5) school days after the conclusion of the case, the Committee Chair
shall transmit, in writing, the Committee’s decision for disposition of the case to the
Office of the Superintendent/President, the charged student, the staff member
originating the action., and the Student Affairs Administrator Dean of Students. The
decision shall include specific factual findings regarding the accusation, and shall
include specific conclusions regarding whether any specific section of the standards of
conduct were violated. The decision shall also include a specific recommendation
regarding the disciplinary action to be imposed, if any. The decision shall be based only
on the record of the hearing.

8. Appeal

a. Appeal by the Student

Within two (2) school days following the receipt, in writing, of the decision, the student
may file, with the Office of the Superintendent/President of the District College, a written
notice of his or her intent to appeal the decision. No appeal may be filed after the two-
school-day period.

The student shall file with the Office of the Superintendent/President of the District
College, within three (3) school days following the filing of a notice of intent to appeal, a
specific written response to each of the charges.

The student’s failure to respond to any given charge constitutes a waiver of the right to
appeal that charge. The Superintendent/President has the power to accept, reject, or
modify the decision of the Committee. The Superintendent/President shall provide his or
her decision in writing to the parties within ten (10) school days of receipt of the
decision. With the exception of expulsion, the decision of the Superintendent/President
shall be final.

b. Appeal by the Staff or Faculty Member
Within two (2) school days following the receipt, in writing, of the findings arrived at by any of the three aforementioned processes, the charging staff or faculty member may file, with the Office of the Superintendent/President of the District College, a written notice of his or her intent to appeal the decision. No appeal notice may be filed after the two-school-day period.

The staff or faculty member shall file with the Office of the Superintendent/President of the District College, within three (3) school days following the filing of a notice of intent to appeal, a specific written appeal.

The Superintendent/President shall consider the appeal and may accept, reject, or modify the decision of the Student Affairs Administrator, Dean of Students or the Committee. The Superintendent/President shall provide his or her decision in writing to the parties within ten (10) school days following receipt of the appeal. With the exception of expulsion, the decision of the Superintendent/President shall be final.

9. Appeal of Superintendent/President's Decision

Within two (2) school days after receiving the decision of the Superintendent/President, the student may appeal, through the Office of the Superintendent/President, to the Board of Trustees. The Board shall retain the option of not hearing the appeal. If the Board elects to hear the appeal, it shall have the right to accept, reject, or modify the decision of the Superintendent/President.

No appeal may be filed after two (2) school days. The student’s failure to appeal the Superintendent/President’s decision shall constitute a waiver of the student’s right to appeal that decision.

The charging staff or faculty member may not appeal the Superintendent/President’s decision.

9.10. Imposition of Disciplinary Action

After the student or the staff or faculty member has exhausted his or her right of appeal or has chosen to forego further appeal, the appropriate administrator of the District college shall impose the disciplinary action specified at the last level of the process.

10.11. Expulsion

If the Superintendent/President proposes to expel a student, that expulsion shall be reviewed by the Board of Trustees. Once received, the Superintendent/President’s recommendation will be placed on the agenda of the next regularly scheduled Board of Trustees meeting. The Board of Trustees shall determine whether to expel a student for cause following a hearing before the Board. The Board shall, unless a request by the student has been made pursuant to this section, hold closed sessions if the Board is considering the suspension of, or disciplinary action or any other action in connection with any student of the community college District, if a public hearing upon the question
would lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.

Before calling a closed session to consider these matters, the Board shall notify the student in writing, by registered or certified mail to the address last on file with the District, or by personal service, of the intent of the Board to call and hold the closed session. Unless the student, or his or her parent, or guardian shall requests, in writing, within 48 hours after receipt of the written notice of intention, request that the hearing of the Board be held as a public meeting, then the hearing to consider those matters shall be conducted by the Board in closed session.

If the written request is served upon the clerk/secretary of the Board, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting or on behalf of whom the meeting is requested, shall be in closed session. Whether the matter is considered at a closed session or at a public meeting, the final action of the Board shall be taken at a public meeting and the result of that action shall be a public record of the Board. Any person who has had consent to remain on campus withdrawn who knowingly re-enters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [California Penal Code Section 626.4]

11. Withdrawal of Consent to Remain on Campus

The Dean of Students may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Students, a written report must be promptly made to the Superintendent/President. The report shall contain: (1) the description of the person from whom consent was withdrawn, including, if available, the person’s name, address, and phone number; and (2) a statement of the facts giving rise to the withdrawal of consent. [NOTE: THIS IS REQUIRED PER PENAL CODE 626.4]

If the Superintendent/President or, in the Superintendent/President’s absence, the Dean of Students, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee. If the Superintendent/President or, in the Superintendent/President’s absence, Dean of Students, does not confirm the action of the officer or employee within 24 hours after the time that consent was withdrawn, the action of the Dean of Students shall be deemed void and of no force or effect, except that any arrest made during such period shall not for this reason be deemed not to have been made for probable cause. [NOTE: THIS IS PER PENAL CODE 626.4]
The person from whom consent has been withdrawn may submit a written request for a hearing to the Dean of Students regarding the withdrawal within the two-week period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

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

Any person as to whom consent to remain on campus has been withdrawn who knowingly re-enters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is guilty of a misdemeanor, subject to arrest and/or other legal penalties (California Penal Code Section 626.4).

**Time limits**

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

Board Approved 07/21/09
Revised 12/07/15

Approvals:
Student Services Committee – 12/10/15
Academic Senate
ASCC
CSEA
Management Team
Supervisor Confidential Team
Steering

Attorney file #00113-00002/769182.1

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.
IX. Budget Recommendations for year-year

(Add rows or attach additional pages as needed for complete description / discussion)

Prompt: All requests should be linked to new recommendations/goals (above). Include the reference number in the “Discuss impact on goals / SLOs” field below. Use the Link to Planning Key found on the General Budget Guidelines page below to complete the Link to Planning column.

<table>
<thead>
<tr>
<th>Certificated Personnel (FNIC)</th>
<th>Position</th>
<th>Discuss impact on goals/SLOs</th>
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<th>Priority 1,2 or 3</th>
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### Staff Development (Division)

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### Facilities (Facilities)

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<th>Describe repairs or modifications needed and location*</th>
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* Include building and room number

### Computers / Software (TeC Services)

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### Equipment

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| Goal: |                              |      |                  |                  |
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| New recommendation # |                        |      |                  |                  |

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| New recommendation # |                        |      |                  |                  |

| Goal: |                              |      |                  |                  |
| Impact: |                            |      |                  |                  |
| New recommendation # |                        |      |                  |                  |
General Budget Guidelines

Budget Preparation Tips:

- Include items on the budget form that are needed for program success even if there is no financial need associated with the request (i.e., training that could be accomplished with on-campus resources, sharing of resources with another discipline or department, etc.)

- Whenever possible, obtain actual cost for the items/equipment you wish to purchase. This avoids situations where items are considered for purchase but it is determined that the actual cost greatly exceeds the original estimate.

- Identify unit cost (cost per item) and the number of units desired in requests.

- Indicate if there is a lower level of financial support that would be workable in your educational plan – if you request $30,000 for a classroom set of equipment (one item for each student), if $15,000 were available, would it be possible for two students to share an item? Is the request “All or nothing”?

Determining Budget Impact:

Indicate one or more of the following areas that your request will affect:

M = Mission: Does the request assist the program in meeting the District’s mission and established core competencies and/or diversity?

N = Need: Does the request assist the program in addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

Q = Quality: Does the request assist the program in continuing or establishing appropriate lecture/lab unit values? Will the request assist in the regular reviewed/updated of course outlines? Is faculty development adequate? Does program need support to meet stated objectives in the form of SLOs? Do course pre-requisites and co-requisites need to be validated?

F = Feasibility: Does the request assist the program in maintaining adequate facilities, equipment, and library resources? Is there a need for repair or modification of facilities? Is there a need for new equipment or supplies? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

C = Compliance: Does the request assist the program in meeting Federal, State & District requirements? (Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?)

Budget Priorities:

When establishing priority, consider the following:

Priority 1: This item is mandated by law, rule, or district policy.
Priority 2: This item is essential to program success.
Priority 3: This item is necessary to maintain/improve program student learning outcomes.
CAMPUS SAFETY:

Active Shooter Link:
http://intranet/CampusSafety/Pages/Shots-Fired-Campus.aspx

Future Lock Change:
Northern California Tour
Student Nomination Form

Spring Break: Depart at 6:00 a.m. on Monday, April 11, 2016
Return at 9:00 p.m. on Thursday, April 14, 2016

Attention Students:
Please return the second page of this form to
Natalie Paredes in the Transfer Center by
Friday, March 4, 2016

Dear Citrus College Faculty and Staff,

It is with great enthusiasm that we request your student nominations for the Northern California Tour. The primary goal of this tour is to provide students who are from underrepresented populations (Chicano/Latino, CalWORKS, EOP&S, DSPS, Former Foster Youth and Veterans) in higher education the opportunity to visit northern California universities. Additionally, students will learn about various resources available to assist them on their path towards completion of their transfer and educational goals.

This tour is sponsored by the Transfer Center and Student Equity. Your assistance with the nomination of potential participants would be of great assistance to us. The Transfer Center seeks students who are members of the above noted populations, demonstrate emotional maturity, and exhibit a vested interest in researching their options for transfer in northern California.

If selected, students will be required to submit a $25.00 refundable deposit to secure their seat by Friday, March 18, 2016 to the Cashier's Office.

Upon acceptance, all students will be invited to a mandatory student orientation on Tuesday, March 29, 2016 from 3:30 p.m. to 5:00 p.m. and/or Wednesday, March 30, 2016 from 3:00 p.m. to 4:30 p.m. During this time, details such as the itinerary, lodging and meals will be discussed. We will also cover Administrative Procedures 4300 Field Trips and Excursions and Title IX.

The $25.00 deposit will be returned to selected students at the mandatory student orientation.

Please feel free to nominate multiple students. Thank you for taking the time to review this request and for your kind consideration.

Sincerely,
Natalie Paredes
Transfer Center Coordinator
x4075
Northern California Tour
Student Nomination Form

Spring Break: Depart at 6:00 a.m. on Monday, April 11, 2016
Return at 9:00 p.m. on Thursday, April 14, 2016

Name of Faculty/Staff/Manager Recommender: ____________________________________________
Department/Program:_________________________________
Contact Number:_________________________ E-mail:____________________________________________

I nominate __________________________________ to participate in the Transfer Center’s Northern California Tour 2016, for the following reasons:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student Statement of Interest

Name of Student:_______________________________  Student I.D. #:______________________________
Contact Number:_______________________________  E-mail:_____________________________________
Major:________________________________________             GPA:____________________________________

Please share briefly as to why you would like to attend the Northern California Tour and what you hope to gain from this experience:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please return this page to
Natalie Paredes in the Transfer Center by: Friday, March 4, 2016