PALOMAR COLLEGE POLICIES
Chapter 5 – Student Services

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Student Services

BP 5000 STUDENT RESPONSIBILITY

Students are responsible for registration in classes and for attending classes. Furthermore, students are responsible for following the rules and regulations in the Catalog. The District is not at fault if students fail to read and understand the rules.

Date Adopted:
(This is current Palomar College Policy 410 just re-numbered)

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References:

Education Code Sections 76000, 76001, 76002;
Labor Code Section 3077

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

- Any person over the age of 18 and possessing a high school diploma or its equivalent
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or designee are capable of benefiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester
- Persons who are apprentices as defined in Labor Code Section 3077

Any student whose age or class level is equal to grades 8 through 12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades 8 through 12 is eligible to attend as a special fulltime student.

Any student enrolled in K through 12 may attend summer session.

The Superintendent/President shall establish procedures for the following:

- ability to benefit and admission of high school and younger students;
- evaluation of requests for special fulltime or part-time enrollment by a pupil who is identified as highly gifted;
- compliance with statutory and regulatory criteria for concurrent enrollment.

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

See AP 5010 titled Admissions as well as BP 5500 titled Standards of Conduct which addresses issues of admission and reinstatement

Date Adopted:
(Replaces current Palomar College Policy 400)

Student Services

BP 5015 RESIDENCE DETERMINATION

References:

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

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

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a class session for which the student applies to attend.

Residence classification shall be made for each student at the time application for admission is accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

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

See AP 5015 titled Residence Determination

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)

BP 5020 NONRESIDENT TUITION

References:

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

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

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

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

The Superintendent/President is authorized to implement a fee, to be determined not later than February 1 of each year for the following fiscal year, to be charged only to persons who are both citizens and residents of foreign countries. The Governing Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

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

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

See AP 5020 titled Nonresident Tuition

Date Adopted:
(This a new policy recommended by the CC League and the League's legal counsel)

BP 5030 FEES

References:

Education Code Sections 76300 et seq. and references cited below;
Title 5 Sections 51012, 54702, 54704, 54706, 54708, and 54710;
Chancellor's Office Student Fee Catalog

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

Required fees include:

Enrollment Fee:

Education Code Section 76300

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

Auditing Fee:

Education Code Section 76370

An established auditing fee shall be charged. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Student Health Fee:

Education Code Sections 66025.3, 70902(b), 76355

The Superintendent/President shall present to the Governing Board for approval a fee to be charged to each fulltime student for student health services. See AP 5030 for details.

Student Center Fee:

Education Code Section 76375

A Student Center Fee is required of all students attending the community college where the center is located. The Board of Governors has adopted Section 58510 of Title 5 to implement this provision.

Transcript Fees:

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

Other Fees Include:

Parking Fee:
Education Code Section 76360

The Superintendent/President shall present fee information for parking for students to the Governing Board for approval.

Instructional Materials:
Education Code Section 76365; Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:
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 Representation Fee:
Education Code Section 76060.5

Students will be charged a $1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

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 the application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

See AP 5030 titled Fees

Date Adopted:
(Replaces Palomar College Policies 403.1, 403.2, 403.5, 423.2, 5030.3, and 5030.6)

Student Services

BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:
Title 5 Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation to the District shall have grades, transcripts, diplomas, and registration privileges withheld.

See AP 5035 titled Withholding of Student Records

Date Adopted:
(This a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:

Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.

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

Currently enrolled or former students of the District have a right of access to any and all student records relating to them maintained by the District.

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

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

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition

See AP 5040 titled Student Records and Directory Information as well as AP 5045 titled Student Records: Challenging Content and Access Log

Date Adopted:
(Replaces current Palomar College Policy 405)

Student Services

BP 5045 STUDENT RECORDS: CHALLENGING CONTENT AND ACCESS LOG

References:

Education Code Sections 76222 and 76232;
Title 5 Section 54630

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

Date Adopted:
(This is an optional policy that corresponds with AP 5045)

BP 5050 MATRICULATION

References:

Education Code Sections 78210 et seq.;
Title 5 Section 55500 et seq.

The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements that include admission; assessment orientation academic career, transfer, and personal counseling; advising; and follow-up services.

See AP 5050 titled Matriculation as well as BP 5110 titled Counseling

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5052 OPEN ENROLLMENT

Reference:
Title 5 Section 51006

The policy of the Palomar Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the District and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

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

See AP 5052 titled Open Enrollment

Date Adopted:
(This a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5055 ENROLLMENT PRIORITIES

References:

Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See AP 5055 titled Enrollment Priorities

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 5075 COURSE ADDS AND DROPS

Reference:
Education Code Section 70902

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Consequently, each student must process all adds or drops to the registration schedule and is held responsible for the updating of their Official Study Program.
GB 11-24-87

See AP 5075 titled Course Adds and Drops

Date Adopted:
(Replaces current Palomar College Policies 417 and 418)

BP 5110 COUNSELING SERVICES

References:

Education Code Sections 78210 et seq.;
Title 5 Section 51018

Counseling services are an essential part of the educational mission of the District.

The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units in an academic term, students enrolled provisionally, and students on academic or progress probation.

See AP 5110 titled Counseling as well as BP 5050 titled Matriculation

Date Adopted:
(Replaces current Palomar College Policy 5050)

BP 5120 TRANSFER CENTER

References:

Education Code Sections 66720-66744;
Title 5 Section 51027

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

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

See AP 5120 titled Transfer Center

Date Adopted:
(Replaces current Palomar College Policy 5120)

BP 5130 FINANCIAL AID, VETERANS' & SCHOLARSHIPS SERVICES

References:

20 U.S. Code Sections 1070 et seq.;
34 CFR Section 668;
Education Code Sections 76037 and 76300

The Financial Aid, Veterans' & Scholarships Services Office is responsible for the administration of federal, state, and institutional financial aid programs (i.e., fee waiver, grants, federal work study and loans), internal and external scholarships, and the Veterans Educational Benefits program.

All financial aid programs will adhere to guidelines, procedures, and standards issued by state and federal laws and other applicable regulatory and institutional requirements.

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

Any student suspended or expelled from the District shall be ineligible for scholarships, loans, grants-in-aid, or any other financial aid given or guaranteed by the District, state, or federal government, during the period of the suspension or expulsion.

See AP 5130 titled Financial Aid as well as BP 5500 titled Standards of Conduct

Date Adopted:
(Replaces current Palomar College Policy 423.2)

Student Services

BP 5140 DISABILITY RESOURCE CENTER (DRC)/ DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

Disability Resource Center (DRC)/Disabled Student Programs and Services (DSPS) shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DRC/DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in DRC /DSPS.

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

See AP 5140 titled Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS)

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

References:

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

To help students who have language, social, and economic disadvantages achieve academically, the District will provide support services and programs that augment the traditional student services programs.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.

See AP 5150 titled Extended Opportunity Programs and Services (EOPS)

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5200 HEALTH SERVICES

References:

Education Code Sections 76401 and 76355;
Title 5 Sections 53411 and 54702

Health services shall be provided in order to contribute to the education goals of students by promoting physical and emotional well being through health oriented programs and services.

Health Services is funded through the collection of student health fees (see BP 5030 titled Fees).

Refer to the Palomar College Catalog and class schedule for additional information regarding Health Services.

See AP 5200 titled Health Services

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5210 COMMUNICABLE DISEASE

Reference:
Education Code Section 76403

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of certain communicable diseases in students and staff.

See AP 5210 titled Communicable Disease

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5300 STUDENT EQUITY

References:

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

The District is committed to assuring student equity in educational programs and services. The Superintendent/President shall establish and implement a Student Equity Plan that complies with statutory requirements.

See AP 5300 titled Student Equity

Date Adopted:
(This a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5400 ASSOCIATED STUDENT GOVERNMENT

References:

Education Code Sections 76060, 76061, and 76062

The students of the District are authorized to organize a student body association as the Associated Students of the Palomar Community College District. This student body organization is known as the Associated Student Government (ASG).

ASG is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Superintendent/President. ASG activities shall not conflict with the authority or responsibility of the Governing Board or its officers or employees.

The ASG shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.

The ASG shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises.

See AP 5400 titled Associated Student Government

Date Adopted:
(Replaces current Palomar College Policy 475)

Student Services

BP 5410 ASSOCIATED STUDENT GOVERNMENT ELECTIONS

Reference:
Education Code Section 76061

The Associated Student Government (ASG) shall conduct annual officer elections. The elections shall be conducted in accordance with procedures identified in the Associated Student Constitution and Bylaws.

Any student elected as an officer in the ASG shall meet both of the following requirements:

1. The student shall be enrolled in the District at the time of election and throughout the term of office, with a minimum of five semester units or the equivalent.
2. The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

The ASG may identify additional requirements for participation in the organization.

See AP 5410 titled Associated Student Government Elections

Date Adopted:
(This a new policy recommended by the CC League and the League's legal counsel)

Student Services

BP 5420 ASSOCIATED STUDENT GOVERNMENT FINANCIAL MANAGEMENT

References:

Education Code Sections 76063-76065

Associated Student Government (ASG) funds shall be deposited with and disbursed by the Superintendent/President or designee.

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

All funds shall be expended according to procedures established by the (ASG), subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

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

The funds of the (ASG) shall be subject to an annual audit.

Associated Student Government funds are to be used for projects and programs which benefit the students and the District.

See AP 5420 titled Associated Student Government Financial Management

Date Adopted:
(Replaces current Palomar College Policy 527)

BP 5500 STANDARDS OF CONDUCT

Pending approval

BP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code Section 76224(a);
Title IX Education Amendments of 1972

Students may ~~to~~ initiate grievance procedures when they believe~~s~~ they have been subject to unjust action or the denial of rights as stipulated in published District policies/procedures, state laws, or federal laws. Such action may be instituted by a student against another student, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress as outlined in the Student Procedure~~s~~.

See AP 5530 titled Student Rights and Grievances

Date Approved:
(Replaces current Palomar College Policies 3.06 and 426)

BP 5550 SPEECH: TIME, PLACE, AND MANNER

References:

Education Code Sections 66301 and 76120

Palomar College is a non-public forum, except for those areas that are generally available for use by students or the community, which are limited public forums. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the District designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

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

Students will be held accountable and may be subject to disciplinary sanctions for engaging in speech that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

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

With the intent to serve as an educational and cultural center for the people of Northern San Diego County, Palomar College invites presentations such as the Community Service Lecture Series and guest speakers. To ensure that speakers present diverse views in the best traditions of the American discourse, the Superintendent/President's designee will assure that speakers be intellectually stimulating and educationally justifiable.

When controversial topics are presented, balancing viewpoints will be presented as follows:

A. On the same program at the discretion of the sponsoring organizations; or

B. At another hour designated by the Superintendent/President's designee; or
C. At any time, in accordance with the code of the free speaker area. No speaker or topic shall violate the Education Code or any local, state, or federal law.

The Student Affairs Office will seek agreement on the following topics:

A. That the speaker accurately describes his/her background to the audience.
B. That with relevance and propriety, the speaker answers unselected questions if a question period is provided.
C. That the total presentation be recorded and taped for library use.

This policy is applicable to student organizations on campus in their recruitment of guest speakers and is not intended to apply to instructors inviting guest lecturers to their classes.

The Palomar Community College District celebrates and encourages the open and honest discussion of ideas. The vigorous interchange of thoughts and opinions between all members of the campus community are welcomed, and the legal protections rightfully afforded to free speech in a public college are recognized. At the same time, the members of the community are expected to conduct their expressive activities in a manner that promotes and maintains the ideals of respect, equality, diversity, and freedom from harassment.

The Palomar Community College District will respect not only the right of student free expression, but also the right to be free from those actions that illegally harass, intimidate, and threaten the members of the college community and the educational process. Therefore, freedom of speech and the distribution and posting of printed materials shall be permitted “except that expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the disruption of the orderly operation of the college.” (California Education Code, Article 7, Section 76120).

Palomar Community College District’s procedures reflect the responsibility of adopting “rules and regulations relating to the exercise of free expression by students . . . which shall include reasonable provisions for the time, place, and manner of conducting such activities (California Education Code, Article 7, Section 76120).

See AP 5550 titled Speech: Time, Place, and Manner

Date Adopted:
(Replaces current Palomar College Policies 435 and 440)

Student Services

BP 5570 SOLICITORS ON CAMPUS

References:

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

All solicitation of funds from students, faculty, or staff by off-campus organizations or persons will be prohibited, except with the express approval of the executive administration and/or Governing Board.

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

See AP 5570 titled Solicitors on Campus

Date Adopted:
(Replaces current Palomar College Policy 505)

Student Services

BP 5700 ATHLETICS

References:

Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.;
Title IX Education Amendments of 1972

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President shall assure that the athletics program complies with state law, the California Community Colleges Commission on Athletics Constitution, and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

The District shall assume financial responsibility for the Athletic Program.

See AP 5700 titled Athletics

Date Adopted:
(Replaces current Palomar College Policy 470)