



STRATEGIC PLANNING COUNCIL AGENDA

Date:	May 2, 2017
Starting Time:	2:30 pm
Ending Time:	4:00 pm
Place:	AA-140

CHAIR: Joi Lin Blake

MEMBERS: Michelle Barton, Colleen Bixler, Lisa Carmichael, Dan Dryden, Kelly Falcone, Margie Fritch, Adrian Gonzales, Laura Gropen, Aaron Holmes, Greg Larson, Teresa Laughlin, Shannon Lienhart, Connie Moise, Mike Nagtalon, Zeb Navarro, Ron Perez, Travis Ritt, Justin Smiley, Brian Stockert, Sherry Titus, Chris Wick

RECORDER: Cheryl Ashour

Exhibits

A. MINUTES

2 min

1. Approve Minutes of April 18, 2017

B. ACTION ITEMS/FIRST READING

1. Board Policies and Administrative Procedures

10 min

Board Policies Only

Exhibit B1a

BP 5000 Student Responsibility

BP 5530 Student Complaints and Grievances

Administrative Procedures Only

Exhibit B1b

AP 5012 International Students

AP 5013 Students in the Military

AP 5160 GEAR UP Program

AP 5170 TRIO Programs

AP 5610 Voter Registration

Board Policy/Administrative Procedure Pairs

Exhibit B1c

BP/AP 5010 Admission and Concurrent Enrollment

BP/AP 5020 Nonresident Tuition**

BP/AP 5030 Fees

BP/AP 5040 Student records, directory

BP/AP 5045 Student records - challenging content and access

BP/AP 5050 Student Success Support Program

BP/AP 5150 EOPS

BP/AP 5200 Student Health Svcs

BP/AP 5210 Communicable Disease

BP/AP 5220 Shower Facilities for students with housing insecurities

B/PAP 5400 Associated Student Government

BP/AP 5410 ASG Elections

BP/AP 5420 ASG Financial Management

BP/AP 5570 Student Credit Card Solicitation

BP/AP 5757 Parking

- | | |
|---|--------|
| C. <u>INTEGRATED PLANNING MODEL</u> | 60 min |
| <ul style="list-style-type: none">1. Review of 2016-2017 SPC Timeline2. SP 2019-Year 1: Year End Progress Report3. Program Review and Planning | |
| D. <u>ACCREDITATION</u> | 5 min |
| <ul style="list-style-type: none">1. Accrediting Commission Actions and Policy Updates2. Palomar Accreditation Update | |
| E. <u>REPORTS OF PLANNING COUNCILS</u> | 5 min |
| <ul style="list-style-type: none">1. Finance & Administrative Services Planning Council – Ron Perez2. Human Resource Services Planning Council – Shawna Cohen3. Instructional Planning Council – Jack Kahn4. Student Services Planning Council – Adrian Gonzales | |
| F. <u>REPORTS OF CONSTITUENCIES</u> | 5 min |
| <ul style="list-style-type: none">1. Administrative Association – Justin Smiley2. Associated Student Government – Mike Nagtalon3. CCE/AFT –Dan Dryden4. Confidential/Supervisory Team – Zeb Navarro5. Faculty Senate – Travis Ritt6. PFF/AFT – Shannon Lienhart/Colleen Bixler | |
| G. <u>OTHER ITEMS</u> | |



STRATEGIC PLANNING COUNCIL MEETING MINUTES May 2, 2017

A regular meeting of the Palomar College Strategic Planning Council scheduled May 2, 2017, was held in AA-140. Superintendent/President Joi Blake called the meeting to order at 2:30 p.m.

ROLL CALL

Present: Michelle Barton, Colleen Bixler, Joi Blake, Shawna Cohen, Kelly Falcone, Margie Fritch, Adrian Gonzales, Jack Kahn, Teresa Laughlin, Connie Moise, Michael Nagtalon, Ron Perez, Travis Ritt, Brian Stockert, Chris Wick
Absent: Lisa Carmichale, Dan Dryden, Laura Gropen, Aaron Holmes, Greg Larson, Shannon Lienhart, Zeb Navarro, Justin Smiley, Sherry Titus
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of April 18, 2017

MSC (Ritt/Stockert) to approve the revised April 18, 2017 Minutes as presented

B. ACTION ITEMS/FIRST READING

1. Board Policies and Administrative Procedures (Exhibit B1)

The following Board Policies and Administrative Procedures were reviewed:

- Board Policies Only
 - BP 5000 Student Responsibility
 - BP 5530 Student Complaints and Grievances
- Administrative Procedures Only
 - AP 5012 International Students
 - AP 5013 Students in the Military
 - AP 5160 GEAR UP Program
 - AP 5170 TRIO Programs
 - AP 5610 Voter Registration
- Board Policy/Administrative Procedure Pairs
 - BP/AP 5010 Admission and Concurrent Enrollment
 - BP/AP 5020 Nonresident Tuition**
 - BP/AP 5030 Fees
 - BP/AP 5040 Student records, directory
 - BP/AP 5045 Student records - challenging content and access
 - BP/AP 5050 Student Success Support Program
 - BP/AP 5150 EOPS
 - BP/AP 5200 Student Health Svcs
 - BP/AP 5210 Communicable Disease
 - BP/AP 5220 Shower Facilities for students with housing insecurities
 - B/PAP 5400 Associated Student Government
 - BP/AP 5410 ASG Elections
 - BP/AP 5420 ASG Financial Management
 - BP/AP 5570 Student Credit Card Solicitation
 - BP/AP 5757 Parking

Grammar revisions were made to AP 5010, AP 5012, AP 5030, AP 5050, AP 5200, AP 5200 and BP 5012. This item will return for action/second reading at the next meeting.

C. INTEGRATED PLANNING MODEL

1. Review of 2016-2017 SPC Timeline

Michelle Barton stated that SPC needs to update its strategic goals and objectives.

2. SP 2019-Year 1: Year End Progress Report

This item was postponed until the next meeting.

3. Program Review and Planning

This item was postponed until the next meeting.

D. ACCREDITATION

1. Accrediting Commission Actions and Policy Updates (Exhibit E1)

Michelle Barton reported that the Accrediting Commission changed its Policy so that only one standard can be revised, without having to open all standards.

2. Palomar Accreditation Update

Michelle Barton reported she is still working on the substantive change report. The report will be submitted on the revised ACCJC forms. The IEPI visiting team suggested we look at how we communicate. A survey will be distributed to faculty and staff regarding governance and go out in the next few days. This will allow the College to track its progress on the governance standard.

E. REPORTS OF PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

Ron Perez reported that FASPC will finalize its north and south staffing plans at the next meeting. Mr. Perez requested that everyone adhere to the year-end cut-off dates. He announced that Mail Services, Comet Copy and Creative Services will now report to him in the Finance & Administrative Services division.

2. Human Resource Services Planning Council

Shawna Cohen reported that the EEO report is due to the Chancellor's Office. She reviewed the procedure to get it submitted.

3. Instructional Planning Council

Jack Kahn reported that the Instruction Department was very active: Divisions met regarding resource allocations; he met with the Dean to discuss Division budgets; and the new program review process was discussed.

4. Student Services Planning Council

Adrian Gonzales reported that SSPC discussed its north and south staffing plans, and rumors circulating in the Department.

F. REPORTS OF CONSTITUENCIES

1. Administrative Association

There was no report.

2. Associated Student Government

Mike Nagtalon reported on travel some members will be taking, ASG funding, and governance.

3. CCE/AFT

There was no report.

4. Confidential/Supervisory Team

There was no report.

5. Faculty Senate

Travis Ritt reported that the Faculty Senate will soon have election for vice president, secretary, and the chair on committees. The Faculty Senate met at the ITC facility at its last meeting. In the future, they plan to meet at different locations on campus two to three times a semester.

6. PFF/AFT

Colleen Bixler reported that the \$500 PFF made from selling t-shirts at the recent Women's March will be donated to the ALASS group. She and Ms. Laughlin plan to attend a PFF meeting in Los Angeles. Shannon Lienhart's final day as PFF President will be May 11; she was thanked for her years of support.

F. OTHER

1. IEPI PRT Visit

Dr. Joi Blake stated the IEPI visit went well; it was a collaborative process. She is working with Michelle Barton and Travis Ritt to finalize the plan and submit it to the IEPI group. Dr. Blake reviewed how the funds received will be used for governance, communication, and human resources.

2. PTK Support

Dr. Joi Blake thanked the faculty and Senate for supporting PTK by agreeing to add in their syllabus information on the Food Bank.

3. Promise Report

Adrian Gonzales reported that the FYE total to date is 1,470 with 1,066 eligible for the Promise. Last year 200 FYE applications were received. The deadline to submit an application is Friday; if someone misses the deadline, their application will be added in Spring. Mr. Gonzales thanked everyone in his division and the research department for their work on this project.

Dr. Blake reported that there is a bill in the legislature to expand the BOG waiver.

G. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:20 p.m.

STUDENT SERVICES

REV 11/17/16

~~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 College is not at fault if students fail to read and understand the rules.~~

Recommending deletion – will incorporate items into other BP/AP (5530/5500).

Date Adopted: 04/08/2008

(Replaces Palomar College Policy 410 and previous versions of BP 5000)

STUDENT SERVICES

REV 2/1/17

BP 5530 STUDENT RIGHTS COMPLAINTS AND GRIEVANCES

References:

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

Students may initiate grievance procedures when they believe 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 Grievance Procedure.

See Procedure AP 5530 titled Student Rights and Grievances.

STUDENT SERVICES

REV 12/2/16**AP 5012 INTERNATIONAL STUDENTS****References:**

Education Code Sections 76141, and 76142;
Title 5 Section 54045;
Title 8 U.S. Code Sections 214.2 et seq.

The District admits international students who have an F-1 or M-1 visa permitting them to study in the United States. International students, ~~who come from all over the world,~~ must comply with certain requirements imposed both by the District and applicable state and federal laws/regulations. International students pay nonresident tuition and a capital outlay fee in addition to enrollment fees (see AP 5020 titled Nonresident Tuition and AP 5030 titled Fees for more information on fees and exemptions). The District's Office of International Education monitors the students' academic progress. International students shall purchase a District-approved accident and sickness insurance policy before enrollment, and must maintain the coverage throughout their studies. Non-native speakers of English who are permanent residents of the United States and students who hold other types of visas are not considered international students.

The following is required for admission into the District's credit academic program:

- Completion of an international student application with passport-size photograph
- A Test of English as a Foreign Language (TOEFL) score of 470 (PBT)/150 (CBT) or 47 (iBT)
- Verification of high school graduation. Official transcripts of all secondary and college course work must be provided with a certified English translation
- Satisfactory recommendation if attending ~~an~~ English language school or another college in the United States

International students who do not meet the minimum **English language proficiency** requirements for regular District admission may attend the intensive English language program **and reapply to Palomar College once they have attained appropriate English Language proficiency.** ~~For more information, contact the California English School at Palomar College.~~

The following are requirements for an International student to maintain their status:

- Maintain a valid accident/sickness insurance policy
- Maintain full-time enrollment (12+ units) each term. Exceptions can be obtained with the permission of the International Student Office
- Update education plan each term
- Major change notification at the time of the change
- Provide an updated address, phone and email contact information
- Maintenance of status and following all rules required for an F-1 visa as administered through the Student Exchange and Visitor Information System (SEVIS)
- For additional information and a complete list of all requirements, each student is required to maintain term by term contact with the International Education Office <http://www2.palomar.edu/pages/internationalstudents/>

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 11/17/16

AP 5013 STUDENTS IN THE MILITARY**References:**

Education Code Sections 68074, 68075, and 68075.5; and 68075.7
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Military and Veterans Code Section 824
38 U.S. Code Section 3679

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

Education Code Sections 68074 requires that: Students whose natural or adopted children, stepchildren, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification. ~~A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident. The Waiver of nonresident tuition may be for up to one year if an affidavit is filed declaring intent to establish California Residency as soon as possible. The student must live in the state during this period and the waiver must be used within two years from being discharged.~~

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more is entitled to resident classification.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Also see AP 4230 titled Grading Symbols.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES
REV 1/11/17 for deletion**AP 5160 — GEAR UP PROGRAM****References:**

Education Code Section 70902

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federal program funded by the U.S. Department of Education to help raise expectations, provide college preparatory insights, and develop academic skills and plans to ensure that low-income middle school students are well prepared for college.

The Palomar College GEAR UP Project partners include local educational institutions and community organizations.

The GEAR UP Program provides:

- Specialized academic enrichment through support activities college courses, e.g. Spelling Bee/Math Competitions
- Off track/after school enrichment programs
- Instruction in critical thinking skills, study skills, SAT Preparations, etc.
- Tutoring
- Academic, Career, Personal Counseling
- Mentoring Programs
- Parent Workshops
- Computerized Scholarship Search
- College Campus Visits/Tours
- Academic Needs Assessment
- Personal Education Plans
- Cultural Enrichment Trips
- Cultural Diversity Training
- Professional Development and training for staff, teachers, counselors, tutors, mentors and volunteers

Also refer to the Palomar College Catalog and class schedule.

Offices of Primary Responsibility: Grant Funded Student Programs, Counseling Services

Date Approved: SPC 11/20/2007; Reviewed:

(Replaces current Palomar College Procedure 418.2)

STUDENT SERVICES
REV 1/11/17 for deletion**AP 5170 — TRIO PROGRAMS****References:**

Education Code Section 70902

The TRIO Program is a federal program funded by the U.S. Department of Education to helping students from low income families and first generation background to finish high school, enter college, and successfully graduate.

The District hosts the following TRIO Programs: Educational Opportunity Center, Student Support Services, and Upward Bound.

TRIO/North County Educational Opportunity Center (NCEOC)

NCEOC staff provides information and advising to qualified adults (low income and or first-generation college) who want to enter or continue attending:

- an adult school (GED program)
- a community college (including ESL, career/technical, certificate and degree programs)
- other educational institutions (after high school)

The program staff provides the following services:

- academic advisement
- career advisement
- financial aid information
- access to postsecondary tutoring
- test preparation
- workshops designed to support student success

TRIO/Student Support Services

TRIO/Student Support Services at Palomar College is designed to provide support services to potential transfer college students and enhance their chances for successful completion as they pursue their baccalaureate degree.

In order to receive assistance through TRIO/Student Support Services, students must be enrolled at Palomar College and need the services of the program. Program services include:

- academic advising
- tutoring
- priority registration
- personal
- career and transfer counseling
- college/university visits
- student success workshops
- financial aid information
- cultural events.

All participants must be either low income, first-generation, and/or disabled.

TRIO/Upward Bound

Escondido Center

The Upward Bound (UB) Program is an outreach and retention program for eligible high school students who are motivated to attend and succeed in college. Services offered to student participants include:

- academic advising
- after-school tutoring
- college admissions and financial aid information
- study skills and SAT workshops
- college-campus visits
- cultural and educational programs
- supplemental instruction in subjects such as English, math, science, and foreign language on UB College Saturdays
- summer residential program

In order to participate in the Upward Bound Program, students must meet the low-income and first-generation eligibility criteria and be ninth graders enrolled in the following high schools: Escondido High School, Orange Glen High School, San Pasqual High School, San Marcos High School, Oceanside High School, and El Camino High School.

Also refer to the Palomar College Catalog and class schedule

Offices of Primary Responsibility: Grant Funded Student Programs
Counseling Services

STUDENT SERVICES

REV 3-3-17

AP 5610 VOTER REGISTRATION

References:

- 20 U.S. Code Section 1094(a)(23)(A);
- 34 CFR Section 668.14(d)(1)

The District will ensure that:

- a good faith effort will be made ~~to distribute a mail voter registration form~~ to notify each student enrolled in a degree or certificate program and physically in attendance at the institution on registering to vote.
- forms will be widely available to students at the institution, and
- a contact person will be designated as the contact for the Secretary of State for distribution of voter registration cards.

Districts that operate an automated class registration system, on or before January 1, 2008, must allow students to coordinate with the Secretary of State during the class registration process to receive voter information.

Office of Primary Responsibility: ~~Student Affairs~~ Enrollment Services

STUDENT SERVICES

REV 11-17-16

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References:

Education Code Sections 76000, 76001, 76002, and 76038

Labor Code Section 3077);

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;34 Code of Federal Regulations Part 668.16(p) (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);ACCJC Accreditation Standard II.C.6

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.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

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.

Language in yellow highlight suggested by the CCLC Updates 22, 23 & 26.

Date Adopted: 4/08/2008; Rev: 11/08/2011

(Replaces current Palomar College Policy 400)

39 Any student whose age or class level is equal to grades 8 through 12 is eligible to
40 attend as a special full-time student.

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

42 The Superintendent/President shall establish procedures for the following:

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

47 Denial of Requests for Admission – If the Board denies a request for special full time or
48 part time enrollment by a pupil who is identified as highly gifted, the board will record its
49 findings and the reason for denying the request in writing within 60 days.

50 The written recommendation and denial shall be issued at the next regularly scheduled
51 board meeting that occurs at least 30 days after the pupil submits the request to the
52 District.

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

56 The Superintendent/President shall establish procedures regarding compliance with
57 statutory and regulatory criteria for concurrent enrollment.
58

59 See AP 5010 titled Admissions as well as BP 5500 titled Standards of Conduct which
60 addresses issues of admission and reinstatement and BP 5020 titled Nonresident Tuition
61 which addresses nonresident students.

Language in **yellow** highlight suggested by the CCLC Updates 22, 23 & 26.

Date Adopted: 4/08/2008; Rev: 11/08/2011
(Replaces current Palomar College Policy 400)

STUDENT SERVICES

REV 3-3-17

AP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References:

Education Code Section 76000;

34 CFR Section 668.16(p) (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);

34 Code of Federal Regulations Part 668.16(p)

ACCJC Accreditation Standard II.C.6

Admission

The District will designate:

- Authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

Admission to Palomar College shall conform to existing Education Code and Administrative Code regulations and requirements. Unless exempted by Statute, every course, course section, or class, the FTE of which is to be 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 college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Palomar College admits any person who is 18 years of age or older, who holds a high school diploma or equivalent, or minors who may benefit from instruction. To be considered for admission, minors must have completed the eighth grade or reached the age of 15 and have permission of the local accredited school district. Home-schooled minors may enroll with permission of the local accredited school district or provide the Private School Affidavit from the County Office of Education. Minors under 156 years of age, with permission from an accredited public or private school and the Palomar faculty member(s) who is identified as the instructor of record for the course(s), may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Admission to the College does not guarantee enrollment in a class. The final decision as to whether a minor

Text in yellow highlight suggested by CCLC.

Date Approved: SPC 04/08/2008; SPC 10/18/2011

(Replaces current Palomar College Procedure 400)

under the age of ~~fifteen~~sixteen (156) may be enrolled in a class rests with the instructor.
(California Education Code, Sections 76000-76002).

Classroom Participation

Only enrolled students are allowed into classes. Others are considered visitors and may attend a class session only with permission of the instructor. District employees or other District authorized person(s) may attend classes as necessary to perform assigned duties.

Denial of Admission

If the Governing Board denies a request for special fulltime or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Governing Board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chief Student Services Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Office of Primary Responsibility: Enrollment Services

Text in yellow highlight suggested by CCLC.

Date Approved: SPC 04/08/2008; SPC 10/18/2011
(Replaces current Palomar College Procedure 400)

STUDENT SERVICES

REV 11/17/16

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.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first

44 academic year as a matriculated student in California public higher education, live in
45 California, and file an affidavit with the District stating that they intend to establish
46 residency in California as soon as possible.
47

48 See Procedure 5020 titled Nonresident Tuition.

STUDENT SERVICES

REV 2/1/17

AP 5020 NONRESIDENT TUITION

References:

Education Code Sections 68130.5 and 76140 et seq.;
Title 5 Section 54045.5

The nonresident tuition fee will be established not later than February 1 for the succeeding fiscal year according to one of the following bases:

- Statewide basis
- District basis
- District basis with 10% or more noncredit FTES
- No more than a contiguous district
- No more than the District basis and no less than the statewide basis

Exemptions to the nonresident tuition fee requirements include any students, other than non-immigrant ~~aliens~~ foreign nationals under 8 U.S. Code Section 1101(a)(15), who meet all of the following requirements:

- either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
- graduation from a California high school or attainment of the equivalent thereof
- registration or enrollment in a course offered by an accredited institution of higher education for any term commencing on or after January 1, 2002
- completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so

Additionally:

- Any students who meet the following requirements:
 - demonstrates financial need;
 - has a parent who has been deported or was permitted to depart voluntarily;
 - moved abroad as a result of that deportation or voluntary departure;
 - lived in California immediately before moving abroad;
 - attended a public or private secondary school in the state for three or more years; and

- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- Any nonimmigrant foreign nationals granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- Non-resident fees for special part-time students will be waived based on the following criteria (Education Code Section 76140):
 - The student must be residing in California.
 - The student must be attending a high school (public or private) in California.
 - The student must be enrolled as a special part-time student in fewer than 12 units each semester or fewer than 15 units if participating in a CCAP as defined in AP 5011.
 - The student must be recommended by the principle of the pupil's school and have parental permission to attend a community college.
 - This exemption does not apply to special full-time students.
 - This exemption does not apply to non-immigrants other than "T" and "U" non-immigrant visa.
 - Students receiving this non-resident tuition exemption do not receive resident status.

The computation of the nonresident tuition per unit charge is based on the expense of education for the base year, the annual attendance (FTES), and the U.S. Consumer Price Index.

The computation of the nonresident capital outlay fee is not to exceed the amount expended for capital outlay in the preceding year divided by the total full-time equivalent students.

The application processing fee for citizens and residents of a foreign country is not to exceed the lesser of:

- the actual cost of processing an application and other documentation required by the federal government, or
- \$100, which may be deducted from the tuition fee at the time of enrollment.

Offices of Primary Responsibility: Fiscal Services and Student Services

STUDENT SERVICES
REV 11-30-16

BP 5030 FEES

References:

Education Code Sections 66025.3, 70902 (b)(9), 76300 et seq. and references cited below;

Title 5 Sections 51012, 54702, 54704, 54706, 54708, and 54710;
Chancellor's Office Student Fee Catalog
ACCJC Accreditation Standard I.C.6

~~The Governing Board authorizes the following fees:~~ ****moved down* to line 19****

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.

Details related to these listed fees can be found in AP 5030 titled Fees or in the Education Code Sections as cited below.

The Governing Board authorizes the following fees which are to be collected during the registration process:

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.~~

Nonresident Tuition Fee: See BP/AP 5020 titled Nonresident Tuition.
Education Code 76140 and 76140.5

Non-Resident Capital Outlay Fee: Education Code Section 76141

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.~~

~~Persons auditing a course shall be charged a fee of [not more than \$15.00] per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more~~

Text in yellow highlight suggested by CCLC.

Date Adopted: 04/08/2008;

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

~~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 student for student health services. See AP 5030 for details.~~

Student Center Fee: Education Code Section 76375 and Title 5 Section 58510.

~~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 CAC Title 5 to implement this provision.~~

Transcript/Student Record 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.~~

Student Activity Card Fee (optional): CCCC Student Fee Handbook

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.~~

Text in **yellow highlight** suggested by CCLC.

Date Adopted: 04/08/2008;

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

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.

Collection, Waiver and Refund of Fees

No student suspended or expelled shall be refunded any fees paid by or for the student. Education Code Sections 41302 and 76037.

- **Non-Sufficient Funds Fee**
- **Enrollment Fee Refunds**
- **Collection Penalty Fee**
- **Enrollment Fee Waivers**

Office of Primary Responsibility: Enrollment Services

See **Procedure AP** 5030 titled Fees.

Text in **yellow highlight** suggested by CCLC.

Date Adopted: 04/08/2008;

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

STUDENT SERVICES

REV 02/09/17

AP 5030 FEES

References:

Education Code Sections 66025.3, 70902(b)(9), 76300et seq, and 76300.5 and 76355;
Title 5 Sections 51012, 58520, and 58629 54704, 54706, and 54708;
California Community College Chancellor's Student Fee Handbook
ACCJC Accreditation Standard I.C.6

REQUIRED FEES INCLUDE:

Enrollment Fee: A state mandated fee for enrolling in classes will be charged as determined by enrollment status. (Education Code Section 76300 and 76300.5; Title 5 Sections 58500-58509)

Nonresident Tuition Fee: See BP 5020 titled Nonresident Tuition and AP 5020 titled Nonresident Tuition (Education Code Sections 76140 and 76140.5) Nonresident tuition with these permissive exemptions:

- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5):
- All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- Non-resident fees for special part-time students will be waived based on the following criteria (Education Code Section 76140):
 - The student must be residing in California.
 - The student must be attending a high school (public or private) in California.
 - The student must be enrolled as a special part-time student in fewer than 12 units each semester or fewer than 15 units if participating in a CCAP as defined in AP 5011.
 - The student must be recommended by the principle of the pupil's school and have parental permission to attend a community college.
 - This exemption does not apply to special full-time students.
 - This exemption does not apply to non-immigrants other than "T" and "U" non-immigrant visa.
 - Students receiving this non-resident tuition exemption do not receive resident status.

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28.
Change in blue made after P&P approved on 2/3/17.

Date Approved: 4/8/2008, Revised 12/6/2011

(Replaces former Palomar College Procedures 5300)

Non-Resident Capital Outlay Fee: Education Code Section 76141. The computation of the capital outlay fee is not to exceed the amount expended for the capital outlay in the preceding year divided by the total full-time equivalent students.

Auditing Fee: Persons auditing a course shall be charged an established fee. 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. (Education Code Section 76370)

Student Health Fee: A health fee is charged to all students for operation of the Student Health Centers or Centers as authorized in Education Code Section 76355. Education Code Sections 66025.3, 70902(b), 76355)

The following students are exempt by law:

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

Other exempt students include:

- Students who are active duty military students and taking classes exclusively at the Camp Pendleton Center or who are deployed overseas.
- ~~Students who attend Community Services Seminars~~
- ~~Students who are exclusively taking Worksite Education specifically as employees of companies attend Not-for-Credit instruction.~~
- ~~Students who are enrolled in non-credit classes at sites other than the San Marcos Campus and the Escondido Center exclusively taking contract education classes.~~
- ~~Students who are exclusively enrolled in credit and non-credit classes at sites other than the San Marcos Campus and Escondido Center educational sites where Palomar College does that do not offer Student Health Services~~
- Students who are taking classes exclusively via distance education

Student Center Fee: A fee is assessed to all students attending classes at the San Marcos campus for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fee is \$1 per unit up to a maximum of \$10 per student per year. Noncredit students are not required to pay the fee, nor can are recipients of Temporary Assistance to Needy Families, Supplemental Security Income (SSI), State Supplementary Payment (SSP), or general assistance. (Education Code Section 76375 and Title 5 Section 58510)

Transcript/Student Record Fee: The District shall furnish at no charge up to two transcripts of students' records or two verifications of various records. After two copies, the District shall charge a fee. The District shall not charge for searching or retrieving any student record. Students may request special processing or rush processing of a transcript for an additional fee. (Education Code Section 76223)
(See the Palomar Class Schedule for exact fee amount)

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28. Change in blue made after P&P approved on 2/3/17.

Date Approved: 4/8/2008, Revised 12/6/2011
(Replaces former Palomar College Procedures 5300)

OTHER FEES INCLUDE:

Parking Fee: A parking fee will be assessed per semester or session to park on District property parking lots for automobiles and motorcycles. See the class schedule for the specific amount. (Education Code Section 76360)

The following students are exempt by law from parking fee that exceed twenty dollars (\$20) per semester:

- Students who receive financial assistance (i.e., Board of Governors Enrollment Fee Waiver-A, B, C). Special categories BOGW with the exception of students who are dependent children and surviving spouses of members of the California Veteran or National Guard who are killed or permanently disabled while in active services.

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.

~~**Student Activities Fee (optional):** The optional student activities fee offers students a number of benefits including discounts to campus events and purchases with local merchants. Please contact the Comet Center or the Student Affairs Office for more information. See class schedule for the specific fee amount. The fee is nonrefundable after the drop deadline. (CCCCO Student Fee Handbook)~~

Student Identification Activities Card Fee (optional): The student ID card allows access to a variety of District support services and activities. The fee is nonrefundable after the drop deadline. (CCCCO Student Fee Handbook)

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.

COLLECTION AND REFUND OF FEES

No student suspended or expelled shall be refunded any fees paid by or for the student. (Education Code Sections 41302 and 76037)

Non-Sufficient Funds Fee: The District shall charge a fee for personal checks returned for insufficient funds.

Text in **yellow** highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28. Change in **blue** made after P&P approved on 2/3/17.

Date Approved: 4/8/2008, Revised 12/6/2011
(Replaces former Palomar College Procedures 5300)

Enrollment Fee Refunds: The District shall refund upon request any enrollment fee paid by a student in excess of that computed pursuant to Education Code Section 58501 for program changes made during the first two weeks of instruction as allowed by law.

The District shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction unless the program change is a result of action by the District to cancel or reschedule a class.

~~No student suspended or expelled shall be refunded any fees paid by or for the student. (Education Code Sections 41302 and 76037)~~

Collection Penalty Fee: Any past due debt will be subject to collection by a private collection agency or through the Chancellor's Office Tax Offset Program. A 33% collection fee will be added to the amount owed the District.

For students who owe fees, the District offers various payment methods for students including in full online, at the Cashiers Office, or by enrolling into a Payment Plan to pay your tuition and fees in installments. Details for the various payment options are available on the college website.

Enrollment Fee Waivers

Any private or public elementary or secondary school pupil admitted to Palomar College as a special part-time student for credit classes is exempt from the enrollment fee. The attendance of the student must be authorized by a letter of permission from the school principal.

For purposes of this policy, a special part-time student is a student who registers in less than 12 units per semester at Palomar College. Credit for courses completed shall be at the college level but may be transferred back to the school district for fulfillment of graduation requirements. (Education Code Sections 72252 and 76001)

Nonresident fees for special part-time students are subject to nonresident tuition if classes are taken for college credit. will be waived based on the criteria previously listed under Non-Resident Fees section of this Administrative Procedure (AP 5030). are subject to nonresident tuition if classes are taken for college credit.

Students participating in a "College and Career Access Pathways" partnership (CCAP) will be considered a special part-time student for up to 15 units per term if all of the following circumstances are satisfied (Education Code Section 76004(p)):

- The units constitute no more than four community college courses per term.
- The units are part of an academic program that is part of a CCAP partnership agreement.
- The units are part of an academic program that is designed to award both a high school diploma and an Associate degree or a certificate or credential.

Furthermore, if the special part-time student who is participating in a CCAP partnership meets all three of the aforementioned requirements, the college district must exempt the following community college fees pursuant to Education Code Section 76004(q):

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28. Change in blue made after P&P approved on 2/3/17.

Date Approved: 4/8/2008, Revised 12/6/2011
(Replaces former Palomar College Procedures 5300)

- Student representation fee. (Section 76060.5)
- Nonresident tuition fee and corresponding permissible "capital outlay" fee. (Sections 76140, 76141 and 76142)
- Transcript fees. (Section 76223)
- Course enrollment fees. (Section 76300)
- Apprenticeship course fees. (Section 76350)
- Early Childhood Education Lab School fees. (Section 79121)

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.

The following students are exempt by law:

- Students who receive financial assistance (i.e., Board of Governor Enrollment Fee Waiver-A, B, C). Special categories BOGW such as students who are dependent children and surviving spouses of members of the California Veteran or National Guard who are killed or permanently disable while in active services, recipient of Congressional Medal of Honor or child of recipient, surviving dependent of individual killed in 9/11/01 Terrorist Attack, and eligible dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

Office of Primary Responsibility: Enrollment Services

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28. Change in blue made after P&P approved on 2/3/17.

Date Approved: 4/8/2008, Revised 12/6/2011
(Replaces former Palomar College Procedures 5300)

STUDENT SERVICES
REV 11-17-16**BP 5040 STUDENT RECORDS AND DIRECTORY INFORMATION****References:**

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.

20 U.S. Code Section 1232g(i):

ACCJC Accreditation Standard II.C.8

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.
- Names, address, telephone number, and dates of attendance.

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

STUDENT SERVICES

REV 2/3/17

AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:

Education Code Sections 71091 and 76200 et seq.;

Title 5 Sections 54600 et seq.,

20 U.S. Code Section 1232g(i) (U.S. Patriot Act);

Civil Code Section 1798.85

ACCJC Accreditation Standard II.C.8

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records

No instructor, official, employee, or member of the Governing Board shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. Student employees have access to student records only as necessary in the performance of their jobs. For example, a student employee under the supervision of a regular contract employee has access to student records on the basis of a "need to know."
- A student has access to review his/her own record and, with written permission, may receive a personal transcript or have the transcript sent to another individual or institution. Parents of both minors do have access. Parents of and non-minor students do not have access, except when written permission is received from the student.

"Directory information" may be released in accordance with the definitions in BP 5040 titled Student Records and Directory Information. Directory information is maintained which includes name, address, telephone number, date of birth, and dates of attendance class schedule information.

1. Student degrees and awards are publicized to recognize scholastic and athletic achievements in the school newspaper, or to the news media.
 2. Lists may be provided to other Palomar College departments or to colleges and universities for the expressed purpose of providing educational opportunities and financial assistance to students (names and addresses only).
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Each student whose record is requested under a subpoena is notified

Date Approved: SPC 04/08/2008, Revised:

(Replaces Palomar College Procedure 405 and all previous versions of BP 5040)

in advance of compliance and will be offered an opportunity to introduce a motion to quash.

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. The institution considers the following to be "legitimate educational interest:"

- Performing a task related to the student's education, related to the student's receipt of financial aid, or to the student's health and safety. For example, an agent of a financial aid funding agency, who is requesting information for determination of program eligibility, may have access to student-record information on the applicant.
- Performing tasks with written consent of the student. For example, a formal committee (e.g., Academic Review Committee) has access to student records in the conduct of its deliberations because the records are germane to rendering a decision by the committee. In this case, permission is granted when the student petitions the committee to act on his/her request.
- Performing current teaching or counseling duties directly affecting the student. For example, a member of the faculty seeking information about a student currently registered in a class taught by that faculty member is construed to have legitimate educational interest and is entitled to access the student's record. The request for information about a student not registered, formerly registered, or registered in another faculty member's class, or who is a relative of the faculty member is not a legitimate educational interest and must have the written consent of the student to access the student's record. A counselor has legitimate educational interest and has implied permission to access a student's record when the student requests counseling or advising services.
- Research approved by the institution: For example, a task force, under the direction of the Superintendent/President, may have access to student records for purposes of research. Under these circumstances, the students' identities will be protected.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to state or federal law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents

by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Persons performing a task that is specified in his/her job description by contract agreement. For example, a contracted District auditor has access to student records in the performance of those duties related to the audit of a program. Likewise, a Department of Finance auditor or auditor from the Chancellor's Office has access to student records to conduct a comprehensive audit of compliance to program regulations.

- Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. For example, third-party contractual arrangements between the student and an agency for educational benefits may require transcripts to verify course completion. Military organizations, local fire and police agencies, and private businesses may reimburse the student or the District for enrollment fees. (See the Office of Enrollment Services for details.)
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. (See the Office of Financial Aid/Veterans/Scholarships Services for details.)
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. (See the Office of Enrollment Services for details.)
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, **major(s)**, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

The District may be required by law to release student records to external parties. For example, student records may be requested under the California Public Records Act. In these cases, students' identities shall be removed.

Use of Social Security Numbers

Effective January 1, 2007, the District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

Regulations and procedures regarding student records are available in the Records Office.

Also see AP 5045 titled Student Records: Challenging Content and Access Log.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 11/17/16 formatting changes only

**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.

STUDENT SERVICES

REV 3-3-17

**AP 5045 STUDENT RECORDS: CHALLENGING CONTENT AND
ACCESS LOG****References:**

Education Code Sections 76222 and 76232;
Title 5 Section 54630

Challenging Content

Students may file written requests with the Enrollment Services Office to correct or remove information recorded in their student records as described in the policy. Within 30 days of receipt of the request, the Enrollment Services Office shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Enrollment Services Office shall then sustain or deny the allegations.

If the Enrollment Services Office sustains any or all of the allegations, the subject information shall be corrected, removed, or destroyed as applicable. If the Enrollment Services Office denies any or all of the allegations and refuses to order the correction or removal of the information, students, within 30 days of the refusal, may appeal the decision in writing to the Academic Review Committee for academic issues, the **Financial Aid Student Program Eligibility** Appeals Committee for student financial aid record issues, or the Director of Student Affairs for disciplinary record issues.

A final appeal may be made to the Governing Board. The Governing Board shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Governing Board sustains any or all of the allegations, it shall order the Superintendent/President or his/her designee, to immediately correct or remove and destroy the information. The decision of the Governing Board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the

Date Approved: SPC 04/08/2008; Reviewed:*(Replaces Palomar College Procedure 405 and all previous versions of BP 5045)*

alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records
- Parties to whom directory information is released
- Parties for whom written consent has been executed by the student
- Officials or employees having a legitimate educational interest

The log or record shall be open to inspection only by the student and the Enrollment Services Office, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Also see AP 5040 titled Student Records and Directory Information.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 11/30/16

BP 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAM**References:**

Education Code Sections 78210 et seq.;

Title 5 Section 55500

ACCJC Accreditation Standard II.C.2

The District shall provide Student Success and Support Program matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services 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.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

See Procedure 5050 titled Matriculation as well as Policy 5110 titled Counseling.

STUDENT SERVICES

REV 1/11/17

AP 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAM**References:**

Education Code Sections 78210 et seq.;

Title 5 Section 55500 et seq.

ACCJC Accreditation Standard II.C.2

Matriculation The Student Success and Support Program brings students and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of a student educational plan.

Each students, in entering into a student educational plan, will do all of the following:

- ~~• express at least a broad educational intent upon admission~~
- identify an education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- ~~declare a specific goal~~ complete a student educational plan no later than the term after which each student completes 15 semester units of degree applicable credit coursework
- diligently attend class and complete assigned coursework, and
- complete courses and maintain progress toward an educational goal and
- ~~• cooperate in the development of a student educational plan~~

Matriculation Student Success and Support Program services include, but are not limited to, all of the following:

- ~~• Processing of the application for admission~~
- Orientation ~~and pre-orientation services designed to provide to students,~~ on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters and
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:

Date Approved: SPC 04/08/2008; Revised:

(Replaces Palomar College Procedure 401 and all previous versions of AP 5050.)

- The use of multiple measures to assess students' academic skills and abilities
- Administration of assessment instruments to determine student competency in computational and language skills
- Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation of study and learning skills
- Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; **mental health services**; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
- Advisement concerning course selection
- Ongoing institutional research program
- **Post-enrollment evaluation of students' progress** **Follow-up services**, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation
- Faculty and staff training and
- Prerequisite validation and enforcement

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

Office of Primary Responsibility: Dean of Counseling Services

STUDENT SERVICES

REV 11-30-16

BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

References:

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

To help assist students who have language, social, and economic disadvantages achieve academically educational goals and objectives, 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, priority registration, textbook assistance, 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 Procedure 5150 titled Extended Opportunity Programs and Services (EOPS)

STUDENT SERVICES

REV 12-12-16

AP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References:

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

The Extended Opportunity Programs and Services (EOPS) Annual Plan includes the following:

- Establishment of goals and objectives
- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Director's Waivers
- Counseling and retention services
- Transfer services
- Direct aid
- Establishment of objective to achieve the goals in implementing extended opportunity programs and service
- Review and evaluation of the programs and services and submission of related reports.
- Program review, evaluation, and reporting

EOP&S

- Counseling (academic, career/technical, and personal)
- Tutoring
- Book services
- Pre-enrollment advisement
- Transfer services

Date Approved: SPC 04/08/2008

(Replaces Palomar College Procedure 418.2 and all previous versions of AP 5150)

- Educational workshops
- Meal tickets
- EOP&S/college orientation
- Food pantry
- Parking permits or bus passes
- PIC cards
- Priority registration
- Single-parent support services
- Summer classes and coordinate with instructors
- Four-year college fee waivers
- Child care assistance
- Graduation cap and gown
- Other educational support

Also refer to the Palomar College Catalog

Offices of Primary Responsibility: EOP&S/CARE/CalWORKs Student Services
Counseling Services

STUDENT SERVICES
No proposed changes
REV 11/7/16

BP 5200 STUDENT HEALTH SERVICES

References:

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

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

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

Refer to the Palomar College Catalog for additional information regarding Student Health Services.

See Procedure 5200 titled Student Health Services.

STUDENT SERVICES
REV 3-3-17**AP 5200 STUDENT HEALTH CENTERS SERVICES****References:**

Education Code Sections 76350-76395, and 76401 ~~and 76355~~;
Title 5, Code of Regulation, Sections 53411 and 54702

General

Student Health Centers will operate at any Palomar Educational facility in which students are assessed the health fee. The level of service available at each Student Health Centers will vary depending on funding, assessment data and demonstrated need. Services will be available for students during each semester (Fall, Spring, Summer)/Interession (Winter and Summer) a student health fee is assessed.

Payment of the Student Health Fee entitles the student to free evaluation(s) by a medical professional (Medical Doctor, Nurse Practitioner, Registered Nurse and/or Behavioral Health Counselor). Student Heath Centers will charge fees for additional services that include nursing, dental assisting, child development, and sports physical examinations, prescription medications, specialized medical and laboratory procedures. Charges for prescription medications and laboratory fees will not exceed \$5.00 above the cost charged to the Student Health Center.

The Student Health Center Advisory Committee, will meet at least once a semester to evaluate current services relative to student needs, review health fee income and expenditures, identify materials and services not covered by the Student Health Fee for determining optional service fees, and make suggestions and recommendations to the Director of Student Health Services and District administration.

The services provided to students, whom are currently enrolled and have paid the student health fee include: ~~by Student Health~~

- Clinical Care Services: --basic primary care, health assessments, screening for short-term episodic care and services necessary for the treatment of acute illness, injuries and emergencies
 - Acute and primary care services that includes assessment, intervention, and referral for acute medical conditions or specialist evaluation.
 - First aid, and basic emergency care with referral for advanced medical care.

Date Approved: SPC 4/8/2008

(Replaces Palomar College Policy 450, Procedure 418.2, and all previous versions of AP 5200.)

- Communicable disease control that includes immunization services, surveillance and reporting suspected disease outbreaks and liaison with San Diego County Public Health Officials.
- Reproductive healthcare includes basic examinations for STDs, breast abnormalities, birth control and health education.
- Physical examinations and immunizations for entrance into academic programs (nursing, child development, paramedic, dental assisting, fire and police academy) - service fee will be charged for the physical exam as well as laboratory and immunization requirements.
- Laboratory Services – testing provided by a licensed, contracted laboratory for an additional service fee.
- Prescriptions – medication dispensed for a service fee or provided in written form for what is not stocked available in the pharmacy through Health Services.
- Behavioral Health Counseling
 - Mental Health Services -- direct and/or referral services by a registered nurse including crisis management, short-term personal counseling, alcohol/drug counseling, stress management, suicide prevention, mental health assessment and eating disorders counseling
 - Crisis Management – assessment and intervention for students' experiencing psychological crisis in collaboration with Behavioral Intervention Team (BIT), Disability Resource Center (DRC) and Campus Police for referral to local community agencies for continued care and/or hospitalization for imminent harm to self or others.
 - Short Term psychotherapy- assessment and provide limited therapy and referral services to local community psychological resources.
 - Case Management- collaborate with Disability Resource Center and Academic Counseling to provide ongoing monitoring and support therapy for students, whom are experiencing chronic mental illness and academic challenges/difficulties.
- Support Services
 - Confidentiality and Mandated Reporting- compliance with State and Federal privacy laws. Protected health information is released as mandated by law (for example, pertaining to communicable diseases, sexual assault, domestic violence, harm to self or others, child abuse). Healthcare providers such as physicians, nurse practitioners, registered nurses, and behavioral health counselors along with BIT members, Campus Police, Vice President of Student Services, Director of Student Affairs share information with each other on an as-needed or need-to-know basis.

- Medical and Behavioral Health Treatment Records- Medical record documentation (physical or electronic form) is released when an individual authorizes, in writing, release of his/her protected health information to other healthcare providers or agencies or when requested under a court order. Records are kept for 7 years, by law and then destroyed.
- Medical Injury and Worker Compensation Reports- assist students with completion of medical injury report and forward these report to Risk Management Office and Environmental Safety Officer. Assist full and part time employees or student injury during academic program authorized clinical experience complete Workers Compensation Injury report and forward to Human Resource for processing and follow-up.
- Student Accident Insurance- premiums for the insurance (not athletic insurance) are paid through student health fees revenues. Staff assist students complete accident insurance claim forms and submit to company for processing.

● ~~Community Referrals -- radiology, dental, optometric, and other services~~

● Special Services

- Health Education and Wellness Programs -- provided by registered nurses and health education personnel that includes but not limited to classroom representations, seminars for faculty and staff, monthly health promotional events, financial and administrative support for student clubs such as Active Minds.
- Teaching and Research- provide clinical experience opportunity for student workers interested in the healthcare field. Research consists of quality assurance initiatives, program review, service activities outcomes and student health needs assessment surveys.

● ~~Physical Examinations -- the required pre-admission history and physical for students to enter academic programs~~

The Health Services facilities and environment shall comply with all applicable local, state, and federal building codes and regulations.

Also refer to the Palomar College Catalog, and class schedule and the Student Health Centers webpage—<http://www2.palomar.edu/pages/healthservices/>

Office of Primary Responsibility: Student Health CentersServices

STUDENT SERVICES

REV 11/17/16

BP 5210 COMMUNICABLE DISEASE

References:

Education Code Section 76403;

California Department of Health Services;

Center for Disease Control;

County of San Diego Health and Human Services Agency

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.

See Procedure 5210 titled Communicable Disease

STUDENT SERVICES

REV 2/3/17

AP 5210 COMMUNICABLE DISEASE

References:

Education Code Section 76403
California Code of Regulations Title 17
California Department of Health Services
Center for Disease Control (CDC)
County of San Diego Health and Human Services Agency

The following are the minimum standards required by law:

- Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students.
- Compliance with any immunization program required by State Department of Health and Human Services regulations.
- Compliance with all academic program and transfer student immunization requirements.

Health Services provides (fees may apply):

1. Health education and intervention for communicable disease prevention, including disease reporting to County of San Diego Health and Human Services.
2. Tuberculosis (TB) testing, Hepatitis B vaccination, Measles, Mumps, Rubella (MMR) vaccination, and Tetanus, Diphtheria, and Pertussis vaccinations, and influenza vaccinations.
3. Community resources for meningitis vaccination, Human Papilloma Virus (HPV) vaccination, varicella vaccination, pneumonia vaccination, and travel vaccinations.
 - a. Community partnerships on campus for HIV and Chlamydia testing.
 - b. Screening for Sexually Transmitted Infections (STI), including but not limited to gonorrhea, chlamydia, herpes, hepatitis, HPV, and syphilis.
 - c. Screening for West Nile Virus, Zika, Severe Acute Respiratory Syndrome (SARS), and varied strains of influenza and other pathogens.
 - d. Screening and treatment for Methicillin Resistant Staphylococcal Aureus (MRSA).

Office of Primary Responsibility: Student Health Services

STUDENT SERVICES

REV 2/3/17

BP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS WITH HOUSING INSECURITIES

References:

Education Code Section 76011

The Superintendent/President shall establish procedures necessary to make on-campus shower facilities available to any homeless student with housing insecurities who is enrolled in coursework, has paid enrollment fees, and is in good standing with the district.

This is a new policy proposed by CCLC.

Date Adopted:

STUDENT SERVICES

REV 2/3/17

AP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS WITH HOUSING INSECURITIES

References:

Education Code Section 76011

The district maintains shower facilities for student use on campus that may be used by any homeless student with housing insecurities who is currently enrolled in a minimum of ___ units of coursework, has paid enrollment fees, and is in good standing with the district.

A homeless student with housing insecurities is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are located at the San Marcos campus in Building M (men only); Building O (women only) and Building SW (pool shower rooms as designated for men and women). These shower facilities are open to use by homeless students with housing insecurities Monday through Friday between the hours of 6:00 a.m. and 8:00 p.m. The shower facilities may be closed on holidays, non-instructional days, or as special needs arise. ~~In the event that these hours conflict with the hours of an intercollegiate athletic program, the district will ___.~~

Office of Primary Responsibility: Student Services

This is a new procedure proposed by CCLC. All language is CCLC proposed unless underlined.

Date Approved:

STUDENT SERVICES
REV 12-12-16

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.

The ASG Constitution is available in the ASG Office and the Student Affairs Office.

See AP Procedure 5400 titled Associated Students Organization.

Date Adopted: 04/08/2008; Reviewed

(Replaces Palomar College Policy 475 and all previous versions of BP 5400)

STUDENT SERVICES
No proposed changes
REV 12-12-16

AP 5400 ASSOCIATED STUDENT GOVERNMENT

References:

Education Code Section 76060

The District shall have one Associated Students Organization known as the Associated Student Government (ASG).

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established.

A simple majority of the elected voting members of the ASG shall constitute a quorum.

Both day and evening students shall be encouraged to participate in ASG.

The Palomar College governance structure provides for representation and participation of students.

Students are appointed to District committees by the ASG.

Also refer to the Palomar College Catalog and class schedule.

Office of Primary Responsibility: Student Affairs

STUDENT SERVICES

REV 12/12/16

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 Board Policy 4220 titled Standards of Scholarship and related administrative procedures).

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

See **Procedure AP** 5410 titled Associated Student Government Elections.

STUDENT SERVICES

REV 3-3-17

AP 5410 ASSOCIATED STUDENT GOVERNMENT ELECTIONS**References:**

Education Code Section 76061

The Associated Student Government (ASG) shall conduct annual officer elections.

Any student elected as an officer in the ASG shall meet the requirements in Board Policy and the constitution and bylaws of the ASG.

Election Procedures

- ASG elections are held every year in the Spring.
- Candidate packets are available in the Office of Student Affairs during the election cycle.
- Candidate forums may be held (as deemed appropriate by the ASG).
- Voting will take place during a time frame identified by the ASG.

Additional information may be found on the ASG website and in the ASG by-laws and Constitution.

Office of Primary Responsibility: Student Services Affairs

STUDENT SERVICES

REV 10-25-16 (no proposed changes)

**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 Procedure 5420 titled Associated Student Government Financial Management.

STUDENT SERVICES

REV 2/3/17

**AP 5420 ASSOCIATED STUDENT GOVERNMENT FINANCIAL
MANAGEMENT****References:**

Education Code Sections 76063-76065

Associated Student Government (ASG) Funds are maintained in accordance with the following procedures:

- ASG Fund's financial records and procedures are subject to annual audit.
- Audit information and financial records, except that containing personnel or other confidential information, shall be released to the ASG by the Director of Student Affairs.
- ASG Funds shall be deposited with the Cashier's Office in **Student Administrative Services (A-2)** and disbursed through the District's Fiscal Services Office.
- The Funds shall be deposited, loaned, or invested in:
 - Deposits in trust accounts of the centralized State Treasury System pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
 - Participation in funds that are exempt from federal income tax pursuant to Internal Revenue Code Section 501(c)(3) and that are open exclusively to nonprofit colleges, universities, and independent schools.
 - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

Date Approved: SPC 04/08/2008*(Replaces Palomar College Procedure 527 and all previous versions of AP 5420.)*

- Investment of money in permanent improvements to any community college district property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All Funds shall be expended subject to such procedures as may be established by the ASG subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- the Superintendent/President or his/her designee
- the officer or employee of the District who is the designated advisor of the particular student body organization and
- a representative of the student body organization

Office of Primary Responsibility: Student Affairs

STUDENT SERVICES

REV 12/12/16

BP 5570 STUDENT CREDIT CARD SOLICITATION

References:

Education Code Section 99030;

Title 5 Section 54400;

Civil Code Section 1747.02(m)

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

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

See **Procedure AP** 5570 titled Student Credit Card Solicitation.

STUDENT SERVICES

REV 3-3-17

**AP 5570 SOLICITORS ON CAMPUS STUDENT CREDIT CARD
SOLICITATION****References:**

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

All solicitors must obtain approval from the Office of Student Affairs to conduct business on campus via the application process.

Palomar College addresses student credit card solicitation in the following manner:

- Sites at which student credit cards are marketed must be registered with the campus administration.
- The number of sites allowed on campus may be limited.
- Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications.
- Credit card and debt education and counseling sessions are offered to students ~~(such as during financial aid eligibility interviews)~~ at times such as during new student orientation and financial aid workshops.

Office of Primary Responsibility: Student Affairs Services

Date Approved: SPC 04/08/2008

(Replaces all previous versions of AP 5570.)

STUDENT SERVICES

REV 9-26-16 (no proposed changes)

BP 5757 PARKING

References:

Education Code Section 76360;

Vehicle Code Section 21113

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of instructional programs. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees shall be established in accordance with BP 5030 titled Fees.

See AP 5757 titled Parking.

STUDENT SERVICES

REV 9/26/16

AP 5757 PARKING

References:

Education Code Section 76360;
Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles is limited to specially designated areas. Parking permits are required and must be properly displayed. Vehicles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113 the District will enforce these procedures by issuing citations.

Office of Primary Responsibility: Student Services