

Section Four Students/ Instructional Services

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**Section Four—Students/Instructional Services
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies:

- (1) **4A2,** Student Responsibilities (*includes Policies 4A2A through 4A2G*)
- (2) **4A3,** Matriculation (*includes Policies 4A3A through 4A3G*)
- (3) **4A4,** Prerequisites, Co-requisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
- (4) **4A6,** Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
- (5) **4A9,** Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
- (6) **4B1,** Educational Programs (*includes Policies 4B1A through 4B1D1*)
- (7) **4B5,** Program Review
- (8) **4B7,** Articulation (*includes Policies 4B7A through 4B7C*)
- (9) **4B10A,** (re: guest/visitors) (*includes Policies 4B10A1 through 4B10A7*)
- (10) **4B10B,** (re: guest/visitors)
- (11) **4B11,** Controversial Issues in Curriculum (*includes Policies 4B11A through 4B11C*)
- (12) **4C,** Academic Regulations (*includes Policies 4C1 through 4C7*)
- (13) **4D,** Minimum Graduation Requirements (*includes Policies 4D1 through 4D1G*)

Procedures: None

Appendices: None

(Revised 11/14)

Policy

SECTION FOUR

STUDENTS/INSTRUCTIONAL SERVICES

4A Admission and Registration

4A1 Eligibility for Admission

- 4A1A Persons with high school diplomas or the equivalent thereof shall be admitted. (Education Code 76000)
- 4A1B Non-high school graduates over eighteen (18) years of age who are judged capable of profiting from instruction may be admitted. (Education Code 76000)
- 4A1C Persons who are apprentices as defined in Section 3077 of the Labor Code (16 years of age and entered into an “apprentice agreement”) may be admitted. (Education Code 76000)
- 4A1D Certain students who are enrolled in K-12 programs, including public, private, and charter schools, may be admitted as special part-time students, or special full-time students (Education Code 76001[a]), upon recommendation of the school principal or designee, and with parental consent.
- 4A1E A parent or guardian of a pupil who is not enrolled in a public, private, or charter school, regardless of the pupil’s age or class level, may directly petition the president or designee, of any community college to authorize attendance of the pupil at the community college as a special part-time or full-time student (Education Code 48800.5 [c]).
- 4A1F The Colleges are authorized to restrict the admission or enrollment of a special part-time or full-time student, noted in the Policies 4A1D and 4A1E, based on any of the following criteria: (Education Code 76002[b])

- Age
- Completion of a specified grade level
- Demonstrated eligibility for instruction using assessment methods and procedures adopted by the Board of Governors

4A1G 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 the applicant continues to present a danger to the physical safety of students and/or employees of the District.

4A2 Student Responsibilities

4A2A Upon admission to the College, each student shall express at least a broad educational intent for attending College.

4A2B All students are matriculating students unless exempt (see [Procedure 4A3\(a\)](#) of this Manual for the Matriculation Component Exemption Criteria). Each matriculating student must identify a specific educational goal no later than the semester following the completion of fifteen (15) semester units.

4A2C After specifying an educational goal, each matriculating student must develop a Student Educational Plan within ninety (90) instructional days.

4A2D Matriculating students in the following categories shall participate in counseling/advisement:

- students on probation
- students who have not declared a specific educational goal
- students who are enrolled in pre-collegiate basic skills courses

4A2E All students shall comply with attendance and progress requirements established by each College.

4A2F All students shall complete assigned work in a timely manner.

4A2G Student failure to take responsibilities as cited above may lead to disciplinary action as defined in Title 5.

4A3 Matriculation - The matriculation process for students includes assessment, orientation, counseling/advising and the completion of a Student Educational Plan. Each College in the District shall develop, regularly update, and post to the District/College website a complete description of all of the opportunities available

to students so that they can become fully matriculated in a timely manner. See [Procedures 4A3\(a\), 4A3\(b\), and 4A3\(c\)](#).

4A3A Assessment - Students shall be required to complete assessment testing. Assessment is mandated for courses with assessment level prerequisites. The Colleges are authorized to develop and use assessment equivalencies. Assessment requirements shall be noted in appropriate College publications.

4A3B Orientation - Each College shall develop and offer orientation opportunities that provide students with information including, but not limited to, the college's programs, services, facilities, grounds, academic expectations, and institutional procedures.

4A3C Counseling/Advising - Each College shall develop and staff counseling and advising programs that provide appropriate support services to assist students in their academic and personal development.

4A3D Student Educational Plan - Each College shall provide resources for students to complete a Student Educational Plan which shall outline the courses necessary to satisfy a student's academic goal in a recommended term-by-term sequence.

4A3E Priority Registration - The District recognizes that matriculation enhances students' success in achieving their educational goals. The District shall provide priority registration to students who have completed the following matriculation components: assessment, orientation, counseling/advising, and a Student Educational Plan. See [Procedures 4A3\(a\), 4A3\(b\), and 4A3\(c\)](#).

4A3F Evaluation - Each College shall annually evaluate the effectiveness of its matriculation process.

4A4 Prerequisites, co-requisites, and advisories on recommended preparation

References:
Title 5 Sections 55000 and 55003

The District Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students. [See Procedure 4F9](#)

4A5 **Residence Eligibility** *(Revised July 14, 1994)*

4A5A District Residents--Any legal residents of the Kern Community College District may be admitted to the campus of their choice. To be a legal resident of the Kern Community College District, a student must establish residency within the College District and meet State residency requirements. (Education Code Sections 68017-68019)

4A5B Out-of-State Resident Tuition--Out-of-State residents shall be charged tuition in accordance with the regulations of the Board of Governors of the California Community Colleges. (Education Code Sections 68051 and 76004) See Procedure 4A5B of this Manual for Non-Resident Tuition Refund procedures.

4A5C Resident Classification for Employees--A full-time employee of the Kern Community College District or a student who is a child or spouse of a full-time employee of the District is entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident. (Education Code Section 68079)

4A6 **Admission to Impacted Programs** *(May 6, 2010)*

In the event the number of applicants designated to be eligible for admission exceeds the number of student positions in a program, the following selection process may be used to determine student admission.

4A6A Applicants who are eligible will be admitted in the order in which their names appear on an eligibility list established for each program. The applicant's position on the list will be determined by specific procedures established for each program. Screening and selection criteria will be applied consistently for all applicants at each College. Criteria which may be used to establish priority for admittance are noted in the following sections or may be allowed by using other non-evaluative techniques to determine who may enroll.

4A6B Academic prerequisites may include high school graduation or equivalent, grade point average, completion of high school, or college courses which are directly related to the curriculum content of the impacted program.

4A6C Standard testing procedures may include aptitude tests, attitude or personality tests, skills performance, and competency tests in specific fields.

4A6D Criminal background checks, drug screening, and physical health assessments of an applicant may be used to assure that the health and

safety of the public is protected and to assure the student is able to perform the work required in the program. [See Title 5, Section 58106(b)]

- 4A6E An interview procedure may be used in the screening and selection process. The interview shall be preceded by instructions to the applicant indicating the purpose, conduct, and general content of the interview. The interview procedure shall be uniform for all applicants, contain items relevant to the discipline, and result in a quantitative evaluation. The interview committee shall consist of two (2) or more persons.
- 4A6F Previous experience may be used as a criterion for screening and selection.
- 4A6G Student failure to complete the application procedure may preclude admittance.
- 4A6H Each College shall have available for interested applicants the specific and current criteria for implementing this policy.
- 4A6I In Administration of Justice courses approved by the Commission on Peace Officer Standards and Training, preference in enrollment may be given to employed law enforcement trainees who are required to complete such courses pursuant to law. Preference should only be given when the trainee cannot complete the course within the time required by statute and when no other training program is reasonably available. Preference is limited to eighty-five percent (85%) of enrollment when there are sufficient numbers of non-law enforcement trainees available.

4A7 Limitations on Enrollment in Courses or Programs

- 4A7A Enrollment may be limited by the College President or designee to students meeting validated prerequisites and co-requisites established by the Curriculum Committee. (See Title 5, Section 55003.)
- 4A7B Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.
- 4A7C Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.
- 4A7D Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.

- 4A7E Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.
- 4A7F The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. [See Board Policy Manual Procedure 4C5]
- 4A7G Students may challenge an enrollment limitation on the grounds that: the limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or, the basis upon which the district has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. (See Board Policy 4F9, Student Complaint Policy.)

4A8 Student Fees

- 4A8A Student fees must be established by the Board of Trustees and must be expressly authorized by State law.
- 4A8B Enrollment Fee – Unless expressly exempted, or entitled to a waiver, all students enrolling in credit courses shall pay the enrollment fee established by law. K-12 students admitted as special part-time students are exempt from paying the enrollment fee.

Prior to the last day of open registration, students will be dropped for non-payment of enrollment and tuition fees of two hundred dollars (\$200.00) or more, ten (10) days after the date that they registered for the particular course(s). Students whose unpaid enrollment and tuition fees are less than two hundred dollars (\$200.00) will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid.

Beginning with the first day of the term, students owing two hundred dollars (\$200.00) or more will not be dropped for non-payment of enrollment fees; however, these students will have holds placed on their transcripts, grades, diplomas, and registration privileges until all fees are paid. Students whose unpaid fees are less than two hundred dollars

(\$200.00) will have holds placed on their transcripts, grades, and diplomas until all fees are paid.

See [Procedure 4A8C\(a\)](#) of this Manual for Enrollment Fee Refund procedures.

Enrollment fee waivers will be granted according to law. See [Procedure 4A8C\(b\)](#) of this Manual for Enrollment Fee Waivers.

4A8C Nonresident enrollment fees and tuition – Unless expressly exempted, or entitled to a waiver, nonresident students shall be charged nonresident fees and tuition for all units enrolled, unless otherwise required by law.

Permissive exemptions from nonresident tuition and fees apply to the following students:

Any nonresident who is both a citizen and a resident of a foreign country who has demonstrated a financial need will be exempted. Not more than 10 percent of the nonresident foreign students attending any community college district may be so exempted.

A special part-time student, admitted pursuant to current law.

4A8D **Parking Fee**--Colleges may assess a parking fee for services according to law (Education Code Section 76360). The fee may be assessed only to those students who use parking facilities.

4A8E **Health Fee**--Each College may charge a student fee for health services (Education Code Section 76355).

Health Fee exemptions will be granted according to law. See [Procedure 4A8E](#) of this Manual for Health Fee Exemptions and Refund Guidelines.

4A8F **Course Audit Fee**

4A8F1 Students auditing credit classes shall be charged a fee, except as excluded in ([Policy 4A8F3](#)) below.

4A8F2 The course audit fee for credit courses shall be assessed in the same manner as the enrollment fee ([Policy 4A8C](#)).

4A8F3 Students enrolled in classes for ten (10) or more semester credit units shall not be charged a fee to audit classes taken during that semester.

4A8F4 A student in a course shall not be permitted to change enrollment from credit to audit or audit to credit.

4A8F5 Priority in class enrollment shall be given students desiring to take the course for credit.

4A8F6 A course audit shall be approved under only one of the following conditions:

- Participation by audit serves a specific educational purpose necessary to achieve the student's educational goal
- Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses.

4A8F7 The course instructor and College President or designee shall approve audit enrollments.

4A8G **Student Body Operating and Building Fee**--Effective Fall Semester 1990 through Spring Semester 2020, Bakersfield College may charge an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing and operating a student body center. The fee shall not exceed one dollar (\$1.00) per credit hour for courses offered on the main campus up to a maximum of ten dollars (\$10.00) per student per fiscal year. See [Procedure 4A8G](#) of this Manual for specific procedures to implement this fee and for waiver and refund procedures.

4A8H **Community Service Course Fee**--Student fees for non-credit community service classes are authorized by the Board of Trustees. The fees are set by each College President at a level to be self-supporting.

4A9 Instructional and Other Materials (Title 5, Sections 59400-59408)

4A9A The Colleges may require students to provide instructional and other materials required for a credit or noncredit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the District.

4A9B A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual costs; and (a) the material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or (b) the material is provided in-lieu of other generally available but more expensive material which would otherwise be required.

4A9C The Colleges shall adopt procedures for required instructional and other materials consistent with Title 5 regulations.

4A9D District policies and College procedures for required instructional materials shall be published in the College catalog.

4B Programs/Courses

4B1 Educational Programs -

References:

Legally Required

Education Code Sections 70901(b), 70902(b), and 78016;

Title 5 Sections 51000, 51022, 55100, 55130, and 55150;

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 Sections 600.2, 602.24, 603.24, and 668.8;

WASC/ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the District Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- a regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

All new programs and program deletions shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, and Title 5, Section 55002.5, as they apply to community college districts.

The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The District Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

4B2 **Courses** – Course additions, deletions, and modifications shall be determined through established College procedures.

4B2A The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B2B College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

4B2C In addition to course additions, deletions, and modifications initiated by the College procedures, College administration may initiate the appropriate College procedures.

4B2D Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

4B3 Distance Education

4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology.

4B3B The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses.

4B3C Any portion of a course conducted through distance education must include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

4B3D If a portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course shall be separately reviewed and approved using both College and District course approval procedures.

4B3E Instructors of course sections delivered by distance education technology shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls.

The number of students assigned to any one course section offered by distance education shall be determined by, and be consistent with, other district procedures related to faculty assignments.

Procedures for determining the number of students assigned to courses provided through distance education may be reviewed by the Curriculum Committee.

Nothing in this section shall be construed to impinge upon or detract from negotiated agreements between the exclusive representatives and the Board of Trustees.

4B3F Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. (See **Procedure 4B3**)

4B4 **Programs** – Program additions and modifications shall be determined through established College procedures. (*Revised February 5, 2009*)

4B4A The programs of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B4B College procedures for program additions and modifications shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of programs and program descriptions;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program additions and modifications; and
- Consideration of the impact of the proposed additions and modifications.

4B4C In addition to program additions and modifications initiated by the College procedures, College or District administration may also initiate the appropriate College procedures.

4B4D Final recommendations for program additions and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

4B5 **Program Review** – Program review shall be determined through established College procedures and shall meet all statutory and accreditation requirements. (*Revised February 5, 2009*)

4B5A College procedures for program review shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Regular review and justification of programs and course descriptions; and
- Consideration of job market and other related information for vocational and occupational programs.

4B6 **Program Discontinuance** – Program discontinuance shall be determined through established College procedures. *(Revised February 5, 2009)*

4B6A College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Plan and schedule for implementing the program deletion;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

4B6B The procedure for discontinuance of vocational or occupational programs should include:

- Process for reviewing such programs every two (2) years to ensure they meet legal standards; and,

4B6C In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures.

4B6D Final recommendations for program discontinuance shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

- Discontinued programs may also be deleted subject to review.

- Process for termination of program by the Board of Trustees if legal and other District standards are not met.

4B7 **Articulation**

The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses, and with four-year (4- year) institutions.

4B7A Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions.

4B7B Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. University articulation agreements may include, but shall not be limited to, general education requirements and major subject prerequisites. Individual articulation agreements shall be updated and maintained on file at each College.

4B7C Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented at each College.

4B7D An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

4B7E Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

1. The requirements for a certificate program, including the total number of units required for a certificate;
2. The major requirements in a degree program.

4B7F Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record if credit for these comparable college courses has been earned via credit by examination.

With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade (“A”, “B”, or “C” level).

4B7G Except through credit by examination, articulated high school courses may not be used to satisfy:

1. The requirement that students complete at least 60 units in order to receive an associate degree;
2. Any general education requirement for the associate degree.

4B7H University Transfer Agreements

University transfer agreement programs specify the curricular requirements that must be met, and the level of achievement that must be attained, by community college students in order for those students to transfer to the campus, undergraduate college, or major of choice in the four-year college segment.

4B8 Independent Study

4B8A The purpose of Independent Study is to fulfill a student’s immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.

4B8B Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.

4B8C Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.

4B8D Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.

4B8E Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours. (See AP 4B8)

4B8F Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.

4B9 Student Field Trips, Excursions, and Transportation

(See *Procedure 4B9* and related forms)

4B9A In recognition of the value of combining academic instruction with on-site experience, the Kern Community College District establishes the following policies for instructional programs and courses in which students travel within the United States or to foreign countries.

4B9B The Colleges of the District may conduct field trips and excursions for enrolled students in connection with courses of instruction, or College-related social, educational, cultural, athletic, or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country. Students participating in the activities cited in this Section are governed by the provisions of Board **Policy Section 4F7**, Student Conduct.

4B9C Travel activity must be a valid educational experience rather than simply a guided tour.

4B9D The District may pay expenses of District employees who are required to participate in a field trip or excursion.

4B9E Student Transportation

4B9E1 The College may provide transportation for:

- Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.
- Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.

4B9J Crediting Attendance for Apportionment

4B9J1 The attendance or participation of a student in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

4B9K Student Transportation

- 4B9K1 The College may provide transportation for:
- Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.
 - Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.
- 4B9K2 When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:
- 4B9K3 The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic staff member must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. (See [Policy 4F7](#) of this Manual for applicable Policies and Procedures governing student conduct.)
- 4B9K4 Students may elect not to use District-provided transportation, except where the College President or designee determines that transportation of the participating students, as a unit, is a requirement of the activity.
- 4B9K5 Students who elect to use private modes of transportation, where transportation is provided by the District, are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. Students shall sign a statement affirming the condition of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. (See [Procedure 4B9K5](#) of this Manual for the Student Election of Private Transportation for Approved Student Trip form.) Private vehicles must be operated in accordance with all applicable state and local laws and regulations.
- 4B9K6 Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees. (See [Procedure 4B9I](#) of this Manual for

the Parent/Guardian/Student Consent form for excursions, field trips, and transportation of students.)

- 4B9K7 Duplicate lists of students participating in the trip shall be prepared by the supervising academic staff member, one (1) copy to be retained by the responsible staff member in each vehicle and one (1) copy retained by the College President or designee. If no staff member is in a particular vehicle, the list is to be kept by a designated person in that vehicle. (See [Procedure 4B9K7](#) of this Manual for the Student Trip Emergency Contact List form.)
- 4B9K8 Requests for transportation are to be made in writing on appropriate forms and not less than one (1) week before transportation is desired. Requests are to be made by or approved by the College President or designee.
- 4B9K9 College trips will begin and end at one (1) of the College campuses or a College outreach center. Other arrangements must be approved by the College President or designee. (See [Procedure 4B9K9](#) of this Manual for the Request for Student Trip form.)
- 4B9K10 College vehicles may not be used for the transportation of individuals who are not (a) registered students or (b) District staff members, except as authorized by the College President or designee.
- 4B9K11 Only students enrolled in the relevant courses or activity or District staff members may participate in student trips, except as authorized by the College President or designee.
- 4B9L When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation.
- 4B9L1 Students who use private modes of transportation are deemed to have accepted liability for injury or damages, which may result from, or in the course of, said transportation. Students shall sign a statement affirming the conditions of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. Private vehicles must be operated in accordance with all applicable state and local laws and regulations.

4B10 Guest Lecturers/Classroom and Campus Visitors *(Revised June 10, 1999)*

- 4B10A Persons other than students and staff are allowed to speak on the College campus in accordance with the following principles and regulations:
- 4B10A1 The College recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society.
- 4B10A2 Events or activities employing College facilities and/or personnel and sponsored by recognized student organizations or by others must not be advertised or promoted in such a way as to suggest sponsorship or endorsement by the College.
- 4B10A3 Meetings or events involving off-campus speakers may be held in College facilities with prior approval of the College President. Speakers must be sponsored either by staff members of the College, by chartered student organizations, or by ten (10) or more registered students whose names appear on a petition obtained from an administrator properly designated by the College President.
- 4B10A4 No special meetings or events shall be authorized which will result in interference with the physical operations of the campus.
- 4B10A5 Whenever the College President considers it appropriate in furtherance of educational objectives, any or all of the following may be required:
- That the meeting be chaired by a member of the faculty.
 - That the speaker be subject to questions from the audience.
 - That the speaker be appropriately balanced in debate with a person of contrary opinions.
 - That the request for an off-campus speaker state the subject and/or the exact title of the speech.

- 4B10A6 An applicant who is denied the use of College facilities and who contends that the denial is based on incorrect or inequitable application of these regulations may appeal the denial as provided in the College policy on advocacy and free expression.
- 4B10A7 This policy is not intended to supersede the provisions of the Civic Center Act.
- 4B10B Non-student visitors to College classes may be approved but must not disrupt the classes.
- Specific procedures shall be developed by each College for classroom visitors.

4B11 Controversial Issues in Curriculum

All criticisms of the curriculum, publications, or instructional materials authorized for use in the Kern Community College District which are directed to the attention of the Board of Trustees or the College administration must be presented in writing so that proper consideration and reply can be made. This policy also applies to textbooks, library books or materials, magazines, audio-visual aids, courses of study, or instructional guides.

- 4B11A Criticisms in writing must include specific reference to titles, authors, publishers, and page numbers of each individual item against which charges are made.
- 4B11B When such criticisms are referred to the Chancellor, the Board of Trustees shall be notified and a committee of College personnel may be assigned to study and report on the criticisms. Interested lay citizens may be consulted. Results of such a study shall then be reported to the Board of Trustees for further action.
- 4B11C The discussion of controversial issues in the classroom is essential to the development of informed and responsible citizens. Instructors are to be encouraged to provide opportunities for the development of clear thinking, balanced judgment, intelligent choices, and an understanding of the methods and devices of propaganda.

In such activities, instructors shall emphasize loyalty to the United States, the importance of good citizenship, and vigilance in protecting our freedom and shall refrain from using classroom privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

4B12 Personal Expression and Advocacy

The College staff is authorized to establish regulations for students and staff which will affirm the rights of free expression and advocacy and to assure that, in their exercise, the rights of all members of the College community are protected. Principles and regulations relating to persons other than students and staff are hereby established.

- 4B12A Regulations shall be established by the College staff regarding the time, place, and manner of public delivery of speeches and for gathering. The regulations shall assure that orderly conduct prevails, that there will be no interference with free flow of traffic, that there will be no disturbance of offices, classes or study facilities, and that there will be no harm to property.
- 4B12B The conduct of these activities shall be consistent with all civil laws.
- 4B12C Use of available media on campus shall be regulated as to reasonable time, place, and manner. Since the function of the College is education, any use of media that diminishes that function shall be avoided.
- 4B12D Students shall be held responsible for the manner in which they advocate. The College staff shall exercise disciplinary procedures for breach of these regulations in the same manner as with other student violations. An appeal procedure may be established to review administrative judgments regarding the exercise of advocacy.

4C Academic Regulations

- 4C1 Credit by Examination – Credit may be granted to any student, who satisfactorily passes an authorized examination approved by discipline faculty and conducted by a designated authority of the College. The College President or designee shall establish administrative procedures to implement this policy. (See Procedure 4C1) Such credit may be granted only to a student who is registered at the College and is in good standing, and only for a course listed in the College catalog.
 - 4C1A The District may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded.
 - 4C1B Colleges may use Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) examinations to award credit or placement as approved.

4C1C Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.

4C2 Credit from Other Institutions - Colleges of the Kern Community College District may accept lower division transfer credits only from schools and colleges that are accredited by regional accrediting commissions. See Procedure 4C2, Credit Allowed from Other Institutions.

4C3 Credit for Military or Public Service - Credit for military service and for course of study taken while in the military service may be allowed upon verification and evaluation. All such credit shall be designated on the student's permanent record as credit earned while in the armed service.

4C3A A maximum of two (2) units of credit may be granted to a student for honorable service in the Armed Forces or public service similar to Peace Corps. The minimum service period for earning these two (2) units shall be the usual period of basic training or indoctrination.

4C4 Academic Regulations *(Approved July 8, 2010)*

Grades (Title 5, Section 55758)

4C4A Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. Courses falling in the categories of Pass/No Pass (used after January 1, 2009) or CR/NC (used prior to January 1, 2009) must be designated as such in the college catalog. *(Revised June 12, 2008)*

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less than Satisfactory	1
F	Failing	0

P	Pass (at least satisfactory-units awarded not counted in GPA) (Any reference to the "P" symbol shall be deemed to include the "CR" symbol. "P" will be used effective January 1, 2009.)	
NP	No Pass (less than satisfactory, or failing-units not counted in GPA) (Any reference to the "NP" symbol shall be deemed to include the "NC" symbol. "NP" will be used effective January 1, 2009.)	

I" Incomplete:

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in-lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one (1) year following the end of the term in which it was assigned. Students may petition through the instructor for an extension of time as a result of extenuating circumstances. In the absence of the instructor for an extended period of time, the student may petition the Vice President, Instruction, for an extension. The "I" symbol shall not be used in calculating units attempted nor for grade points. *(Revised March 16, 1995)*

IP" In Progress:

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is *in progress*, but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages.

The mark "IP" cannot be given more than twice for any particular course. If a student enrolled in an *open-entry, open-exit* course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor shall assign a grade (A, B, C, D, F, NC, or CR) to be recorded on the student's permanent record for the course.

"RD" Report Delayed:

The "RD" symbol may be assigned by the registrar when there is a delay in reporting the grade of a student as a result of circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

"W" Withdrawal (Revised January 12, 2012)

Withdrawal from a class or classes is authorized through sixty percent (60%) of a course. The academic record of a student who remains in a class beyond the last day noted above must reflect a symbol authorized in **Policy 4C4A** of this part, other than a "W".

A student may withdraw from a class or classes in extenuating circumstances after sixty percent (60%) of the course, upon approved petition of the student or representative after consultation with the instructor. The petition must be approved by the College President or designee. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws during approximately the first twenty percent (20%) of a course.

Withdrawal between approximately twenty percent (20%) of a course and sixty percent (60%) of a course shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the Colleges shall permit withdrawal at any time during the term with no adverse impact on a student's academic record or enrollment status. (Effective January 1, 1990)

4C4B Each College shall designate in the catalog those courses and the number of courses in which students may be evaluated on a *credit-no-credit* basis. Students must elect this option no later than the end of the fourth (4th) week or the first thirty percent (30%) of the term. (Title 5, Section 55752)

4C4C **Grade Changes** (Title 5, Section 55025) See **Procedure 4C4C** of this Manual for procedures on grades changes (Revised 9/27/11)

The instructor of each course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of mistake, fraud, bad faith, or incompetence shall be made by the College Chief Academic Officer after consultation with the student, the instructor, and the Division/Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.

4C4C1 When students request a grade change, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available or does not respond to communications within a reasonable length of time, the student has filed a discrimination complaint, or the District determines that it is possible there has been gross misconduct by the original instructor.

4C4C1A **Expunging Incorrect Grades**

See **Procedure 4C4C** for expunging incorrect grades.

4C4D **Course Repetition** (Title 5, Sections 55040, 55041, 55042, 55043, 55044, 55045, 56029) See **Procedure 4C4D** of this Manual for procedures on Course Repetition. (*Revised May 6, 2011*)

4C4D1 A student may repeat a course under one (1) or more of the following circumstances.

4C4D1A A student may repeat once for credit a course taken at a regionally accredited college or university for which a grade of "D", "F", or "NC", or "NP" was received, and may petition for a second repeat under these circumstances.

Upon determination of course equivalency by the College and upon petition by the student, the previous grade and credit shall be disregarded in the computation of grade point averages.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. [Title 5, Section 55046(a)]

4C4D1B A student may repeat a course for which a grade of "A," "B," "C," "CR," or "P" was received only upon petition and with the written permission of the College President or designee based on a finding that extenuating circumstances exist which

justify such repetition. Upon confirmation of extenuating circumstances, such as verified cases of accidents, illnesses, or other circumstances beyond the control of the student, the previous grade and credit shall be disregarded in the computation of the grade point averages.

- The student's previous grade is at least part the result of extenuating circumstances.

Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

4C4D1C A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The course may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

4C4D2 A student may repeat a course not expressly authorized in Policy 4C4D1 above with the following provisions.

4C4D2A The course is identified as repeatable in the College catalog.

4C4D2B The number of times the course may be repeated [a maximum of three (3)] is specified in the College catalog.

4C4D2C For course repetition under this section, students will pay the normal enrollment fee.

4C4D3 The College shall determine the courses which are repeatable under Policy 4C4D2 above based on the following criteria:

4C4D3A The course is one in which the course content differs each time it is offered.

4C4D3B A student who repeats the course is gaining an expanded educational experience for one (1) of the following reasons: (a) skills or proficiencies are enhanced by supervised repetition and practice within class periods, or (b) active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained.

4C4D3C Grades posted for the repeated courses authorized in this section will be used in calculating grade point averages.

4C4D4 Students who are authorized to repeat a course under Policy [4C4D1](#) above will have the new grade recorded on the permanent academic record with an appropriate symbol which designates a repeated course. Procedures related to course repetition shall be published in each College catalog.

4C4D5 The Colleges may permit a student with a disability to repeat a specially designated class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029, as follows:

- Continuing success in other courses is dependent on the repetition of the specially designated class.
- Repetition of the specially designated class is essential for the student's preparation for other regular or special classes.
- The student has an SEC (Student Educational Contract) that involves a goal other than completion of the specially designated class, and repetition of the course will further the achievement of that goal.

In this category of courses the previous grade and credit is to be disregarded in computing the student's GPA each time the course is repeated.

4C4D6 If a student earns any combination of "D," "F," "W," "NP," or "NC" on two attempts in a course, that student cannot register for a third time without the signature of the instructor and the faculty chair of the department. Subsequent attempts will only be considered for documented extenuating circumstances and upon petition by the student.

4C4D7 The Colleges may permit or require the repetition of a course where the student received a satisfactory grade the last time he or she took the course, but the College determines that there has been significant lapse of time since the grade was obtained; and

The college has properly established a recency prerequisite for the course under consideration. The College Curriculum Committees are authorized to define the "significant lapse of time" issue on a course-by-course basis.

4C4E Academic Renewal

Reference:
Title 5 Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The District Chancellor shall establish procedures that provide for academic renewal.

At least two years have elapsed since the coursework to be alleviated was recorded; at least eighteen (18) units of satisfactory coursework with a GPA of 2.5 have been completed subsequent to the coursework to be alleviated; and the student would initiate the request for academic renewal. This written petition will go to the Vice President or designee.

4C5 Standards for Probation (Title 5 Section 55754)

4C5A **Academic Probation**--A student who has attempted at least twelve (12) cumulative semester units at one of the colleges of the Kern Community College District shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 while enrolled at that particular college. See [Procedure 4C5A](#) of this Manual.

4C5B **Progress Probation**--A student who has attempted at least twelve (12) cumulative semester units at one of the colleges of the Kern Community College District shall be placed on progress probation when the percentage of all units for which entries of "W," "I," and "NC" reaches or exceeds fifty percent (50%) while enrolled at that particular college.

4C5C Each member College shall make every reasonable effort to provide counseling and other support services to a student on academic or progress probation and to help the student overcome any academic difficulties. A student on academic or progress probation may be limited by the College to specified courses and the number of units which may be attempted.

4C5D **Removal from Probation** (Title 5, Section 55755)

4C5D1 A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

4C5D2 A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

4C6 Disqualification and Reinstatement

See **Procedure 4C6** of this Manual.

4C6A A student who has been placed on academic probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

4C6B A student who has been placed on progress probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of "W," "I," and "NC" was less than fifty percent (50%), in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

4C6C For purposes of Policies **4C6A** and **4C6B**, above, semesters shall be considered consecutive on the basis of student enrollment (i.e., fall semester followed by a fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled.)

4C7 Remedial Coursework Limitation *(Revised February 5, 2009)*

4C7A A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods or procedures.

4C7B Remedial coursework refers to non-degree applicable basic skills courses as defined in Section 55000 of Title 5. Non-degree applicable basic skills courses are those courses in reading, writing, computation, and English as a Second Language which are designated by the District as non-degree applicable credit courses pursuant to subdivision (b) of Section 55002 of Title 5.

4C7C Beginning Fall 1990, no student shall receive more than thirty (30) semester units of credit for remedial coursework within the Kern Community College District, except as noted in Policies 4C7D and 4C7E below.

4C7D The following students are exempted from the limitation on remedial coursework:

- Students currently enrolled in one (1) or more courses of English as a Second Language.

- Students identified by the College Disabled Student Program as having a learning disability.

4C7E The College President or designee may waive the thirty (30)-unit limitation on remedial coursework for any student who shows significant, measurable progress toward the development of college-level skills. The waiver of limitation may be granted for a maximum of fifteen (15) semester units, which must be completed within two (2) consecutive academic years.

4C7F Students who have exhausted the thirty (30)-unit limitation, unless provided with a waiver, shall be referred for further remedial work to appropriate adult non-credit education services provided by a college, adult school, or other appropriate local providers.

4C7G Students approaching the thirty (30)-unit limit shall be informed regarding their academic and/or progress status.

4C8 Attendance

4C8A Each College will develop and publish procedures related to attendance of students.

4C8B The District will develop attendance accounting procedures in accordance with established State law and regulations. (See [Procedure 4C8B](#) of this Manual for the Apportionment Attendance Report Checkoff List.)

4D Graduation (Title 5, Sections 55800-55810, 55063; Education Code Section 66701, 66745-66749 71066, 72285, and 78204). These graduation requirements are effective with the 2009-10 catalog. *(revised 6/2014)*

4D1 Minimum Graduation Requirements--To graduate from a District College, the student must meet the following requirements:

4D1A An Associate in Arts or Associate in Science degree is awarded those who complete sixty (60) units of associate degree-applicable credit courses with at least a 2.0 grade point average in all courses undertaken at any accredited college. Each College shall implement and may expand the minimum graduation requirements and shall report such action to the governing board.

4D1B Twelve (12) units of the total must be completed in residence at the College that grants the degree.

4D1C Eighteen (18) units of study must be completed in a discipline, or from related disciplines, as listed in the Community Colleges *Taxonomy of*

Programs. Each course counted in this section must be completed with a grade of “C” or better, or a “P” if the course is taken on a pass/no pass basis.

- 4D1D Eighteen (18) semester units of general education must be completed and shall include at least one (1) course in each of the following areas: (1) Natural Sciences, (2) Social and Behavioral Sciences, (3) Humanities, and (4) Language and Rationality. A course designated by each College as meeting the *Multi-Cultural or Diversity* requirement must be taken in at least one of these four (4) areas. Courses counted to meet this general education requirement must be completed with a grade point average of 2.0 or better.
- 4D1E Students must demonstrate competence in reading, written expression, and mathematics through courses or examination as noted in Sections 4D1E1, 4D1E2, and 4D1E3 below.
- 4D1E1 Competence in written expression, shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as “Freshman Composition,” or another English course at the same level and with the same rigor, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified English course.
- 4D1E2 Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as “Intermediate Algebra,” or another mathematics course at the same level, with the same rigor and with “Elementary Algebra” as a prerequisite, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified mathematics course.
- 4D1E3 Demonstrated competence in reading shall be locally determined.
- 4D1F Since an understanding of wellness is an important attribute of a generally educated person, and for the general population as well, students must develop an understanding of the human condition as an integrated being regarding health and wellness. This requirement will be met by a minimum three (3) unit combination of health related courses, and/or physical education activity course or courses, as determined by the Colleges excluding degrees for transfer pursuant to Education Code section 66746(b)(1)(A).

4D2 **Certificates**– The Colleges of the Kern Community College District may award credit and non-credit certificates consistent with Sections 55070 and 55155 of Title 5. (*Revised April 8, 2010*)

4D2A Following Title 5, Section 55070, the Colleges may award a Certificate of Achievement for the completion of an 18-unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the State Chancellor. This Certificate of Achievement may not be given any other designation, and may not consist solely of Basic Skills and/or English as a Second Language courses. Awarding of the Certificate of Achievement indicates successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented toward career or general education.

4D2B Certificates may be awarded for fewer than 18-units as defined in Title 5, Sections 55070 (b) and (c).

4D2B1 The Colleges may award Certificates of Achievement for completion of a 12-17-unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the State Chancellor.

4D2B2 The Colleges may award locally approved certificates with fewer than 18-units that certify that a student has completed a credit course or a sequence of credit courses to meet documented workplace needs/standards by demonstrating a level of knowledge, skill(s), and ability(ies) sufficient to earn a minimum grade of “C” in each required course. Such certificates shall be designated Job Skills Certificate and must be recommended by the Curriculum Committee and the College President, and approved by the Board of Trustees. These Certificates cannot be noted on transcripts.

4D2C Academic Programs leading to a Certificate of Achievement shall be noted in the College catalog.

4D3 **Non-credit Courses** (*Revised April 8, 2010*)

4D3A Following Title 5, Section 55155, non-credit programs leading to a Certificate of Completion or Competency must be approved by the College Curriculum Committee, Board of Trustees, and the State Chancellor.

4D3B Non-credit Certificates may not be referred to as Certificates of Achievement.

4D3C Academic programs leading to a non-credit Certificate shall be noted in the College catalog.

4D4 **Honorary Degrees**, (California Education Code, Sections 70902 and 72122)
(Revised December 11, 2008)

4D4A The Board of Trustees may award an honorary associate degree to an individual who has distinguished himself or herself in a manner that the Board regards as worthy of recognition. See [Procedure 4D4](#) of this Manual for procedures on Honorary Degrees.

4D4A1 Criteria for awarding the honorary degree include the following:

- a. Extraordinary support of the district or its colleges to further its programs, activities, or capital construction
- b. Extraordinary service to the community served by the district or its colleges
- c. Extraordinary achievement in the individual's chosen field of endeavor

4D4A2 The Board of Trustees may hold closed sessions to consider the conferring of honorary degrees. (California Education Code, Section 72122)

4E **Emergency First Aid**--Each College shall provide appropriate emergency first aid for students. The confidentiality of student health records shall be maintained. (Education Code Sections 72244-72246)

4F **Student Activities and Organizations**

4F1 Intercollegiate Competition--All intercollegiate athletic competition is regulated by the athletic codes of the Commission on Athletics California League of Community Colleges or designee and the conferences of which each College is a member.

4F1A The College President shall assure that athletic programs comply with the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

4F1B The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

4F2 **Associated Student Bodies** - The associated student bodies of the Colleges are recognized as advisory bodies to the Board of Trustees and are subject to the control and regulation of the Board of Trustees. Advisors to student governments shall be selected on each campus in accordance with criteria and procedures established by each campus.

4F2A The Colleges shall establish procedures to ensure students the opportunity to express their opinions and to ensure that these opinions are given every reasonable consideration and the right to participate effectively in District and College governance.

4F2B The associated student bodies may engage in any activities, including fundraising activities which have been approved by the College President or designee. No hazing activities as defined by the California Education Code §32050 may be practiced by any organization or its members.

4F2C The associated students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the College. (Education Code Section 76061) Any student elected as an officer in the associated students shall meet both of the following requirements:

1. The student shall be enrolled in the district at the time of election and throughout his/her 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.

4F3 **Clubs and Organizations** - Clubs and organizations will be organized in conformity with procedures established by each College. Clubs will be supervised by an advisor. Clubs shall establish aims which are educational and compatible with College and/or community interest. Exploitation of the name of the College or District shall not be permitted. There shall be no secret fraternities, sororities, or clubs.

4F4 **Student Political Club Activity** – Any student political club which is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of such organization by College authorities and no interference with the regular education program of the College.

4F5 **Dances, Parties, Picnics, Etc.** - No class, club or organization sponsored by the College may hold parties, picnics, or dances off the campus except with specific permission from the College President or designee. Insofar as possible, all student activities shall be held on the College campus.

4F6 **Student Finances**

4F6A Associated student funds shall be deposited in the College business office and disbursed by the College President or designee. The funds shall be deposited, loaned or invested in one or more of the ways authorized by law. The funds of the associated students shall be subject to an annual audit. All funds shall be expended according to procedures established by the associated students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

1. The College President or designee
2. The employee who is the designated advisor of the particular student body organization
3. A representative of the student body organization (Education Code Sections 76063-76065)

4F6B Student organization activities shall be self-supporting. Associated student body funds should serve the student body as a whole.

4F6C Student organizations, including associated student bodies, shall be granted the use of District facilities in accordance with Policy 3B and Procedure 3B1(a), Guidelines for Use of District/College Property/Facilities, of this Manual.

4F6D Student organizations shall prepare budgets of anticipated income and expenditures for each school year to serve as operating guides for the year's activities. Activities will be limited by the actual funds available, not by the budget.

4F6D1 The annual operating budget for each associated student body shall be submitted to the Board of Trustees for information only by May 1 of each year.

4F6E Associated student body funds shall be audited annually by a firm selected by the Board of Trustees.

4F6F No dues are to be levied or money collected by any class, or club, or any other organization without first securing permission from the College President or designee.

4F6G All business and employment contracts entered into on behalf of student organizations, including associated student bodies, must be approved in accordance with District procedures.

4F6H Each student organization shall adopt procedures for expenditure of student organization funds. Each expenditure must be approved by a representative of the student organization, the advisor of the student organization, and the College President or designee prior to expending student funds.

4F6H1 The advisor of each student organization shall provide guidance and information to students to make decisions and ensure that expenditures of funds benefit the entire student organization and are not contrary to law or public policy.

4F6H2 A student organization may appeal a decision to not authorize an activity or expenditure.

4F7 Student Conduct

Reference: Education Code §§66017, 66301, 76020, 76030, 76031, 76036, 76037
Health and Safety Code §11014.5

Since public education is furnished by the people, it is a privilege. The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses, requires that student conduct must reflect the standards of appropriate behavior as defined in pursuant the Education Code. See **Procedure 4F7** of this Manual for Student Complaint Hearing Panel Procedures.

4F7A Students shall respect constituted authority. This shall include conformance to Federal and State laws, Board regulations, College regulations, and applicable provisions of civil law.

4F7B The District expects students to conduct themselves in a manner consistent with the educational purposes of the College. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the College community. (For specific guidelines regarding conduct, see Policy **4F7D** of this Manual.)

4F7C College personnel are responsible for communicating appropriate student conduct and for reporting any violations thereof, and the College President or designee shall have the right to administer suitable and proper corrective measures for misconduct.

4F7D The Board of Trustees, the College President or designee may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board

of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. As used in this section, *good cause* includes, but is not limited to the following offenses that may result in the imposition of sanction(s) (See [4F7E](#) of this Manual):

“Good cause” may be established by using appropriate investigation standards, such as:

- Interview of witnesses
- Review of Campus Security Report, if applicable
- Review of written statements, if applicable
- Review of pertinent documents, if applicable
- Review of any other evidence, if applicable

1. Persistent or gross acts of willful disobedience and/or defiance toward College personnel.
2. Assault, battery, or causing, or attempting to cause, or threatening to cause physical injury to a student or District employee.
3. Verbal abuse of a student or College employee. This includes, but is not limited to: defamation, obscenity, or “fighting words.”
4. Willful misconduct that threatens the health or safety of an individual or which results in injury or death to a student or District personnel at an event sponsored or supervised by the College.
5. Theft of or damage to the property of the College, another student, or staff.
6. Interference with the normal operations of the College (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions).
7. Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.
8. Unauthorized entry into, or use of, College facilities, equipment, materials, or supplies.
9. Abuse of and/or tampering with the registration process.
10. Forgery, falsification, alteration, or misuse of College documents, records, or identification.

11. Dishonesty such as cheating, plagiarizing, or knowingly furnishing false information to the College and its officials.

See **Appendix 4F7D** of this Manual for Student Conduct Definitions of Plagiarism and Cheating.
12. Disorderly, lewd, indecent, or obscene conduct.
13. Extortion.
14. Breach of the peace on College property or at any College-sponsored or supervised function.
15. The use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, or possession of, or offering, or negotiating the sale of any drug or drug paraphernalia as defined in California Health and Safety Code Section 11014.5 on campus or at any function sponsored or supervised by the College.
16. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities.
17. Smoking and/or the use of tobacco products inside all campus buildings and other unauthorized campus areas.
18. Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
19. Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
20. Harassment (verbal or physical or sexual) of any student or member of the College community. (Harassment is defined as an activity which causes substantial emotional distress and serves no legitimate purpose.) (See **Policy 7D2** of this Manual for a definition of sexual harassment.)
21. Gambling. With the exception of a lottery approved by the Attorney General of the State of California. (Appropriate forms are available through the District's General Counsel's Office.)
22. Engaging in discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, sexual orientation or any other status protected by law. (See **Policy 7D2**)

23. Intimidating conduct or bullying (including cyberbullying) against another student or District personnel.
24. Abuse of computer resources. (See **Policy 3E** of this Manual regarding Information Technology policies)
25. Abuse of or disruption to the student conduct and/or complaint process, including but not limited to:
 - a. Failure to obey the summons of a College official or appropriate committee.
 - b. Falsification, distortion, or misrepresentation of information before a College official or appropriate committee.
 - c. Disruption or interference with the orderly conduct of an official College proceeding.
 - d. Attempting to influence the impartiality of a member of an official committee prior to and/or during the course of, an official College proceeding.
 - e. Harassment and/or intimidation of any person involved in the conduct and/or complaint process, prior to, during, and/or after the proceeding.
 - f. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
 - g. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint process system.
 - h. Repeated filing of frivolous and/or capricious complaints against College personnel.
26. Violation of other applicable Federal, State, and local laws (e.g., hate crimes) and College rules and regulations.
27. Persistent, serious misconduct where other means of correction have failed to bring about proper behavior.
28. Assisting another person, or soliciting another person, in any of the offences listed in numbers 1 through 26 of this policy.

[See **Procedure 4F9(a)** of this Manual for Student Complaint Procedures]

4F7E **Sanctions**--In accordance with the provisions of Education Code Sections 76031 and 76037, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct, and more than one (1) of the sanctions listed below may be imposed for any single violation:

1. **WARNING:** Verbal notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. **CENSURE:** A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a College office or community agency for counseling or rehabilitative treatment;
3. **PROBATION:** Prohibition of the student by the Administration from participating in designated privileges of College activities for a period of up to one (1) semester or other stipulated requirements to conform to specified standards or conduct;
4. **RESTITUTION:** Reimbursement to the College, as directed by the Administration, for repair or replacement of District property misused, misappropriated, or damaged by the student;
5. **TEMPORARY REMOVAL:** A faculty member may remove a student from his or her class for the day of the removal and the next class meeting. The faculty member shall immediately report the removal to the College President or designee for appropriate action. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the faculty member of the class.

Whenever a minor is removed from a class, the parent or guardian shall be notified in writing by the College President or designee. If the student removed from class by a faculty member is a minor, the College President or designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the faculty member or the parent or guardian so requests, a College administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the faculty member of the class.

6. **SUSPENSION:** Exclusion from any or all classes and activities of the College and from use of any District facilities. The College President or designee may suspend a student for good cause as follows:
 - a. From one (1) or more classes for a period of up to ten (10) days of instruction.
 - b. From one (1) or more classes for the remainder of the school term.
 - c. From all classes and activities of the College for one (1) or more terms.

In all cases of suspension, the student shall receive official notice from the College President or designee.

No student shall be suspended unless the conduct for which he/she is to be disciplined is related to College activity or campus attendance.

Suspensions of any student from the College shall be accompanied by a prompt hearing unless the charges have been disposed of administratively by mutual consent, or the student sends a written notification to the President of the College or designee indicating that he/she does not want to proceed with the hearing. [See **Procedure 4F7** of this Manual for Student Conduct Hearing Panel Procedures] If an immediate suspension is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended person for a hearing within ten (10) days of the suspension.

During the period of suspension, a student shall not be permitted to enroll in any College in the District.

The College President shall report all suspensions of students to the Chancellor of the District.

Whenever a minor is suspended from a College, the parent or guardian shall be notified in writing by the College President or designee. The parent or guardian of the student shall be asked to a conference regarding the removal; and

7. **EXPULSION:** Termination of the student status by the Board of Trustees on the recommendation of the Chancellor.

No student shall be expelled unless the conduct for which he/she is to be disciplined is related to College activity or campus attendance.

Expulsion of any student from the District shall be accompanied by a prompt hearing. [See **Procedure 4F9(b)** of this Manual for Student Conduct Hearing Panel Procedures]. If an immediate expulsion is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the expelled person for a hearing within ten (10) days of the expulsion.

In cases of expulsion, the Chancellor or designee shall recommend action to the Board of Trustees after receiving the College President's recommendation and supporting documentation, including the hearing panel's recommendation and the hearing record.

After Board action, the Chancellor or designee shall notify the student by registered mail, return receipt requested. The expulsion may be for a specified or unspecified time and shall be from all Colleges, programs, and activities of the District.

In expulsion for an unspecified time, the student may, after a reasonable time, request the College President to remove the expulsion. If the College President

approves the request, he/she shall make that recommendation to the Chancellor or designee who may recommend to the Board that the expulsion be removed. The Chancellor or designee shall notify the student of the Board's action.

4F7F The College President or designee shall report any violation of Penal Code Section 245 (assault with a deadly weapon) or Civil Code Section 52.1 and Penal Code Sections 422.6 through 422.95 (hate crime) to the appropriate law enforcement authorities. (Education Code Section 76035)

4F7G At a minimum, an instructor who determines that a student has cheated or plagiarized has the right to assign an "F" grade for the assignment or examination. However, each College may impose additional penalties as appropriate to their respective College discipline procedures. (See [Appendix 4F7D](#) of this Manual for the definitions of plagiarism and cheating.)

4F7H Violation or violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for the suspension or expulsion of a student from a community college.

4F8 Student Records, Directory Information, And Privacy

References:

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.;

20 U.S. Code Section 1232g(j);

WASC/ACCJC Accreditation Standard II.C.8

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

The District Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her 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 names, address, e-mail address and telephone number.
- 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.

4F9 **Student Complaint Policy** – The Vice President, Student Services, or designee shall be responsible for the administration of the student complaint policy. See Procedures 4F9(a and b) of this Manual for the Student Complaint and Hearing Panel procedures.

4F9A This student complaint policy is designed to consider an alleged wrong against a student. Efforts will be made to resolve a complaint in a timely and fair manner.

4F9B Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. See Procedures 4F9(a and b) of this Manual for the Student Complaint and Hearing Panel procedures.

4F10 **Students with Chronic Communicable Diseases or Infectious Conditions**

Students with Chronic Communicable Diseases or Infectious Conditions – The college President or designee shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of the communicable diseases in students (Education Code §76403). A student with identified chronic communicable disease or infectious condition may attend College whenever, through reasonable accommodation, the risks associated with the disease or condition are outweighed by the detrimental effects resulting from the student's exclusion from the College and/or classes.

4F10A Decisions on student participation will be made using the above standard in conjunction with the current, available public health department guidelines concerning the particular disease or condition, the physician's recommendations, the law and the factual assessment of the following:

- the risks associated with how the disease or condition is transmitted;
- the risks associated with how long the carrier is infectious;
- the risks associated with the disease's or condition's potential harm to others;

- the risks associated with the probability of the disease or condition being transmitted in the College setting; and
- whether, after taking into account the above, the College can reasonably accommodate the individual who carries the disease or condition without incurring undue financial or administrative burdens.

4F10B Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease or infectious condition may attend College shall be made in accordance with established procedures relying primarily upon the physician's recommendation based on public health guidelines.

4F10C The District shall respect the right of privacy of any student who has a chronic communicable disease or infectious condition. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to others.

4F11 Students and Staff with Disabilities (Service Animals)

The Kern Community College District shall adhere to the wording and the spirit of the Federal Americans with Disabilities Act (ADA) and accompanying laws and regulations that protect persons with disabilities in the State of California.

The District's goal is to remove barriers to ensure that all qualified employees or students with disabilities are not excluded from or denied the benefits of services, programs, or activities because District facilities are inaccessible or unusable. The District, in terms of existing structures or new construction, shall make every reasonable effort to remove existing architectural barriers to the disabled and/or provide architectural access.

To the best of its ability, the District shall also furnish disabled students and staff with appropriate aids and instructional services in order to provide an equal opportunity to participate in the services, programs, or activities conducted by the Colleges. The District will allow an individual to use a service animal in District facilities and on District campuses in compliance with state and federal law. (See **Procedure 7D3**)

The District shall designate a coordinator for the ADA related activity at each of its Colleges. The coordinator shall monitor compliance efforts, investigate complaints, complete an initial ADA self-evaluation, and update this evaluation at least every three (3) years.

The ADA complaint procedure to be utilized shall be that described in **Procedure 7D4A.**

4G **Drug and Alcohol Screening for Students in Allied Health Programs**

(Added November 19, 1992)

- 4G1 As a condition of admission to any Allied Health Program, with a clinical component, in the Kern Community College District, all students are required to submit to and pass a designated drug and alcohol screen.
- 4G2 If the Kern Community College District has a contractual arrangement with an outside organization and the outside organization requires drug screening of Allied Health Program students in that contractual program, these students must submit to and pass a drug screen.
- 4G3 All Allied Health Program students must sign a statement that they agree to immediate monitored drug and alcohol testing at College expense upon request of a program instructor and/or the director of the program at any time while a student is in the program. Drug and alcohol screening shall be requested whenever there is reasonable suspicion that a student is under the influence of alcohol or drugs.
- 4G3A Students with verified positive test results for alcohol, any illegal drug, or the abuse of prescribed or over-the-counter medication or mind altering substances will be dropped from the program. Readmission will be contingent upon satisfactory completion of an approved rehabilitation program.
- 4G3B If a student who has been readmitted after successfully completing a rehabilitation program fails a subsequent drug or alcohol test, the student will be dropped from the program and will be disqualified for readmission.
- 4G3C All information regarding drug and alcohol testing and resulting rehabilitation will be kept confidential and will be maintained in a file separate from the students' regular file in the office of the director of the program.
- 4G4 Each College shall develop procedures to implement **Policy 4G.**

4H **Student Credit Card Solicitation**

- 4H1 Credit card companies marketing "student credit cards" may not engage in solicitation on campus without the prior approval of the College President or designee.
- 4H2 Each College of the Kern Community College District is required to develop and adopt procedures regulating the marketing of "student credit cards,"

and these regulations are to be on file in the Office of the College President or designee.

- 4H3 Credit card company representatives seeking prior approval for solicitation of “student credit cards” must secure a copy of the College’s procedures that regulate the marketing of “student credit cards” on campus, must appear in person with full identification when seeking approval, must pay the vendor fee established by the Colleges, and must abide by the College’s regulations at all times.
- 4H4 Failure on the part of the credit card company to meticulously observe the regulations governing “student credit card” solicitation will result in immediate expulsion from the campus, and will also result in the firm being banned from campus for the purpose of credit card marketing for a three-year (3-year) period.
- 4H5 Credit card company representatives who, without prior approval, appear on campus for the purpose of marketing “student credit cards” will be immediately expelled from the campus, and their firm will be denied subsequent access for a five-year (5-year) period.

4I Criminal Background Checks

4I1 Students in Allied Health Clinical Programs

- 4I1A As a result of safety considerations and facility limitations, and pursuant to standards of the Joint Commission on Accreditation of Healthcare Organizations, enrollment in Allied Health Program courses involving placement in clinical facilities is limited to those students who undergo a criminal background check, which does not disclose certain convictions and pending charges. Background checks are required for registration in clinical courses, but are not required as a condition of enrollment in the Allied Health Program. A student who does not remain continuously enrolled in the Allied Health Program will be required to undergo a new criminal background check upon re-enrollment.

Students admitted to an Allied Health Program that will require a criminal background check for enrollment in the clinical phases of this Program at some future date, must be properly notified at the time of admission to the Program that this background check is a requirement for clinical phases of the program. *(See Procedure 4F9(a)(b))*

- 4I1B Students will not be permitted to enroll in Allied Health courses involving placement in a clinical facility if a criminal background check discloses a conviction (or a pending charge) for an offense for which (1) the clinical facility's policy does not permit participation, or (2) the law does not

permit participation. If a participating alternate clinical facility is available, the policy of which would not bar the student's participation, the District shall make an effort to place the student in the alternate facility, assuming the student qualifies and space is available.

411C Students who are not permitted to enroll in a clinical course as a result of the enrollment limitation described in this Procedure, but who provide satisfactory evidence that they should be permitted to enroll, may seek entry into the course according to a challenge process as described in Board Policy 4A4.

411D The District may charge participating students a fee to cover the cost of obtaining and processing a criminal background check if the student does not wish to obtain his or her own background check.

412 Students in Child Development Laboratory Courses

412A Students enrolled in Child Development Laboratories, which require the students to be in contact with children who are enrolled at the Centers, are required to secure a criminal background check.

412A1 Students seeking to enroll in Child Development Laboratory courses that require the students to be in contact with children must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date, and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the Center, as necessary).

For students under age eighteen (18), parental consent will be required. The District and Colleges shall maintain any information received in strict confidence, in a secure location. In the event enrollment in a Child Development Laboratory course that puts the students in contact with children enrolled at the Centers is denied for causes related to the background check, the District shall notify the student of the action taken, the name, address, and telephone number of the agency furnishing the report, the student's right to obtain a free copy of the report, and the student's right to dispute the accuracy or completeness of any information in the report.

412A2 Students will not be permitted to enroll in Child Development Laboratory courses that put students in contact with children if a criminal background check discloses a conviction (or a pending charge) for an offense for which the child development facility's policy does not permit participation, or the law does not permit participation.

4I2A3 Students who are not permitted to enroll in Child Development Laboratory courses that put them in contact with children enrolled at the Centers as a result of enrollment limitation described in this Board Policy, but who provide evidence that they should be permitted to enroll, may seek entry into the course according to the challenge process described in Board Policy 4A4B.

4I2B Regardless of the number of hours employed, all employees assigned to Child Care Centers are required to secure a criminal background check as a condition of their employment. This includes professional employees, classified employees, and student employees.

4I2B1 With respect to this requirement, employees should refer to Policy 4I2A1, above, regarding required information and the rights of employees.

4I2B2 Prospective employees referred to in Policy 4I2B, above, should refer to Policy 4I2A2 regarding the consequences to employment in failing to satisfy the criminal background check.

4J Academic Calendar - Reference: Education Code Section 70902(b)(12)

The District Chancellor shall, in consultation with the appropriate constituency groups, develop and submit to the Board of Trustees for approval an academic calendar.

The work year calendar is a mandatory subject of bargaining under Government Code Sections 3540 et seq. and must be negotiated in those districts where the faculty are represented by an exclusive representative and negotiate a collective bargaining agreement.

4K Sexual and other Assaults on Campus

*Reference:
Education Code Sections 67385, 67385.7, and 67386, and
34 Code of Federal Regulations Section 668.46.*

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about

preventing sexual violence is provided and publicized as required by law. (See AP 4K1)[**AP4K1 is currently being reviewed]

Procedure

Procedure 4A3(a)

Matriculation Component Exemption Criteria

Consistent with the provisions of AB 3, Sections 78212-78214, and Title 5, Section 55532, the following Exemption Procedures for Assessment, Orientation, and Counseling/Advising are in effect for the Colleges of the Kern Community College District.

Except as noted below, all students shall be required to complete the four (4) matriculation components: assessment, orientation, counseling/advising, and a Student Educational Plan (SEP). The Vice President, Student Services, or designee may, upon appeal, exempt students from the above-noted components, for circumstances not covered by this procedure.

Counseling/ Exemption Criteria	Assessment	Orientation	Counseling / Advising	SEP
1 --Students who have completed an associate degree or higher.	X	X	X	X
2 --Satisfactory completion of course work equivalent to college-level English and college-level math, or completion of State Approved Assessment.	X			

Approved by Chancellor's Cabinet 2/28/12

Procedure
4A3(b)

Procedures for Registration and Collection of Enrollment Fees

- 1) Priority registration appointments are scheduled prior to open registration. **[See Priority Registration Procedure 4A3(c).]**
- 2) In person registration will be available for courses requiring instructor or departmental approval.
- 3) Students not in good academic standing or having a hold that prevents registration will not be allowed to register until they have obtained clearance from appropriate College personnel.
- 4) Students with two (2) or more or a combination of any two (2) or more “D’s”, “F’s”, “W’s”, “NP’s” in a single course will be prevented from registering for that course until they have obtained clearance in accordance with the College’s established procedures.
- 5) Students are required to complete an Admissions or Update form prior to registration every term. These forms may be completed on the web.
- 6) At the time of registration students can check their class schedules and their account information via the web.
- 7) Enrollment fees are due at the time of registration. (**See Board Policy Policy 4A7** regarding penalties for failure to pay enrollment fees by the due date.)

Approved by Chancellor’s Cabinet 2/28/12



Order of student registration is, in part, mandated by California legislation.

Order of Priority Registration

Priorities 1-5 require completion of assessment, orientation, and counseling/advising plus the completion of an abbreviated Student Educational Plan.

Priority 1	Active-duty Military; Veterans; Foster Youth*; Former Foster Youth**; DSPS; EOPS; CalWORKS
Priority 2	Honors Students, Presidential Scholars, Dean’s List, Student Athletes ***
Priority 3	Continuing Students (excluding students on academic standing probation 2) with less than 100 units earned (excluding units in basic English, math, or English as a Second Language)
Priority 4	Graduating high school seniors in the KCCD service area
Priority 5	First-term students not included above

*Foster youth—a person who is currently in foster care

**Former foster youth—a person who is an emancipated foster youth and who is up to 24 years of age

***Student groups noted for registration in Priority 2 are special populations designated by the colleges

Priority Registration Appeal

_____ @ _____

Last Name First Name Middle Initial Student ID Number

@email.COLLEGE.edu, Student Phone Number

Student Email, Semester Year

Appeal process requirements:

- Only students with 100+ units completed at a Kern Community College District College may appeal.
- Appeals must be submitted no later than 10 working days prior to the first day of priority registration.
- A copy of the student's current Student Education Plan (SEP) must be attached.
- Appeals will be considered for extenuating circumstances only
- If the appeal is granted, the appeal does not guarantee enrollment in specific courses
- The appeal is term specific and, if granted, permits registration on **Day 3** of priority registration.

Please check one or more of the options below:

This is my last community college semester, and I need specific courses to graduate or transfer. List the specific courses required to complete graduation or transfer:

The course I need is only offered once per year. List the name of the course:

I must register in a specific course that is part of a required sequence. List the name of the course:

I have demonstrated significant academic or progress improvement (2.0 in the last term or 50%) completion.

I must register in a specific course that is required for my employment.

Job Title: _____ Employer: _____

Required Course: _____

Other (list the specific reason & name of courses):

Explain your request:

Write a detailed descriptive statement explaining why it is important you be granted priority registration. Be complete and thorough.

Student Signature

Date

FOR OFFICIAL USE ONLY:

Approved

Denied

College VP or Student Services (or designee) Signature

Date

Date/initials student notified

Date/initials priority entered

*Reviewed at Admin 03/03/14
Reviewed at Ch. Cab. 04/21/14
Reviewed at CC 10/28/14
Reviewed at ch. C. 11/18/14
Reviewed at CC 11/25/14*

Procedure for Adopting New Assessment Instruments

Only standardized assessment instruments which are on the State Chancellor's approved, provisional, or probationary list may be used as an indicator for placement into classes.

In 1989, the District Student Services Committee recommended, and the Colleges concurred in the selection of ASSET assessment instruments for use in placing students in courses. ASSET is approved by the State Chancellor's Office as an assessment instrument. All three Colleges use ASSET for course placement purposes. To change to other State approved assessment instruments is permissible, but only after due process.

Locally developed, College specific, assessment instruments which are approved by the State Chancellor's Office may also be used for placement purposes.

Each year ACT furnishes reports to the Colleges and the District with respect to the validity of the ASSET tests being used as compared with course grades.

Adopting New Assessment Instruments Already on the State Approved List

(1) A College may experiment with a State approved assessment instrument not currently in use by conducting a validity study that demonstrates that the proposed test or combination of tests is a significantly better placement instrument than the one currently in use for a course or a group of courses.

This validity study would first be presented to the College Student Services Committee for information, discussion, and recommendation. Any action recommending the use of an assessment instrument not currently in use will be forwarded to the District Student Services Committee for consideration and possible decision.

Procedure 4A3A (continued)

Adopting New Assessment Instruments Already on the State Approved List (continued)

- (2) On a pilot project basis, the District Student Services Committee may authorize the use of an assessment instrument(s) that is already on the State Chancellor's approved, provisional, or probationary list in order to determine whether or not this instrument is a better predictor of success than ASSET.

If the pilot project provides evidence of predictive validity that is equal or superior to those developed for ASSET, it will become a matter for the District Student Services Committee to decide whether or not to adopt the new instrument District-wide, or to permit local option.

Suggested criteria that might become factors in a recommendation or decision are:

- Predictive validity and reliability
- Cost
- Compatibility with computer assessment
- Compatibility with BANNER
- Ease of administration and scoring
- Time needed for testing
- Power test versus timed test

Adopting New Assessment Instruments that are Not on the State Approved List

If a College proposes to the District Student Services Committee an assessment instrument that is not on the State Chancellor's List, the steps required by the State Chancellor's Office must be followed in order to gain provisional or probationary status for that particular instrument for purposes of a pilot study.

Approved by Chancellor's Cabinet
January 28, 1997

Non-Resident Tuition Refund Procedures

- (1) The student shall be credited any excess non-resident tuition computed based on the units of current enrollment, if a student drops a course within:
 - Two (2) weeks after the starting date of the semester for a semester length course, or
 - A date calculated to be ten (10) percent from the starting date of a course other than semester length.

If a course is ten (10) days or less in length, the course must be dropped before the second (2nd) meeting to be credited a refund, computed based on units of current enrollment.

- (2) If a class is cancelled or rescheduled, the student shall be credited any excess non-resident tuition computed based on units of current enrollment.
- (3) A student entitled to receive the non-resident tuition must:

Apply for the refund before the end of the second consecutive semester of non-attendance (summer session is not considered a semester), and shall use the appropriate campus refund request form.
- (4) If a student does not apply for a fee refund within the timeframe noted in number three (3) above, the available funds will revert to the District.
- (5) Exceptions to these procedures must be approved by the College President or designee.

Approved by the Chancellor's Cabinet
August 26, 1986
Effective Spring, 1987

Revised 11/25/86
Renumbered 4/21/94
Revised 3/21/95

Enrollment Fee Refund

- (1) The student shall be credited any excess enrollment fee computed based on units of current enrollment, if a student drops a course within:
 - Two (2) weeks after the starting date of the semester for a semester length course, or
 - A date calculated to be ten (10) percent from the starting date of a course other than semester length.

If a course is ten (10) days or less in length, the course must be dropped before the second (2nd) meeting to be credited a refund, computed based on units of current enrollment.

- (2) If a class is cancelled or rescheduled, the student shall be credited any excess enrollment fee computed based on units of current enrollment.
- (3) A student entitled to receive the enrollment fee refund shall be issued such refund by the end of the second consecutive semester of non-attendance (summer session is not considered a semester)
- (4) In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the entire enrollment fee shall be refunded, unless academic credit is awarded.

Approved by Chancellor's Cabinet
11/9/10
Approved by the Consultation Council
11/16/10

Enrollment Fee Waivers

The following enrollment fee waivers are authorized by law:

1. Special full-time or part-time students enrolled in college courses **only** for high school credit are not subject to the enrollment fee, and no waiver or exemption is necessary. **(This is noted in the Student Fee Handbook, page four, paragraph four, but there is no legal citation, since this is a Constitutional matter. See Counsel Ralph Black's letter of September 23, 2004, which supports this ruling.)**
2. Children or dependents of a deceased or disabled veteran [Education Code Section 66025.3(a)(2)(A). This section also has other related categories of eligibility for waivers.]
3. Apprentices in courses of supplemental or related instruction (Section 3074.7 of the Labor Code and Education Code Section 76350)
4. Recipients of benefits under the Temporary Assistance to Needy Families (TANF) program [Education Code Section 76300(g)(1)]
5. Recipients of benefits of Supplemental Security Income/State Supplementary program [Education Code Section 76300(g)(1)]
6. General Assistance program recipients [Education Code Section 76300(g)(1)]
7. Students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Title 5, Section 58620 and Education Code Section 76300 (g)(2).
8. California State University or University of California students enrolled in remedial classes provided by a community college district on a campus of the University of California or a campus of the California State University, for whom the District claims an attendance apportionment pursuant to an agreement between the District and the California State University or the University of California [Education Code Section 76300(e)(2)].

Procedure 4A8C(b) (continued)

9. Any student, who at the time of enrollment is a dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the State, was killed [Education Code Section 72252(h)], died of a disability resulting from an event that occurred while in the active service of the State, or is permanently disabled as a result of an event that occurred while in the active service of the State [Education Code Section 76300(h)]
10. Students enrolled in the non-credit courses designated by Education Code Section 84757. [Education Code Section 76300(e)(1)]
11. Students enrolled in credit contract education courses pursuant to Education Code 78021. [Education Code Section 76300(e)(3)]
12. A student who is the surviving spouse or the child, natural or adopted, of a deceased person who met all of the requirements of Education Code Section 68120 which refers to law enforcement officials killed in the performance of actual law enforcement or fire suppression duties. [Education Code Section 76300(i)]
13. A student who is a dependent of any individual killed in the September 11, 2001, terrorist attacks according to the stipulations of Education Code Section 76300(j)&(k).]
14. Guaranteed Transfer Option (GTO) students, with appropriate documentation, who enroll at a California community college campus for 2004-05 are entitled to an Enrollment Fee Waiver for 2004-05, and for one (1) year thereafter, irrespective of financial need while the student is enrolled at that campus. Subsequent to 2004-05, GTO students enrolling at a California community college will have their enrollment fees waived if they can establish financial need according to the standards noted in Title 5, Section 58620. [Education Code Section 66744(a)&(b)]

Approved by Chancellor's Cabinet

November 24, 1987

Revised 9/19/89

Revised 4/21/94; Effective May 19, 1994

Approved by Chancellor's Executive Council and Cabinet—November 16, 2004

Renumbered May 23, 2011

Health Fee Guidelines

Health Fee Refund

- 1) The student will be credited the health fee if all classes on the main campus are dropped and an enrollment fee credit is generated by a main campus class during the transaction.
- 2) A student entitled to receive the health fee refund must apply for the refund before the end of the second consecutive semester of non-attendance (summer session is not considered a semester), and shall use the appropriate campus refund request form.
- 3) If a student does not apply for the health fee refund within the time frame noted in number two (2) above, the available funds will revert to the District.

Health Fee Exemptions

The following Health Fee exemptions are authorized by law:

- 1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- 2) Students who are attending a community college under an approved apprenticeship training program.

The following local exemptions also are authorized:

- 1) Students enrolled at campuses and centers where no health services are provided.
- 2) Students enrolled on weekends (only) when no health services are provided.

Approved by the Chancellor's Cabinet
November 24, 1987

Revised 10/29/91; 8/24/93; 4/21/94, Effective May 19, 1994; 2/25/97; Executive Council 12/13/2005
Renumbered May 23, 2011

Student Body Operating and Building Fee

A. Effective Fall Semester 1990, a student body operating and building fee shall be assessed in the following manner:

Bakersfield College students shall be assessed one dollar (\$1.00) per credit hour for courses on the main campus up to a maximum of five dollars (\$5.00) per Fall semester and five dollars (\$5.00) per Spring semester. The fee shall not be assessed for summer session enrollment.

B. This fee shall remain in effect through Spring semester 2020.

C. The following student body operating and building fee waivers are authorized by law:

- (1) Aid to Families with Dependent Children (AFDC) program recipients
- (2) Supplemental Security Income/State Supplementary program recipients
- (3) General Assistance program recipients
- (4) K-8 students who are taking classes
- (5) Students who are in apprenticeship programs

D. The following student body operating and building fee refund procedures shall apply:

(1) The student shall be credited any excess student body operating and building fee based on the units or current credit enrollment, if a student drops a course within:

- Two (2) weeks after the starting date of the semester for a semester length course, or
- A date calculated to be within ten (10) percent from the starting date of a course other than semester length.

(D--continued)

(2) If a class is cancelled or rescheduled, the student shall be credited any excess student body operating and building fee computed based on units of current credit enrollment.

(3) A student entitled to receive the student body operating and building fee refund must apply for the refund before the end of the second consecutive semester of non-attendance (summer session is not considered a semester), and shall use the appropriate campus refund request form.

(4) If a student does not apply for the student body operating and building fee refund within the timeframe noted in number three (3) above, the available funds will revert to the District.

(5) Exceptions to these procedures must be approved by the College President or designee.

Approved by Chancellor's Cabinet
March 27, 1990

Revised 10/29/91
Revised 8/24/93, Effective Fall 1993
Renumbered 4/21/94
Renumbered 2/25/97
May 23, 2011

Distance Education

- 4B3** The faculty member teaching an online or hybrid (face-to-face and online credit instruction) course shall engage in regular and effective student contact:
- a. Respond to student questions, emails, and other communications within 48 hours, Saturdays, Sundays, non-instructional days and leave days excepted;
 - b. Regularly (at least twice a week) initiate contact with students in the online classroom;
 - c. Monitor student-to-student interaction in classroom activities requiring interaction;
 - d. Select and incorporate some combination of the following student authentication strategies to verify student identity or authenticate the originality of work.
 1. Use proctors for tests and require id's.
 2. Use an originality tool to prevent plagiarism.
 3. Become familiar with students' individual writing styles by requiring a variety of writing tasks, such as discussion forums, paragraph-length answers on exams, and formal research papers.
 4. Require specific research paper topics for which the instructor knows the secondary sources thoroughly.
 5. Employ a lock-down browser system, to prevent students from exiting the exam and surfing the web for answers.
 6. Design test questions to be randomly drawn from banks of questions and shuffled so that each student gets a different set of questions.
 7. Design tests to be open-book but with a limited amount of time to complete.
 8. Require forced completion on exams so student cannot re-enter a test.
 9. Set a short window for testing completion, i.e., one or two days to take an exam rather than a week.
 10. Create a unique password for each exam.
 - e. Provide information to students regarding items 1 – 4 above on the class syllabus.
 - f. The faculty member teaching an online or hybrid course shall include all course syllabus information as described in the CCA contract within the District's adopted class management system and likewise shall conduct all discussion forums, wikis,

and other student-to-student class interactivity entirely within the class management system.

Approved by VP's 8/8/12
Approved by Chancellors Cabinet 8/14/12
Consultation Council 11/27/12
Admin Council 6/3/13
Chancellor's Cabinet 6/25/13
Consultation Council 11/26/13
Consultation Council 12/9/13
Chancellor's Cabinet 01/21/14
Consultation Council 01/28/14
Reviewed by VP's 12/17/14
Admin 1/7/15
Ch.C 1/13/15
CC 1/27/15
CC 2/24/15

4B8 Instructors of Independent Study shall:

1. Meet the same standards used for qualifying, as other instructors for a teaching assignment.
2. Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.
3. Provide each Independent Study student with the instructor's consultation schedule. This schedule is to be included in the written record of student progress required by Title 5, Section 55234.

The method of instruction for Independent Study shall be outlined and reviewed with the student by the supervising faculty assigned, with the student being held accountable on a regular basis for the material that has been assigned.

District Employee and Student Travel

A. District Employees

1. Faculty assigned to field trips or excursions will be compensated as cited in the CCA Contract, Compensation for Special Services.
2. The District may, at the discretion of the designated administrator, transport students or District employees, required to participate, by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment to sites in California. When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
3. Instructors of record are required to provide alternative assignments to students who demonstrate that they are unable to participate in a published field trip or excursion for reasons other than the lack of sufficient funds, see Policy 4B9. Students will be properly notified in College catalogs and/or Class schedules that field trips and/or excursions are required for particular courses.
4. The District may pay expenses of District employees required to participate in a field trip or excursion. Payments shall be by way of itemized reimbursement in a form prescribed by the designated administrator. The District shall not pay the expenses, including transportation costs, of students participating in a field trip or excursion with public funds when this field trip or excursion is to any other state, the District of Columbia, or a foreign country. The District may pay from District funds all incidental expenses for the use of District equipment during a field trip or excursion authorized by this policy.
5. No student shall be prevented from making a field trip or excursion which is integral for the completion of a course because of lack of sufficient funds. To this end, the Colleges of the District shall coordinate the raising of funds for field trips and excursions that will assist students who lack sufficient funds for making the trip. No group shall be authorized to take a field trip or excursion if any student who is a member of the group will be excluded because of lack of sufficient funds.
6. All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out of state trips and excursions, and all parents or guardians of minor students taking out of state trips and excursions shall sign a statement waiving such claims.

B. Crediting Attendance for Apportionment

1. The attendance or participation of a student in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

C. Student Transportation

1. When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:
2. The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic employee must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. See Policy 4F7 of this Manual for applicable Policies and Procedures governing student conduct.
3. Students may elect not to use District-provided transportation, except where the College President or designee determines that transportation of the participating students, as a unit, is a requirement of the activity.
4. Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees.
5. Duplicate lists of students participating in the trip shall be prepared by the supervising academic employee, one (1) copy to be retained by the responsible employee in each vehicle and one (1) copy retained by the College President or designee. If no employee is in a particular vehicle, the list is to be kept by a designated person in that vehicle.
6. Requests for transportation are to be made in writing on appropriate forms and not less than one (1) week before transportation is desired. Requests are to be made by or approved by the College President or designee.
7. College trips will begin and end at one (1) of the College campuses or a College outreach center. Other arrangements must be approved by the College President or designee.
8. College vehicles may not be used for the transportation of individuals who are not (a) registered students or (b) approved District employees or (c) Human Resources' approved volunteers.
9. Only students enrolled in the relevant courses or activity or required and approved District employees may participate in student trips.

10. When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation.
11. Students who use private modes of transportation are deemed to have accepted liability for injury or damages, which may result from, or in the course of, said transportation. Students shall sign a statement affirming the conditions of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. Private vehicles must be operated in accordance with all applicable state and local laws and regulations. See **AP 4B9 forms A, B, and/or C as applicable.**

AC 01/22/14
CC 01/28/14
ChC 02/13/14
AC 11/17/14
ChC.11/18/14
CC 11/25/14
ChC 1/13/15
CC 2/24/15
ChC 3/17/15
CC 3/24/15

District Employee and Student Travel Forms

See Form A, B, and C on Following Pages.

Form A

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered—June 24, 2009
Reviewed and approved March, 2015

Form B

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered—June 24, 2009
Reviewed and approved March, 2015

Form C

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered—June 24, 2009
Reviewed and approved March, 2015

Form D

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered—June 24, 2009
Chancellor's Cabinet – 3-17-15, ***Deleted and merged with Form A***



Form A

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

Student Election of Private Transportation For approved Student Trip and Emergency Contact Information

[This form must be fully completed by the student and must be submitted to the Instructor/Supervising Academic Employee at least one (1) week prior to the trip. The signature of the Instructor/Academic Supervisor is also required.]

Date		
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No

*I elect to utilize private transportation with respect to the above-referenced activity. I hereby release and hold free and harmless the Kern Community College District and its employees from and against any and all liability and/or claims resulting from such field trip or excursion by private transportation.
 If I am the driver, I hereby certify that I have a valid California Driver's License, that the automobile is adequately insured and that I can produce the certificate of insurance upon request.*

Acknowledged By

Instructor/Academic Supervisor's Signature		Date	
Name of Originator	Contact Telephone Number ()	Date of Request	
Department/Division	Course Title and CRN		
Departure Location (must be KCCD site; other location must be approved)			
Departure Date(s)	AM Time	PM Time	
Return Date(s)	AM Time	PM Time	
Return Location (must be KCCD site; other location must be approved)			
Destination (be specific) (Note: Out-of-state trips require Board approval)			
Number of students Participating (Attach Student Trip Emergency Contact List, Form "D," Supervising Academic employee must retain copy.)	Purpose		
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

Form B

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Parent/Guardian/Student Consent for Excursions, Field Trips, and Transportation of Students

(Please complete for minors under 18 years of age and for all out-of-state trips. See Board Policy 4B9.)

Activity		Destination	
CRN	Course Name	Instructor's Name	
Date of Event(s)			
Activity Destination			
<p><i>All students taking out-of-state trips and parents or guardians of all minor students being transported must sign this consent form. (A minor student is a person below 18 years of age.)</i></p> <p><i>All persons over 18 years of age taking out-of-state field trips or excursions and all parents of minors taking out-of-state field trips or excursions shall sign this form waiving all claims against the District or the State of California for injury, illness, or death occurring during or by reason of the field trip or excursion.</i></p> <p>Board Policy 4B9I-- <i>All persons making a field trip or excursions shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state trips and excursions, and all parents or guardians of minor student taking out-of-state trips and excursions shall sign a statement waiving such claims. [Title 5, Section 55450(d)] (See Procedure 4B8I of this Manual for the Parent/Guardian/Student Consent for Excursions, Field Trips, and Transportation of Student form.)</i></p>			
Printed Name of Student/Approved Participant		Signature of Student/Approved Participant	
Date			
Address		City	Birth Date (only if minor)
Printed Name of Parent or Guardian (only if student is a minor)		Signature of Student/Approved Participant	
Date			



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

Form C

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Request for Student Trip

Name of Originator		Date of Request	
Department/Division		Course Title and CRN	
Departure Location (must be KCCD site; other location must be approved)			
Departure Date(s)		AM Time	PM Time
Return Date(s)		AM Time	PM Time
Return Location (must be KCCD site; other location must be approved)			
Destination (be specific) (Note: Out-of-state trips require Board approval)			
Number of students Participating (Attach Student Trip Emergency Contact List, Form "D," Supervising Academic employee must retain copy.)		Purpose	
Is this trip to be taken during class time? <input type="checkbox"/> Yes <input type="checkbox"/> No		Transportation by: <input type="checkbox"/> District/College Vehicle (Transportation Request form must be attached.) <input type="checkbox"/> Private Vehicle(s) <input type="checkbox"/> Other (Identify type) _____	
Transportation Cost			
FOAPAL			
Check #1, #2, or #3 below.			
<input type="checkbox"/> #1	This field trip is a basic part of the above-named course, is so stipulated in the course catalog, and the student is expected to participate.		
<input type="checkbox"/> #2	This is a special field trip request for the following purpose(s).		
<input type="checkbox"/> #3	Student activity (describe)		
Originator's Signature		Date	
Chair's/Coordinator's/Director's Signature		Date	
College Educational Administrator's Signature		Date	

Credit Allowed From Other Institutions

1. Students applying to receive lower division credit for work completed at other colleges must submit for evaluation official transcripts from such colleges.
2. Lower division credits from other institutions allowed by Colleges of the Kern Community College District (KCCD) are subject to review and evaluation by any college or university to which a student may subsequently transfer.
3. Credit for lower division courses transferred from another collegiate institution are evaluated and credit given under the principle of “like credit for like work”. Such courses are accepted both for unit credit, and for the satisfaction of lower division course requirements. As necessary, evaluators may be assisted by faculty in the same or related fields as the courses being evaluated.
4. Since community colleges do not routinely accept upper division courses, when a petition is submitted for credit in an upper division course at one (1) of the Colleges of the KCCD, evaluators are required to seek faculty assistance in determining whether or not the upper division course content and requirements are precisely the same as a lower division course offered by the KCCD College. If they are deemed precisely the same, the Colleges are authorized to give unit credit for the course, as well as satisfaction of a lower division course requirement.

Grade Change Procedure

References: Education Code Sections 76224-76232; Title Section 55025 (Approved 9/27/11)

- 1) Prior to filing a Written Request for a Grade Change (see [Appendix 4C4C](#)), and within ten (10) instructional days of receiving the grade, the student(s) must attempt to resolve the issue by contacting the faculty member who originally assigned the grade. For grades assigned at the conclusion of the fall semester, the ten (10) instructional day time-span begins with the first instructional day of the succeeding spring semester. For grades assigned at the conclusion of the spring or summer term, the ten (10) instructional day time-span begins with the first instructional day of the succeeding fall semester. If after contacting the grade issuing faculty member the student continues to believe an improper grade was recorded, he/she may request the responsible faculty chair to meet with the faculty member to discuss the matter to seek resolution. If after a good faith effort to complete the steps above, the student continues to believe an improper grade was recorded, the student may file a Written Request for a Grade Change with the Vice President of Academic Affairs. Throughout the grade change procedure, the burden of proof rests with the student. In the absence of evidence of mistake, fraud, bad faith or incompetence, the grade assigned by a faculty member is presumed to be correct.
- 2) Within 30 days of receipt of the Written Request for a Grade Change, the Vice President of Academic Affairs or designee, after consultation with the faculty member, shall meet with the student and the faculty member who assigned the grade in question, if the faculty member is presently employed by the District. For grades assigned at the conclusion of the spring and summer term, the 30 day time-span for meeting with the student and the faculty member shall begin on or after the filing of the Written Request for a Grade Change, but no earlier than the first instructional day of the succeeding fall semester following the above meeting. The Vice President or designee shall then approve or deny the grade change request and notify the parties in writing.
- 3) If the Vice President of Academic Affairs or designee approves the grade change request, he or she shall order the correction or removal and expunging of the grade and shall notify the grade issuing faculty member of the grade change and the specific reasons for it. If the Vice President of Academic Affairs or designee denies the grade change request resulting in no correction or removal of the grade in question, the student, within 30 days of the grade change denial, may appeal the decision in writing to the Board of Trustees.

4) Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the faculty member who assigned the grade in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations it shall order the Chancellor or his/her designee to immediately correct or remove and expunge the information. The decision of the Board of Trustees shall be final.

5) The student shall have the right to submit a written statement of his or her objections to the decision of the Board of Trustees. This statement shall become a part of the student's record.

Approved 9/2011

District Board Policy Manual
Section Four – Students/Instructional Services

Course Repetition and Academic Renewal

1. A course may be repeated once for a substandard grade without petition under the provisions of **Policy 4C4D1A**. A course may be repeated more than once with petition under the provisions of **Policy 4C4D1A**. Petitions for additional repeats are available in the Office of Admissions and Records.
2. A course for which a grade of “A,” “B,” “C,” “CR,” or “P” was received may be repeated due to extenuating circumstances as defined in **Policy 4C4D1B**. The petition for requesting permission to repeat the course is available in the Office of Admissions and Records, and must be completed and approved prior to registration for the course. The petition requires documentation of the extenuating circumstances which must be included with the petition.
3. Courses in which students have received “W” grades may be repeated twice under the provisions of **Policy 4C4D6**. Petitions for additional repeats are available in the Office of Admissions and Records.

Reviewed by Consultation Council
April 13, 2010

Reviewed and recommended by Consultation Council
May 25, 2010

Probation: Notification, Student Responsibilities, and College Services

1. The District, with full participation of its Colleges, will develop the letters that notify students with respect to their failure to maintain satisfactory academic standing. These letters will be specific for each College, and will indicate “academic probation” and/or “progress probation”. These letters will include the reasons for going on probation, the consequences of this action, how the student recovers his/her academic standing, the steps that the student is mandated to take to assist with the recovery, a timeline for recovery, and the availability of support services provided by the Colleges. These letters of notification will be mailed to the affected students in a timely manner, but no later than the second (2nd) week of the subsequent semester. All students will be informed that their semester grades and their academic standing can also be accessed online.
2. Students on probation for the first (1st) time are required to schedule an appointment with a counselor/advisor or attend a Probation Workshop, develop with the counselor/advisor a Student Success Contract, and consult with a counselor/advisor before registering for a subsequent semester. Probationary students will be notified that a registration block will be placed on the addition of any courses to the student’s class schedule, i.e., to add classes will require the approval of a counselor/advisor. Probationary students are authorized to drop a class without prior counselor/advisor approval. Subsequent to that action, they should schedule an appointment with a counselor/advisor to discuss this change in their class schedules. An automatic registration block will be placed on probation students, denying them registration in a subsequent semester until a counselor/advisor approves of the student’s schedule of courses for registration.
3. Students on probation for a second (2nd) consecutive semester will be treated as outlined in (2), above, except that they will be limited to enrolling in no more than twelve (12) units for that semester, and a hold will be placed on their enrollment in any additional classes that take them beyond this limit. The letter of notification will emphasize the serious nature of continued failure to make appropriate academic progress, including the prospect of eventual dismissal from the College. They will also be explicitly reminded that their registration for a subsequent semester is blocked until they confer with a counselor/advisor and obtain counselor/advisor approval of their class schedules.
4. Students on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher.

Students on progress probation because of an excess of units for which entries of “W,” “I,” and “NC” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007

Disqualification: Notification, Student Responsibilities, and College Services

1. The District, with full participation of its Colleges, will develop the letters that notify students that for academic reasons they are being disqualified from enrolling at any of the Colleges of the Kern Community College District. These letters will be specific for each College, and will be mailed out after grades are rolled. These letters of notification will include the reasons for disqualification, the requirement that the student complete a Petition for Readmission, the timeline for reinstatement, mandate a counseling/advising appointment for approval of the class schedule after grades are rolled, and prior to the beginning of classes, and they will also be reminded of other services provided or required by the College for students with serious academic problems. The letter of notification with respect to disqualification will also inform the student of his/her right to appeal, and the process he/she is to follow in this regard.
2. Cumulative Grade Point Average Below 1.0, or a Completion Rate at 25% or Lower
 - a. Disqualified students with a cumulative grade point average below 1.0 will be denied enrollment at any of the Colleges of the Kern Community College District for at least one (1) semester, and will be required to petition for readmission. Under these circumstances the disqualified student has the right to appeal his/her status to the College Vice President designated for this responsibility.
 - b. Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is at twenty-five percent (25%) or lower, will be denied enrollment at any of the Colleges of the Kern Community College District for at least one (1) semester, and will be required to petition for readmission. Under these circumstances the disqualified student has the right to appeal his/her status to the College Vice President designated for this responsibility.
3. Cumulative Grade Point Average Between 1.0 and 1.99, or a Completion Rate Between 26% and 50%
 - a. Disqualified students with a cumulative grade point average between 1.0 and 1.99 may be admitted to any of the Colleges of the Kern Community College District, but under these circumstances this student will be limited to enrollment in seven (7) units.
 - b. Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is between twenty-six percent (26%) and fifty percent (50%) may be admitted to any of the Colleges of the Kern Community College District, but under these circumstances this student will be limited to enrollment in seven (7) units.

4. Students who are disqualified for a second (2nd) time will be disqualified for a specific time period of either one (1) semester or one (1) year, depending on the circumstances. For this level of disqualification students will have the right to appeal the decision to the College Vice President designated for this responsibility, but counselors/advisors are not authorized to override the disqualification. Readmission after this level of disqualification will also require approval of the College Vice President designated for this responsibility.
5. Disqualified students may be required to enroll in a class organized to meet the needs of students who have serious academic problems.
6. Students enrolled in a disqualified status will have strict holds placed on any change in class schedules, or registration for subsequent semesters. Disqualified students are required to have regular appointments with a counselor/advisors to discuss academic progress, plan for subsequent semesters, get approval for any change in class schedules, and to get approval for subsequent registration.
7. Students enrolled under the status of “disqualified” whose grade point average for the current term is at least 2.0, or whose course completion rate for that term exceeds fifty percent (50%), will be removed from the disqualified list and readmitted under continued probation.

Procedure 4C8B

- First (1st) Period
- Second (2nd) Period
- Annual

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

- Bakersfield College
- Cerro Coso College
- Porterville College

Apportionment Attendance Report Checkoff List

(Please date and initial each blank when it has been completed. Forward this completed form along with the Apportionment Attendance Report to the Learning Services Center of Information Technology.)

Date	Initial	Procedures
		(A) Specific Dates Report (SWRSDTE) Check:
		(1) All accounting methods are correct for classes as they appear in the class schedule.
		(2) All census dates have been verified to ensure that each date occurs within the beginning and ending dates of the class.
		(3) All WSCH classes have been scheduled for the same number of hours per week for the entire primary term.
		(4) All DSCH classes have been scheduled for the same number of hours for each meeting day and the number of meetings agrees with meetings scheduled per the College calendar.
		(5) All DSCH classes have at least five (5) meetings scheduled.
		(6) All census date classes have been verified to ensure that scheduled hours per day or per week are correct and do not include passing time.
		(7) Catalog totals have been compared to BANNER-calculated totals per class and all discrepancies have been reconciled.
		(8) No classes are scheduled to meet on state-mandated holidays.
		(B) Faculty and Staff have been notified of regulations and procedures for accurate attendance accounting.
		(C) Faculty have certified that enrollment and attendance records are accurate and conform with District/College attendance accounting regulations.
		(D) All attendance has been recorded in the BANNER system for positive attendance classes completed or cancelled during this term. (See the Missing Positive Attendance Report, SWRATNM.)
		(E) The Apportionment Attendance Report has been reviewed to ensure that all courses which qualify for apportionment are included and that courses for which apportionment should not be claimed are excluded . (e.g., course repetition, concurrent enrollment, prerequisites and apprenticeship)
		(F) If applicable, term length multiplier has been adjusted for flex calendar.
		(H) Apportionment Attendance Reports for previous periods have been reviewed for accuracy when appropriate.

Signature of College Attendance Official

Date

Printed Name of College Attendance Official

9/03
AC.ES
VWhite

Honorary Degrees

- 1) Procedures for nominations and selection:
 - a) Nominations for recipients of honorary degrees must be submitted in writing to the College President by February 1st for consideration for the May graduation ceremony.
 - b) The written statement must adhere to the criteria for awarding honorary degrees and include:
 - i) Name and contact information of person making nomination
 - ii) Name of nominee
 - iii) Clear explanation of why the individual should be awarded an honorary degree
 - c) The College President shall meet with the College Vice Presidents and the President of the Academic Senate for review, validation of merits, and final recommendation.
 - d) Further documentation may be requested of the person making the nomination as deemed necessary.
 - e) The College President will forward to the Chancellor the name(s) of the successful candidate(s) for recommendation to the Board of Trustees.
 - f) Approved honorary degrees shall specify "Honorary" on the diploma.

Reviewed and Recommended by
Chancellor's Cabinet
August 12, 2008

Reviewed and Recommended by
District Consultation Council
October 21, 2008

Student Conduct Hearing Panel Procedures

For the purposes of these Procedures, an Instructional Day is defined as any of the days noted on the official Academic Calendar of the College as an instructional day, excluding Saturdays and Sundays.

Student Conduct

The Student Conduct Hearing Panel shall only be convened to hear the following cases:

- Cases in which the College President or designee recommends suspension or expulsion of a student for violation of the Student Conduct Policy. (Education Code Sections 66017 or 76030)
- Cases involving suspensions and expulsions in which a student requests a second hearing to appeal his/her alleged violation of the Student Conduct Policy, based on relevant new evidence which exists that was previously unavailable and that would substantially affect the findings of the Hearing Panel. The Hearing Panel Chair of the first hearing shall determine whether new evidence is substantial enough to warrant a second hearing.

Student Conduct Charges and Hearing

1. The College President will determine and publicize which administrative office will receive and administer the following issues:

- Student conduct charges
- Student complaints
- Complaints related to discrimination (see **Policy 7C4**)
- Complaints related to sexual harassment (see **Policy 7C2**)

2. Any employee and/or student of the Kern Community College District may file charges against any student(s) for misconduct. Charges shall be prepared in writing and directed to the College President or designee. Charges should be submitted within ten (10) instructional days after the event takes place. Charges may not be filed after six (6) months from the date of the offense, except under extenuating circumstances.

Student Conduct Charges and Hearing (continued)

3. The College President or designee shall within ten (10) instructional days of receiving the charges, conduct an investigation to determine if the charges can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final, and there shall be no subsequent proceedings. All parties involved shall be notified in writing within ten (10) instructional days of the decision.

If the charges cannot be disposed of by mutual consent, all parties involved shall be notified by the College President or designee of the intent to proceed to a hearing within ten (10) instructional days, and establish a timetable for convening the Student Conduct Hearing Panel.

4. All charges shall be presented to the accused student(s) in written form. A time shall be set for a hearing, within ten (10) instructional days after the student(s) has (have) been notified. For compelling reasons, maximum time limits for scheduling of hearings may be extended for ten (10) additional instructional days at the discretion of the College President or designee.

5. All cases of suspension or expulsion must be accompanied by a prompt hearing held by the Student Conduct Hearing Panel.

Student Conduct Hearing Panel and Hearing Process

Panel Composition

- One (1) or two (2) faculty members appointed by the Academic Senate President
- One (1) or two (2) classified staff members appointed by CSEA or Classified Senate President
- One (1) or two (2) administrators appointed by the College President
- One (1) or two (2) students appointed by the ASB President
- One (1) ad hoc chair appointed by the College President. This Chairperson shall be a non-voting member of the Panel except in the cases of a tie vote.

Appointments to the Hearing Panel will be made in accordance with established practices and procedures in effect at the colleges within the district.

Student Conduct Hearing Panel and Hearing Process (continued)

Notification

In all student conduct cases before the Hearing Panel, the Chair of the panel or designee shall prepare and personally deliver or mail a written notice to the parties involved, including the Hearing Panel members, not less than ten (10) instructional days prior to the hearing. Notices personally delivered shall be evidenced by a signed receipt. Notices deposited in the United States mail, postage prepaid, return receipt requested, and sent to the last address available in college records, shall be presumed to have been received and read. The notice shall specify the time, date, and place of the hearing and shall include copies of the written complaint or incident report, the Student Conduct Policy, and the Hearing Panel Procedures. The notice shall also include a statement of the specific student conduct violation and the grounds which if proven, would justify sanctions, appraisal of the right to self-representation or representation by another student or staff member and appraisal of the right to present witnesses and to cross-examine witnesses presented. Finally, the notice shall contain a clear request for the student's response as to whether or not he/she wishes to proceed with the hearing, and a clear indication that no response from the student(s) within five (5) instructional days constitutes a waiver of the hearing option.

Preparation

The Chair of the Hearing Panel or designee shall be responsible for making the necessary arrangements for the hearing. Arrangements shall include: scheduling a room, providing for a tape recorder, providing notice to the parties as indicated above, and any other arrangements.

Challenge

The student(s) accused of misconduct may challenge any member of the Hearing Panel for cause. Grounds for cause include: any personal involvement in the situation giving rise to the charge(s), any statement or act indicating that the person could not serve in an impartial manner. Any challenge must be made not less than five (5) instructional days prior to the hearing. Challenges shall be considered by the College President or designee. If a challenge is upheld by the College President or designee, he/she will direct that an alternate be appointed to the Hearing Panel.

Guidelines for Hearing

Hearings shall be conducted according to the following guidelines:

- a. The Chair of the Hearing Panel shall preside over the hearing and make decisions regarding procedures. The Chair's procedural decisions shall be final. In the hearing involving more than one (1) accused student the Chair may conduct separate hearings for each student.
- b. Hearings shall be closed and confidential. All witnesses shall be excluded from the hearing except when testifying. **(Moved from Procedure 4F9(b))**
- c. Admission of any person to the hearing shall be at the discretion of the Chair.
- d. The Chair shall call the hearing to order, introduce the parties, announce the purpose of the hearing, and read the alleged violation(s) aloud.
- e. The accused student(s) shall be given the opportunity to respond to all charges. He/she shall be provided an opportunity to present his/her own defense against the charges and to produce either oral testimony or written affidavits of witnesses on his/her behalf.

The College, the accused, and the Hearing Panel shall have the privilege of presenting witnesses, subject to the right of cross-examination. Witnesses shall only be identified at the hearing.

- f. Formal rules of evidence shall not apply. All relevant evidence is admissible, including, but not limited to, statements of witnesses and relevant documents. The Chair shall decide on these matters.

Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Hearing Panel at the discretion of the Chair. Both parties shall be provided the opportunity during the hearing to refute or contest any evidence presented. The Chair will rule on the admissibility of evidence.

- g. **Right to Representation**

The student(s) and the staff member(s) may represent themselves, or may be represented by another student or staff member.

Guidelines for Hearing (continued)

h. Right to Advisor

The student(s) have the right to be assisted by any advisor they choose. However, the advisor, while permitted to attend the hearing, shall not be permitted to participate directly in the proceedings. In other words, the advisor shall not be allowed to address the Hearing Panel, cross-examine witnesses, or make arguments on behalf of his/her advisee.

i. Each party shall be afforded the opportunity to make a closing argument.

j. After the hearing, the Student Conduct Hearing Panel shall deliberate in private for the purpose of determining whether the accused has violated the Student Conduct Code sections(s) as charged.

k. The Hearing Panel shall make its decision and/or recommendation(s) based on the preponderance of evidence presented at the hearing. In situations where a consensus cannot be achieved, the decision or recommendation(s) shall be made by a simple majority vote.

l. There shall be a single verbatim record, such as a tape recording, of all testimony before the Hearing Panel. The record shall be the property of the College and/or District.

m. The hearing shall be held whether the accused attends or not so that the charges and supporting evidence become part of the official record.

Procedures Subsequent to Hearing

Notifications

a. Within five (5) instructional days of the hearing date, the Hearing Panel shall recommend action to the College President in writing.

b. Upon receipt of the Hearing panel recommendation(s), the College President shall render a decision within five (5) instructional days and communicate that the decision, in writing, to all parties involved.

c. In all cases of suspension, the student(s) shall receive official notice from the College President or designee.

Procedures Subsequent to Hearing--Notifications (continued)

d. In cases of expulsion, the Chancellor or designee shall recommend action to the Board of Trustees after receiving the College President's recommendation and support documentation, including the Hearing Panel's recommendation and the hearing record.

After Board action, the Chancellor or designee shall notify the student by registered mail and return receipt requested. The expulsion may be for a specified or unspecified time and shall be from the Colleges, programs, and activities of the District.

In expulsion for an unspecified time, the student may, after a reasonable time, request the College President to remove the expulsion. If the College President approves the request, he/she shall make that recommendation to the Chancellor or designee who may recommend to the Board that the expulsion be removed. The Chancellor or designee shall notify the student of the Board's action.

Appeals

Under certain circumstances, the accused has the right to appeal the College President's decision. The appeal may be made on the following grounds only:

- a. The Student Conduct Policy and/or Procedures were violated, and the violation resulted in demonstrable unfairness to the accused; or
- b. Relevant new evidence exists which was previously unavailable and which would substantially affect the findings of the Hearing Panel.

Appeals must specify the grounds for the appeal and must be submitted in writing to the College President within:

- a. Five (5) instructional days of written notification of the decision when delivered in person with a signed receipt, or
- b. Eight (8) instructional days of written notification of the decision when sent by registered mail and return receipt requested.

Procedures Subsequent to Hearing--Notifications (continued)

Following a review, the College President may affirm the findings or sanction(s), remand for a full or partial rehearing, modify the sanction(s), or dismiss the charge(s) against the student(s).

Within ten (10) instructional days after receipt of the written appeal, the College President shall forward to the student(s) and to all parties involved a written notice of his/her decision regarding the appeal. The decision of the College President is final.

Confidential File

Establishment of Confidential File

- a. A confidential file shall be established on all student(s) who have been found to be in violation of the Conduct Code.
- b. All reports, records, transcripts, tapes, etc., that are made a part of the hearing shall be retained in the office of the appropriate Vice President and such reports, records, transcripts, tapes etc., made a part of the hearing shall be held confidential, except as required by law.
- c. A confidential file shall be established on student(s) involved in District related incidents investigated by campus security and/or law enforcement personnel.

Approved by Chancellor's Cabinet October 2, 2001

Revised 12/13/05
Revised February 14, 2006

Student Complaint Procedures

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision.

1. These procedures apply to student complaints such as:

- Course content
- Access to classes
- Verbal or physical abuse by faculty, staff, or students
- Faculty member refusal to confer with student(s)
- Harassment

These procedures do not apply to student complaints which involve:

- Unlawful Discrimination (See **Policy 7D4**)
- Sexual Harassment (See **Policy 7D2**)
- Assignment of grades (See **Policy 4C4C** for final grade changes)

2. The College President will determine and publicize which administrative office will receive and administer student complaints.

3. Any party to a complaint may be represented by one (1) person on the College staff or student body.

4. Filing of complaints against any party is a serious undertaking. Prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, the student(s) should contact the staff member involved in an attempt to resolve the issue. If this attempt is not feasible or does not resolve the problem, the student(s) may initiate Level I action. Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint.

5. Notices sent to the last address available in the records of the College and deposited in the United States mail, postage prepaid, shall be presumed to have been received and read.

Level I

- a. The student(s) should contact the office of the staff member's immediate supervisor/designee. At the time of contact, the student(s) should complete and submit a Level I "Initial Student Complaint Form" which will be available in the supervisor's office. The student(s) will be given an appointment to meet with the immediate supervisor/designee at this time. The appointment to meet shall be within ten (10) instructional days of notice of the occurrence to the alleged incident.
- b. At the time of the appointment, the student(s) and the immediate supervisor/designee will attempt to resolve the issue in a satisfactory manner. All Level I conferences may be tape recorded with the concurrence of both parties. (These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.)

If the complainant fails to appear for the scheduled appointment, the Level I complaint process shall be terminated and the complainant shall have no further recourse.

- c. Subsequent to the student(s) meeting with the immediate supervisor/designee, the latter shall meet and confer with the staff member(s) involved in an effort to resolve the complaint. If possible, this meeting shall be within five (5) instructional days of the student(s) meeting with the immediate supervisor/designee.
- d. After meeting with student(s) and staff member(s), the immediate supervisor/designee shall notify the parties involved of his/her suggestion for resolution. If this resolution is acceptable to the complainant(s), the immediate supervisor/designee shall complete the Level I "Information/Disposition Form" and submit copies of it to the complainant(s), the staff member(s) and maintain the original in a suitable file.
- e. If the immediate supervisor/designee does not resolve the complaint to the complainant's satisfaction, the complainant may, within ten (10) instructional days of the decision, file with the appropriate administrator a request to move the complaint to Level II.
- f. At the written request of the student(s), action on the complaint may be delayed until the term of the class is completed. In this event, the appropriate administrator may delay any further action on the complaint until the next semester.
- g. In the event of a group complaint, at most two (2) students shall be chosen to carry the complaint forward.

Level II

- a. Under certain circumstances, and in the interest of fairness to all parties, the immediate supervisor/designee may refer the complaint to Level II immediately. The immediate supervisor/designee shall notify the student(s), staff member(s), and appropriate administrator when the referral has been made to Level II.

- b. If the complainant(s) choose(s) to move the complaint to Level II, he/she/they must complete a "Request to Appeal from Level I Recommendation" form.
- c. Within ten (10) instructional days of receiving the request (either the immediate supervisor's/designee's referral or the student(s)' appeal), the appropriate administrator shall investigate the allegations and convene a conference of the student(s), the staff member(s), and the staff member(s)' immediate supervisor/designee.

All Level II conferences shall be tape recorded by the appropriate administrator. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.

If a complaint is filed within the last thirty (30) instructional days of the semester or the last ten (10) instructional days of summer school, the appropriate administrator may delay any further action on the complaint until the next academic term.

The student(s) bringing the complaint and the staff member(s) being complained against must be present at this conference. Under compelling circumstances this meeting may involve teleconferencing. At this meeting, an attempt will be made to resolve the issue(s) and agree upon the remedy.

The Student(s) bringing the complaint and all parties named in the complaint must be present at this conference. If the complainant fails to appear for this conference, except for good cause, the Level II complaint process shall be terminated, and the complainant shall have no further recourse.

- d. Following this Level II conference, the appropriate administrator shall, within five (5) instructional days, provide his/her written decision and the basis for the decision. Copies of this decision shall be sent to the student(s), the staff member(s), the immediate supervisor/designee, and the appropriate Vice President.
- e. The student(s) bringing the complaint and/or staff member(s) being complained against may challenge the Level II decision by proceeding to Level III.

Level III

- a. If the student(s) and/or the staff member(s) challenge(s) the Level II decision he/she/they must file a written appeal (See "Request to Appeal from Level II Recommendation" form) within ten (10) instructional days of notification of the Level II decision. This Level III appeal shall be filed with the appropriate Vice President.
- b. The appropriate Vice President must be provided with copies of all written materials, recordings, and any other documents generated regarding the complaint at Levels I and II.
- c. The purpose of Level III is to make one last attempt to resolve the issues to the satisfaction of the parties involved. To that end, the appropriate Vice President

shall, within ten (10) instructional days of receiving the referral assemble the complainant(s), the staff member(s), the appropriate administrator from Level II, the immediate supervisor/designee. (This meeting shall be tape recorded by the appropriate Vice President. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.)

- d. If the appropriate Vice President is able to resolve the difference(s)/complaint(s), such resolution shall be established in written form and shall be validated by the signatures of all parties involved. This agreement shall become part of the file and copies of same shall be made available to the complainant(s), staff member(s), appropriate administrator, immediate supervisor/designee.
- e. If the appropriate Vice President is unable to resolve the difference(s)/complaint(s) he/she shall assemble the Hearing Panel within ten (10) instructional days of that determination. He/she shall provide the Hearing Panel with the procedure to be used and answer any procedural questions which may arise. [See Student Complaint Hearing Panel **Procedure 4F9(b)**]

Approved by Chancellor's Cabinet
January 12, 1993

Revised 01/11/94; Renumbered 04/21/94; Revised 03/21/95; Renumbered 06/01/95; Revised 10/02/01; Chancellor's Executive Council 12/13/2005; District Consultation Council 05/18/09

CC 12/1/15
CC 1/26/16
CC 2/23/16

Student Complaint Hearing Panel Procedures

Basis For Hearing

The Student Complaint Procedures are established so that students can resolve difficulties/problems which they encounter in College related activities. Student complaints are taken seriously. Therefore, the complaint must be of a compelling, substantive, and verifiable nature. If the complaint cannot be resolved at Levels I, II or III, then a Hearing Panel shall be convened to hear the student complaints that reach Level IV.

The Hearing Panel

Each College shall appoint a Standing Committee from which a panel will be chosen to hear student complaint appeals beyond Level III of the Student Complaint Procedures. The College standing committee shall be composed of eight (8) members. Members shall be appointed each August to serve through July as follows:

- Two (2) faculty members appointed by the Academic Senate President
- Two (2) classified staff appointed by the CSEA or Classified Senate-President
- Two (2) students appointed by the Associated Student Body President
- Two (2) administrators appointed by the College President

Composition of Hearing Panel

The non-voting Chair of the Hearing Panel (not a Standing Committee member) shall be appointed by the College President. The Student Complaint Hearing Panel shall be composed of selected members of the Standing Committee and an ad hoc member as follows:

If the complaint is against a faculty member, the Hearing Panel shall consist of:

- two (2) faculty members
- one (1) student member
- one (1) classified member
- one (1) administrator
- one (1) ad hoc voting member appointed by the Academic Senate President

If the complaint is against an administrator, the Hearing Panel shall consist of:

- two (2) administrators
- one (1) student member
- one (1) faculty member

- one (1) classified member
- one (1) ad hoc voting member appointed by the College President

If the complaint is against a classified staff member, the Hearing Panel shall consist of:

- two (2) classified members
- one (1) faculty member
- one (1) administrator
- one (1) student member
- one (1) ad hoc voting member appointed by the CSEA or Classified Senate President

Notifications

When a Student Complaint Hearing Panel is to be convened, the appropriate administrator shall prepare and personally deliver or mail a written notice to the parties involved, including the Hearing Panel members, not less than ten (10) instructional days prior to the hearing. Notices personally delivered shall be evidenced by a signed receipt. Notices sent to the last address available in the records of the College and deposited in the United States mail, postage prepaid, return receipt requested, shall be presumed to have been received and read.

The notice shall specify the date, time, and place of the hearing and shall include all data pertinent to the complaint from Levels I, II and III, the Student Complaint Policies and Procedures, and these Hearing Panel Procedures. The notice shall also include a statement apprising each party of his/her/their right to: (1) self-representation or representation by a member of the College staff or student body, (2) present witnesses, and (3) cross-examine witnesses presented by the opposing party.

Hearing Preparation

The appropriate administrator shall be responsible for making the necessary arrangements for the hearing. Arrangements shall include scheduling a room, providing for a tape recorder, providing notice to the parties as provided above; notifying members of the Hearing Panel, and any other arrangements.

Either the student(s) or the staff member(s) complained against may challenge any member of the Hearing Panel for cause. Grounds for cause include any personal involvement in the situation giving rise to the grievance, any statement made on the matters at issue, or any other act or statement indicating that a person could not act in an impartial manner. Any challenge must be made in writing, not less than five (5) instructional days prior to the hearing. Challenges shall be considered by the appropriate administrator. If a challenge is upheld, the appropriate administrator shall direct that an alternate be appointed to the Hearing Panel.

Right to Representation

The student(s) and the staff member(s) may represent themselves, or may be represented by another student or staff member. Neither the student(s) nor the staff member(s) may be represented by any person not in the College community. Neither the student(s) nor the staff member(s) may be represented by an attorney acting in the role of legal advocate.

Right to Advisor

The student(s) and the staff member(s) have the right to be assisted by any advisor they choose. The advisor may be an attorney. However, the advisor, while permitted to attend the hearing, shall not be permitted to participate directly. In other words, the advisor shall not be allowed to address the Hearing Panel, cross examine witnesses, or make arguments on behalf of his/her advisee.

Guidelines for Student Complaint Hearings

Hearings shall be conducted by the Hearing Panel according to the following guidelines:

- a. The Chair of the Hearing Panel shall preside over the Hearing and make decisions regarding procedure. The Chair's procedural decisions shall be final. In hearings involving more than one (1) accused student, the Chair may conduct separate hearings for each student.
- b. All proceedings of the hearing shall be recorded using audio and/or audio video recorders. The recording of the Hearing shall be the exclusive property of the College and the Kern Community College District and shall be maintained by the appropriate administrative officers. To protect the integrity and confidentiality of the proceedings, no other recording or transcription shall be allowed.
- c. All hearings shall be closed. All witnesses shall be excluded from the hearing except when testifying. Admission of any person to the hearing shall be at the discretion of the Chair.
- d. The Chair shall call the hearing to order, introduce the parties, and announce the purpose of the hearing, e.g., "This Hearing meets pursuant to **Level III of the Student Complaint Procedures** to hear a complaint brought by _____ against _____, and make findings of fact and recommendations for action to the College President.
- e. The Chair shall distribute copies of the written complaint to the Hearing Panel members, read the complaint aloud, and ask the parties if they have reviewed the allegations. The Chair shall explain the procedures to be followed during the hearing.
- f. The Hearing Panel may consider only allegations filed by the student(s) at Levels I and II of the Student Complaint Procedures.
- g. The complainant, the staff member(s) being grieved against, and the Hearing Panel shall have the privilege of presenting witnesses, subject to the right of cross-examination. Witnesses shall only be identified at the hearing. The panel Chair shall retain the right to limit the amount of time allowed for the complainant's case,

rebutting evidence, argument, examination of witnesses and the number of witnesses. Each side must, however, be granted equal time to present their cases.

- h. Each party shall be afforded the opportunity to make an opening statement. This statement may not exceed five (5) minutes in length. After the opening statements, each party shall have the opportunity to present relevant evidence and testimony.
- i. Formal rules of evidence shall not apply. All relevant evidence is admissible, including, but not limited to, statements of witnesses and relevant documents. The Chair shall decide on these matters.
- j. The student(s) has (have) the burden of proving that the allegation(s) is (are) true. The student(s) will present evidence in support of the allegation(s) first. Subsequently, the staff member(s) may present evidence to refute the allegation(s).
- k. Each party shall be afforded an opportunity to make a closing statement. This statement may not exceed five (5) minutes in length. The complainant shall close first. Subsequently, the Hearing Panel shall retire to deliberate with only the members of the panel and the panel chair present.
- l. The Hearing Panel shall make its decision and/or recommendation(s) based on the preponderance of evidence presented at the hearing and relevant to the allegations filed at Levels I and II of the Student Complaint Procedures. In situations where a consensus cannot be achieved, the decision or recommendation(s) shall be made by a simple majority vote.

Procedures Subsequent to the Student Complaint Hearing **Notifications**

- a. Within five (5) instructional days of the hearing, the Chair shall deliver to the College President the written recommendation(s) arrived at by consensus or by majority vote of the panel members. Minority opinion(s) may be attached to the majority report. The recommendations to the College President are advisory.
- b. Within five (5) instructional days of receiving the Hearing Panel's recommendation(s), the College President shall render a decision. This decision shall be communicated, in writing, to the complainant(s), the parties grieved against, appropriate supervisor(s) and administrator(s), and the Hearing Panel Chair and members. The decision of the College President is final.

Confidentiality of Records

- a. All reports, records, transcripts, tapes, etc., which are made a part of the hearing shall be retained in the office of the appropriate Vice President.
- b. All such reports, records, transcripts, tapes, etc., shall be held confidential except as required by law.

Approved by Chancellor' Cabinet
January 12, 1993

Revised 1/11/94; Renumbered 4/21/94; Revised 3/21/95; Renumbered 6/01/95; Revised 10/02/01; Chancellor's Executive Council
12/13/2005

CC 12/1/15
CC 1/26/16
CC 2/23/16

Appendix



Written Request for a Grade Change

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

Please complete the following information for the request for grade change and provide a copy to the Instructor, Faculty Chair, and Vice President, Academic Affairs:

Name of Student	Student ID	Instructor of the Class	Class Name	Section Number	Term	Grade Received

Justification for Grade Change	

Attach pertinent documentation for the grade change.

11/10/10

- cc: Instructor
 Faculty Chair
 Vice President, Academic Affairs

STUDENT CONDUCT
DEFINITIONS OF PLAGIARISM AND CHEATING

Definitions: *(Quoted from the Regulation at Cal State University, Long Beach, as printed in the its General Catalog dated 1990-91, page 56.)*

1) Definition of Plagiarism--Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotations marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

2) Definition of Cheating--Cheating is defined as the act of obtaining, or attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on a examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism as defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

Approved by the Board of Trustees
April 19, 1994

Revised and adopted by the Chancellor's Cabinet
January 11, 1994

Renumbered 4/21/94
Renumbered 6/01/95
Revised 4/09/96
Revised 10/02/01