



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3001.4 – CHALLENGE DUE TO DISCRIMINATORY TREATMENT

This procedure implements Board Policy 3001, *Student Records* and Title 5, California Code of Regulations, section 55024 et. seq., by providing a process consistent with Administrative Procedure 3001.1, *Student Records, Release, Correction and Challenge* to challenge a “W” symbol on an academic record based on alleged discriminatory treatment.

1. ALLEGED DISCRIMINATION OR RETALIATION FOR ALLEGING DISCRIMINATION

- a. All complaints of alleged discrimination or retaliation for alleging discrimination must be formally filed in accordance with Procedure 3435, *Discrimination and Harassment Investigations*.
- b. The complaint must be filed within one (1) year of the date of the alleged discrimination or within one (1) year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination.
 - 1) All allegations of discrimination are investigated and resolved in accordance with Procedure 3435, *Discrimination and Harassment Investigations*.
 - 2) Once an outcome has been determined under Procedure 3435, *Discrimination and Harassment Investigations* the District EEO Office will notify the Vice Chancellor, Student Services of the outcome within five (5) working days.
 - 3) If discrimination has been determined, the Vice Chancellor, Student Services will remove the “W” symbol from the student’s academic record within five (5) working days of receipt of the notice.
 - a) If official transcripts had been sent out during the investigation period, corrected transcripts will be sent without charge to the student.
 - b) The student will receive a refund of fees and/or tuition.
 - 4) If the alleged discrimination was not substantiated, no action will be taken.
 - 5) The decision is final.

Reference: Title 5, Section 55024

Approved by
the Chancellor: November 28, 2016

Supersedes: 8/28/08, 4/13/10, 9/3/10