



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Educational Services

Chapter 5 – Student Services Cabinet Review: 07/12/2022

Policies and Procedures Review

The following Board of Trustee's Policies and Administrative Procedures are being revised in response to CCLC Legal Updates and the required six-year review.

Board of Trustees Policies:

BP 3225 – Institutional Effectiveness

- Updated to add optional language to highlight diversity, equity, and inclusion.
- Six-year review; minor technical.

BP 5040 (Formerly 5040) – Student Records, Directory Information and Privacy

- Updated to add legal citations and language concerning a student's ability to request name and gender changes in their student record, and requesting their preferred name on their diploma.
- Updated to add information concerning the release of student records and use of directory information.

BP 5050 (Formerly 3050) – Student Equity and Achievement Program

- Updated to change Student Success and Support Program and Student Equity (SSS Program) to Student Equity and Achievement Program (SEA Program).
- Updated to add a note as a reminder that districts are required to comply with SSSP requirements even though the CCCCO has implemented its integrated plan.

BP 5700 – Intercollegiate Athletics

- Updated to add language regarding transgender student athletes.
- Add legal citations regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456).
- Add reference to the California Community College Athletic Association Constitution and Bylaws.

Administrative Procedures:

AP 3225 – Institutional Effectiveness

- Updated to add optional language to highlight diversity, equity, and inclusion.
- Six-year review; minor technical.

AP 4222 (Formerly 3002.3) – Basic Skills Coursework

- Updated to specify that no students shall be required to enroll in basic skills coursework if enrollment extends the time to completion, unless otherwise required.
- Updated to add references to Education code section 78213, and ACCJC Accreditation Standard II.A.4.

AP 4225.1 (Formerly 3910.6) – Course Repetition by Students with Disabilities in Designated Educational Assistance Classes

- Updated to correct petition distribution process.

AP 4232 (New) – Pass/No Pass

- New procedure – legally required.

AP 5011 (New) – Admission & Concurrent Enrollment of High School and other Young Students

- New procedure – legally required.

AP 5012 (Formerly 3000.4) – International Students

- Updated to current catalog verbiage.
- Six-year review; minor technical.

AP 5040 – Student Records, Release, Correction and Challenge

- Updated to add legal citations and language concerning a student's ability to request name and gender changes in their student record, and requesting their preferred name on their diploma.
- Updated to add information concerning use of social security numbers.

AP 5050 (Formerly 3050.1) – Student Equity and Achievement Program

- Updated to change Student Success and Support Program and Student Equity (SSS Program) to Student Equity and Achievement Program (SEA Program).
- Updated to add a note as a reminder that districts are required to comply with SEA Program requirements; the CCCCO has implemented its integrated plan.
- Updated to add optional language to highlight diversity, equity, and inclusion issues.

AP 5140.1 (Formerly 3910.8) – Math Substitution for Students with Disabilities as an Academic Accommodation

- Updated to align with current implementation processes.
- Six-year review; minor technical.

AP 5700 – Intercollegiate Athletics

- Updated to add legally required language regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation.
- Updates to add a citation to California Community College Athletic Association Constitution and Bylaws.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 3 – General Institution

BP 3225 – INSTITUTIONAL EFFECTIVENESS

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness, which includes the assessment of goals and objectives with respect to the District's commitment to diversity, equity, inclusion, and accessibility to the fullest extent permitted by law.

The Chancellor shall ensure that those goals are established through the integrated planning process and regularly reviewed by the Board of Trustees.

References: Accreditation Standard I.B.5 – 9;
Education Code Sections 78210 et seq., and 84754.6

Adopted: ~~November 10, 2016~~

Supersedes: ~~New Policy 11/10/16~~



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP ~~3001-5040~~ – STUDENT RECORDS, DIRECTORY INFORMATION AND PRIVACY

The District shall ensure that all student records are maintained in compliance with applicable federal and state laws ~~relating to the privacy of student records and implement appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.~~

STUDENT RECORDS

1. Student Access

~~Any currently enrolled or former student of the District has the right to access any and all of their student records maintained by the District. Upon request by a student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.~~

2. Grades and Content

~~Procedures for accurate record keeping and the finality of grades will be implemented by the Board of Trustees as follows:~~

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final (Education Code Section 76224). Students may challenge an assigned grade in accordance with Administrative Procedure ~~3001.24231~~, *Grade Challenge*.

Withdrawal "W" – A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record if a determination is made ~~pursuant to Title 5 of the California Code of Regulations, sections 59300 and 55024.8~~ that the student withdrew from the course due to discriminatory treatment or retaliation for alleging discriminatory treatment (Cal. Code Regs. Title 5, § 59300 and 55024.8). Students may challenge a "W" in cases of alleged discrimination or retaliation in accordance with Administrative Procedure, AP-~~3001.4~~ 4231.1, *Challenge Due to Alleged Discriminatory Treatment*.

Students may challenge the content of their student record in accordance with Administrative Procedure, AP-~~3001.1~~ 5040, *Student Records, Release, Correction and Challenge*.

A graduating student may request the District to confer the diploma in the student's preferred name. The District cannot require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's preferred name listed on the student's diploma.

PRIVACY

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 Administrative Procedure, AP 5040, Student Records, Release, Correction and Challenge, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws. Disciplinary action will be taken for any person found to have gained access to student records without proper authorization or to have changed student records, including grades, without proper authorization.

The District will report any and all illegal activity in accordance with Administrative Procedure, AP 5800, *Prevention of Identity Theft in Student Financial Transactions* to the appropriate law enforcement agency. If a student record is found to be fraudulently changed, the record will be corrected immediately— and Written notification of the change will be sent to the faculty member who awarded the original grade, as well as all institutions where transcripts have been sent, accreditation agencies, and law enforcement, when appropriate. A corrected transcript will be issued without charge to the student.

The Vice Chancellor, ~~Student Services of Educational Services~~ will implement procedures to limit access to student records in accordance with federal and state law, including grades, and ensure appropriate record maintenance and destruction systems are in place in accordance with Administrative Procedure, AP ~~3001.1~~ 5040, *Student Records, Release, Correction and Challenge* and Administrative Procedure, AP 6550.2, *Storage and Disposition of Records*.

Students shall be notified of their rights with respect to student records, including the definition of directory information as identified in Administrative Procedure, AP 5040, Student Records, Release, Correction and Challenge.

Reference: Education Code Sections 66271.4 and 76224, 76232-76200 et seq.;
Title 5 Section 55025 and 54600, et seq.
20 U.S. Code Section 1232g subdivision (j);
ACCJC Accreditation Standard II.C.8

Adopted: ~~October 27, 2016~~

Supersedes: BP 3001 – 09/11/08, 02/18/10; 10/27/16; (Renumbered 5040)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 3050 – STUDENT SUCCESS AND SUPPORT PROGRAM AND STUDENT EQUITY BP 5050 – STUDENT EQUITY AND ACHIEVEMENT PROGRAM

The Board of Trustees is committed to assuring student equity and the support of student success in educational programs and college services.

The District shall provide ~~Student Equity and Student Success and Support Program~~ Student Equity and Achievement Program (SEA Program) services to students ~~for the purpose of as an aid in~~ furthering educational opportunity~~ies~~ and academic success. The SEA Program services shall ~~also~~ incorporate a plan for equity ~~for amongst~~ all groups who have disproportionate outcomes in representation and academic success. The purpose and goal of the ~~Student Success and Support~~ program is to provide students with the support necessary to assist them in completing their educational goals and identified course of study through the District's established programs, policies, and requirements. The Board expects the SEA Program to specifically identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, inclusion and accessibility to better support success.

The ~~District is required to comply with the Student Success and Support~~ Student Equity and Achievement Program requirements; therefore, the Chancellor shall establish administrative procedures that ensure the implementation and development of an ~~an Student Success and Support Program Plan and Student Equity~~ SEA Program Plan that comply~~ies~~ with all appropriate local and state regulations.

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

Adopted: ~~October 27, 2016~~

Supersedes: AP 3050 – 06/11/15; 10/27/16; (Renumbered 5050)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 5700 – INTERCOLLEGIATE ATHLETICS

The District shall maintain an organized program for ~~men and women students~~ in intercollegiate athletics. ~~The program shall not discriminate on the basis of gender in the availability of athletic opportunities. The District will offer opportunities for participation in athletics equally to male, female and transgender students consistent with state and federal law and California Community College Athletic Association standards.~~

The Chancellor shall assure that the athletics program complies with ~~federal and state~~ and federal law, the California Community College Athletic Association (CCCCAA) Constitution, Bylaws, and ~~Sports Guides, and appropriate laws and regulations regarding student athlete participation. Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.~~

See Administrative Procedure, AP 5700, Intercollegiate Athletics.

References: Education Code Section 66271.6, 66271.8, and 67360 et seq., 67456, and 78223;
Title IX Educational Amendments of 1972
20 U.S. Code Sections 1681 et seq.;
ACCJC Accreditation Standard II.C.4;
California Community College Athletic Association (CCCCAA) Constitution and CCCCCAA Bylaws

Adopted: ~~November 10, 2016~~

Supersedes: ~~New Policy 11/10/16~~



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 3 – General Institution

AP 3225 – INSTITUTIONAL EFFECTIVENESS

San Diego City, Mesa and Miramar ~~Colleges~~ and Continuing Education colleges shall develop, adopt, and publicly post goals that address all of the following:

1. Accreditation status;
2. Fiscal viability;
3. Student performance and outcomes; and
4. Programmatic compliance with state and federal guidelines.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state. Institutional effectiveness includes the assessment of goals and objectives with respect to the District's commitment to diversity, equity, inclusion, and accessibility.

Reference: Accreditation Standard I.B.5 – 9;
Education Code Sections 78210 et seq., and 84754.6

Approved by
the Chancellor: ~~November 9, 2016~~

Supersedes: ~~New Procedure~~ 11/09/16



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP-~~3002.3~~ 4222 – BASIC SKILLS COURSEWORK

Basic skills ~~coursework refers to non-degree applicable~~ consists of pre-collegiate-level, non-degree applicable courses.

A student's need for basic skills coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for basic skills coursework. A student who exhausts this unit limitation shall be referred to appropriate noncredit education courses and services. Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the basic skills unit limitation.

No student shall be required to enroll in basic skills English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to succeed in transfer-level coursework in English and mathematics. A student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester that they take a transfer-level English or mathematics course if the counselor determines the support will increase their likelihood of passing the transfer-level English or mathematics course. The impact on student financial aid and unit requirements for the degree shall be minimized by exploring alternatives including noncredit support options.

Students who demonstrate significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may petition the Vice President of Student Services for a waiver of the unit limitation on basic skills coursework.

The catalog shall include a clear statement of the limited applicability of basic skills coursework toward fulfilling degree requirements and any exemptions that may apply to this unit limitation.

Reference: Education Code Section 78213;
Title 5, Section 55035
ACCJC Accreditation Standard II.A.4

Approved by
the Chancellor: November 9, 2016

Supersedes: New Procedure AP 3002.3 – 11/09/16; (Renumbered 4222)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP-~~3910.6~~ 4225.1 – COURSE REPETITION BY STUDENTS WITH DISABILITIES IN DESIGNATED EDUCATIONAL ASSISTANCE CLASSES

This procedure implements Title 5, Section 56029 concerning Educational Assistance Class Course Repetition.

FUNCTION

1. The District is authorized to permit additional repetitions of an educational assistance course or a special section of a course provided there are procedures developed which prescribe the process and criteria.
2. Repetition of a class is determined on an individual student basis in accordance with Title 5, Section 56029.

IMPLEMENTATION

1. The student completes a DSPS Course Repetition Petition to repeat an educational assistance class beyond the approved limit.
2. The DSPS counselor or educational assistance class instructor reviews the petition and verifies the special circumstances that allow a student to repeat the course. The allowable special circumstances by which a course may be repeated are as follows:
 - a. When continuing success of the student in other general and/or educational assistance classes is dependent on additional repetitions of a class;
 - b. When additional repetitions of a specific educational assistance class are essential to completing a student's preparation for enrollment into other general or educational assistance classes; or
 - c. When the student has an Academic Accommodation Plan (AAP) which involves a goal other than completion of the class in question and repetition of the course will further achievement of that goal.
3. The DSPS Office forwards the Petition to the Vice President of Student Services or designee for approval.
4. The Vice President of Student Services or designee returns the petition (approved or denied) to the DSPS Office.
5. The DSPS Office forwards petition to the student.
6. Student takes approved petition to Admissions Office to enroll in the course.
7. Admissions Office distributes the petition as follows:

- a. College Admissions Office for inclusion in student folder;
- b. District Records Office; and
- c. DSPS Office; and
- d. ~~Evaluation Office.~~

8. The approved Course Repetition will be valid for one repetition of the course.

Reference: California Code of Regulations (CCR), Title 5, Section 56029;
~~SDCCD Policy 3910 DSPS Course Repetition Petition~~
Rehabilitation Act of 1973, Section 504

Approved by
the Chancellor: ~~June 7, 2017~~

Supersedes: AP 3910.6 – 06/08/94; 04/13/10; 06/07/17; (Renumbered 4225.1)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 4232 – PASS/NO PASS

Pass/No Pass (P/NP) is a non-punitive grading system where such units earned will be counted in satisfaction of curricular requirements but will be disregarded in determining a student's grade point average or academic progress.

A student in good standing may elect to be graded on a pass/no pass basis in courses where there is an option. A grade of "Pass" (P) shall be awarded only for work that otherwise would have received a grade of "C" or better. Work that would have received a "D" or "F" will be graded "No Pass" (NP). The units earned will be counted in satisfaction of program requirements, but will be disregarded in determining a student's grade point average.

Students who plan to transfer to a four-year institution should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grading option.

GRADING CATEGORIES

Courses may be offered in either or both of the following categories:

1. Courses in which all students are evaluated on a "pass/no pass" basis.
 - a. Pass/no pass exclusive courses are designated in the class search details as "Pass/No Pass Grading Scheme" next to the 'Grading' label.
2. Courses in which each student may elect on registration, or within a specified timeframe as defined in Title 5, to take the course on a "pass/no pass" basis.
 - a. Courses with an option to elect for a "pass/no pass" grading scheme are designated in the class search details by the statement "Graded" next to the 'Grading' label.

CONDITIONS

As the course allows, students may change from a 'Letter Grade' option to a 'Pass/No Pass' option during registration or up until the published deadline. After the Pass/No Pass Deadline, the 'Letter Grade' or 'Pass/No Pass' option may not be changed for that class, no exceptions.

Reference: Title 5 Section 55022

Approved by
the Chancellor: XX/XX/XXXX

Supersedes: New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 5011 – ADMISSION AND ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

The San Diego Community College District (SDCCD) is committed to providing early college credit opportunities for career pathway completion to high school students. Early college credit programs aim to close equity gaps within career pathways and assist students in achieving college and career readiness and educational goals.

DEFINITIONS

Dual Enrollment – “Special part-time” or “Special full-time” students enrolled in high school and community college credit-bearing courses. Students receive both college and high school credit, and registration fees are waived.

1. College and Career Access Pathways (CCAP) – Dually enrolled students taking college credit-bearing courses on the high school campus through a CCAP Partnership Agreement with the San Diego Community College District and K-12 districts. (AB 288)

a. CCAP Partnership Agreement – Agreement(s) between the college district and K-12 district(s) outlining the terms and conditions of the partnership and authorizing college-level courses to be offered on the high school campus(es).

2. Non-CCAP Dual Enrollment – Dually enrolled students taking college credit-bearing courses on either the high school or college campus, as identified in an official agreement between the educational partners. The agreements are referred to as “Agreements,” MOUs,” or “ISAs.”

a. Instructional Service Agreement (ISA) – Agreement(s) between the college district and an outside organization to deliver college-level education or training. Costs are often shared, and students may receive college credit.

b. Memorandum of Understanding (MOU) – An official agreement between agencies or districts that establishes the terms and conditions of the partnership.

Concurrent Enrollment – “Special admit” high school students who have been granted permission to enroll in both their institution and in community college, credit-bearing courses. Concurrent enrollment is a student-initiated process to take college courses on the college campus for college credit only. Concurrent Enrollment does not require an agreement between institutions, and courses are open to the entire college population. Concurrently enrolled, special admit students enrolled in less than 12 units per semester will have their registration fees waived but are responsible for textbooks, course materials, and the student health fee dependent on the program.

ENROLLMENT CRITERIA

For consideration of admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. Courses in which high school and other young students are permitted to enroll on the college

campus unless otherwise notated within an MOU or Agreement will be open to the entire college population and will be taught with the rigor appropriate to the college-level courses in accordance with the approved course outline.

Admission is subject to seat availability, and the student must submit:

1. CCCApply college application for admission;
2. Written and signed parental or guardian consent; and
3. Written and signed approval of a high school official

FEES AND TEXTBOOKS

The following fees are waived for special part-time or full-time students; limitations and/or additions may apply as identified in annual Agreements and unique MOUs with high schools and community partners:

1. Enrollment fees up to 11 units per semester; and
2. Nonresident tuition fees for students residing in California regardless of their resident status.

The following fees are waived for dually enrolled students enrolling in CCAP courses and applicable MOUs:

1. Health services fees;
2. Up to four college courses, or 15 units per term of registration fees;
3. Cost of required textbooks assigned by the instructor in which the student is registered.

HIGH SCHOOL STUDENTS

For students attending high school, a high school official will review the materials and determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college.

The decision of the high school official shall be final and may be determined by applying the following criteria:

1. A review of the materials submitted by the student;
2. Meeting with the minor student and parent/guardian;
3. Consultation with the student's teachers and/or school administrators; and/or
4. Consideration of the welfare and safety of the student and others; and
5. Consideration of local, state, or federal laws.

MIDDLE AND LOWER SCHOOL STUDENTS

The college president or designee shall make the admission determination for students attending middle and lower schools. The school must provide transcripts and a letter signed by the principal indicating how, in their opinion, the student can benefit from community college instruction. The College President, or designee, will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The student's safety and that of others will be considered to ensure the overall campus security is not affected. Once a decision has been made, the student, their parent or guardian, and the school principal shall be informed of the decision.

This determination may be done by applying the following criteria:

1. A review of the materials submitted by the student;
2. Meeting with the minor student and parent/guardian;
3. Consultation with the college Counseling department;
4. Consideration of the welfare and safety of the student and others;
5. Consideration of local, state, or federal laws;
6. Review of the content of the class in terms of sensitivity and possible effects on the minor;
7. Requirements for supervision of the minor; and/or
8. Times the class(es) meet and the effect on the safety of the minor.

APPEAL PROCESS

In cases where a request for special part-time or full-time enrollment is denied, a recommendation for admission and the denial shall be submitted to the Vice Chancellor of Educational Services 30 days after the request for admission has been submitted. The Vice Chancellor of Educational Services shall provide written findings and reasons for the denial within 60 days.

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)

The San Diego Community College District's Board of Trustees has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership in conjunction with the governing board of a school district to offer or expand dual enrollment opportunities for students who may not already be college-bound or who are underrepresented in higher education. The goal of participating in a CCAP partnership is to develop seamless pathways from high school, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

The SDCCD may enter into a CCAP partnership with a school district partner governed by a CCAP Partnership Agreement approved by the governing boards of both districts. As a condition of adopting a CCAP Partnership Agreement:

1. The governing board of each district shall present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the district's governing board.
2. The CCAP Partnership Agreement shall be filed with the California Community Colleges Chancellor's Office, and with the department, before the start of the CCAP partnership and shall:
 - a. Outline the terms of the CCAP partnership, which shall include, but not necessarily be limited to:
 - 1) The total number of high school students to be served and the total number of full-time equivalent students (FTES) projected to be claimed by the community college district;
 - 2) The scope, nature, time, location, and listing of community college courses to be offered; and

- 3) The criteria to assess the ability of those who will benefit from those courses.
- b. Establish information sharing protocols to comply with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses. The protocols shall only require a high school student participating in a CCAP partnership to submit one parental consent form, and a high school official's recommendation, for the duration of the student's participation in the CCAP partnership.
 - c. Identify a point of contact for the participating community college district and school district partner.
 - d. Certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
 - e. Certify that any community college instructor teaching a course at the partnering high school campus has not been displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
 - f. Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
 - g. Include a plan by the community college district to ensure the following:
 - 1) A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus; and
 - 2) Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
 - h. Certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
 - i. Specify both of the following:
 - 1) Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - 2) Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
 - j. Certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade-

level standard in math, English, or both, on an interim assessment in grade 10 or 11, as determined by the partnering school district. High school and community college faculty shall make a collaborative effort to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon high school graduation.

3. A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:
 - a. Developing seamless pathways from high school to community college for career technical education or preparation for transfer;
 - b. Improving high school graduation rates; or
 - c. Helping high school students achieve college and career readiness.
4. The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists or is established between those community college districts authorizing that CCAP partnership.
5. A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee prohibited by Education Code Section 49011.
6. The college district may assign priority and course registration to a high school student seeking to enroll in a community college course required for their CCAP program. Registration priority for enrollment and course registration may be:
 - a. Equivalent to that of a student attending a middle college high school as described in Education Code Section 11300;
 - b. Consistent with middle college high school provisions in Education Code Section 76001; and/or
 - c. Determined using prior units completed pursuant to a CCAP agreement.
7. The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in-person or using an online platform, during the regular school day and the community college course is offered under a CCAP partnership agreement.
8. The District may allow a special part-time student participating in a CCAP partnership agreement to enroll in up to a maximum of 15 units per term if all the following circumstances are satisfied:
 - a. The units constitute no more than four (4) community college courses per term;
 - b. The units are part of an academic program that is part of a CCAP partnership agreement; and
 - c. The units are part of an academic program designed to award students both a high

school diploma and an associate degree or a certificate or credential.

9. The governing board of the District exempts special part-time students from the following fee requirements:

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

10. The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

11. The attendance of a high school student at a community college as a special part-time or full-time student is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For purposes of calculating classroom-based average daily attendance (ADA) for classroom-based instruction apportionments:

- a. At least 80% of the instructional time offered by a charter school pursuant to an authorized CCAP Partnership Agreement shall be at the school site; and
- b. The charter school shall require a student to attend a minimum of 50 percent (50%) of the minimum instructional time required if the student is also a special part-time admit enrolled in a community college and the student will receive academic credit upon satisfactory completion of the enrolled course(s) (Education Code Section 47612.5)

12. For each CCAP partnership agreement entered into, the college district shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent the total number of:

- a. High school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws;
- b. Community college courses by course category and type and by school site enrolled in by CCAP partnership participants;
- c. Successful course completions, including completion percentages, by course category and type, and by school site, of CCAP partnership participants;
- d. Full-time equivalent students (FTES) generated by CCAP partnership community college district participants; and
- e. Full-time equivalent students (FTES) served online generated by CCAP partnership community college district participants.

References: Education Code Sections 11300; 47612.5; 48800; 48800.5; 48802; 49011; 66010.4; 76001; 76002; 76004; 87010; 87011; et seq.

Approved by
the Chancellor: XX/XX/XXXX

Supersedes: New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP-~~3000.4~~ 5012 – INTERNATIONAL STUDENTS

Each of the colleges within the District was granted the authority by the United States Department of Homeland Security to accept and enroll international students who have been issued a valid F-1 visa permitting them to study in the United States. International students may be permitted to enroll provided they meet the applicable requirements for admission and enrollment limitations. The following requirements are required for international students applying to an AA/AS degree or transfer program to a four-year college or university:

1. Only those non-immigrant international students who have completed high school (or its equivalent) with a GPA of 2.0 ("C") or higher, or obtained a GED certificate, will be admitted.
2. International students who will be attending pursuant to an F-1 visa must submit the appropriate paperwork and all admission requirements by the deadlines specified in each college catalog.
3. Applicants must provide proof of adequate financial resources to pay for all applicable college fees, and classroom materials, and to adequately support themselves while attending college.
4. All non-immigrant international students with F-1 visas are required to purchase health and accident insurance through an authorized United States insurance or demonstrate equivalent coverage through a non-US provider.
5. Students must be in good health and free of communicable diseases and cleared by a licensed physician.
6. Applicants whose native language is not English must meet one of the following to be considered for admission, see the college catalog for additional information:
 - a. Receive a minimum score on the International Test of English as a Foreign Language (TOEFL);
 - b. Complete a transfer-level college English composition course at an accredited United States institution with a grade of "C" or higher; ~~or~~
 - c. ~~an equivalent score of the college's placement test~~ Completion of ELAC assessment and receive a minimum placement level; or
 - d. Satisfactory score on the ~~ACT-English or~~ SAT verbal standardized tests.
- e. All non-immigrant international students must maintain minimum standards for unit loads and grade point averages while attending District colleges. Students must enroll in a minimum of 12 units for spring and fall semesters with a minimum GPA of 2.0.

Upon admission, F-1 students are issued a SEVIS I-20 and are required to adhere to all federal laws and regulations regarding this immigration status, as well as the Student Code of Conduct as delineated in Board of Trustees Policy, BP 3100-5500, Student Rights, Responsibilities, Campus Safety and Administrative Due Process ~~at all times~~. Students found in violation or non-compliance may be administratively withdrawn from the college. The International Student Office at each college will report required events to SEVIS as mandated by the United States Citizenship and Immigration Service.

The District, in compliance with federal and state laws and regulations, shall ensure that these administrative procedures regarding international students are set forth in detail in the college catalogs.

References: Education Code Sections 76141 and 76142;
Title 5 Section 54045;
Title 8, U.S. Code Sections 1101. et seq.

Approved by
the Chancellor: ~~November 9, 2016~~

Supersedes: AP 3000.4 – 09/16/15; 11/09/16; (Renumbered AP 5012)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 5040 – STUDENT RECORDS, RELEASE, CORRECTION AND CHALLENGE

This procedure implements Board of Trustees Policy, *BP 5040, Student Records*, and Sections 55020 and 59410 et seq. of Title 5 California Code of Regulations. It shall be construed consistent with Sections 66093.3 and 76200 et seq. of the California Education Code to achieve conformity with the Family Education Rights and Privacy Act (FERPA).

DEFINITIONS

1. Custodian of Records – The Vice Chancellor of Educational Services is designated the District Custodian of Records and shall be responsible for the custody, processing, maintenance, and disposition of District student records.
2. Student Records Officer – The President of each college and the College of Continuing Education shall designate an employee to be the institution's Student Records Officer. This person shall be responsible for the custody, processing, and maintenance of student records on campus.
3. Student – Student means any person attending or has attended an institution of the San Diego Community College District and for whom educational records or personally identifiable information is maintained by the college/campus/District.
4. Access – Access means a personal inspection and review of a record, an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record, or a request to release a copy of any record.
5. Student Records – Student records will normally include documents filed for admission to the college or campus, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges attended, test scores, counseling information, and correspondence and petitions related to the individual student. These documents will normally include, but not be limited to student's name, address, email, telephone, birth date, residence classification, gender, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, courses enrolled, college or campus, major, and identification number.
6. The following information is not considered student records:
 - a. Information provided by a student's parents relating to applications for financial aid or scholarships;
 - b. Confidential letters or statements of recommendation maintained by the District on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended;

- c. Information related to a student compiled by a District officer or employee which remains in the sole possession of the maker and is not accessible or revealed to any other person except a substitute;
 - d. Information related to a student that is created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity or assisting in that capacity, and which is created, maintained, or used only in connection with the provision of treatment to the student and is not available to anyone other than persons providing such treatment; provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice;
 - e. Information maintained by a District law enforcement unit which is necessary and appropriate for such unit to carry out its duties and responsibilities as long as:
 - 1) unit personnel do not have access to other student records;
 - 2) such information is kept apart from other student records; and
 - 3) the information is maintained solely for law enforcement purposes and is available only to law enforcement officials of the same jurisdiction; nor
 - f. Information maintained in the ordinary course of business pertaining to employees of a community college, provided that such information relates exclusively to such person in that person's capacity as an employee and is not available for use for any other purpose.
7. Directory Information – The San Diego Community College District does not identify or release any student record information as “directory information.”

ACCESS TO EDUCATIONAL RECORDS

- 1. Any currently enrolled or former student has a right to access all student records relating to oneself maintained by the District. Access means a personal inspection and review of a record or an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any student record.
 - a. A student/former student shall be entitled to two free copies of a transcript of their record. Additional copies shall be made available to the student, or to an addressee designated by the student, at the of \$5 per copy. Students may request special processing of a transcript, additional fees may apply.
 - b. The District will not refuse to provide a transcript on the grounds that the student owes a debt condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.
 - c. The District may elect to implement a process for the receipt and transmission of electronic student transcript contingent upon receipt of sufficient funding.

2. If immediate access to a student's record is not possible, the student shall complete a written request to review their student records. The institution shall comply with student's written request for access to their student records no later than 15 working days following the date of the request.
3. Staff authorized to change grades shall be limited to one staff member and one supervisor in the District Records Office as designated by the Vice Chancellor, Educational Services.
4. Access to student academic records shall not be granted to student workers. A student worker is defined as an employee who is not a permanent employee and is attending one or more classes.
5. No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following condition:
 - a. Officials or employees of the District who have been determined to have legitimate educational interests as required by law. The criteria used to determine "legitimate educational interest" is "need to know."
 - b. These criteria have determined the following categories to have "legitimate educational interest:"
 - 1) Instructional staff when such information will assist such staff in determining or improving the academic success of students under their jurisdiction;
 - 2) Counseling staff when such information will assist the student in achieving their personal, academic, or vocational goals or in understanding and following prescribed college/campus/District regulations;
 - 3) Classified staff who are involved in the creation, analysis, distribution, correction, compilation, or processing of student records;
 - 4) Management or supervisory staff when such information is directly related to the successful completion of management or supervisory duties, as prescribed by the Board of Trustees; and/or
 - 5) Board of Trustees, in appropriate disciplinary cases.
6. Authorized representative of the Comptroller General of the United States, the Secretary of Education, an administrative head of an educational agency, state educational officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by anyone other than those officials, and such personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and/or enforcement of federal legal requirements. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.

7. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll. The release is subject to the conditions in Education Code 76225.
8. Agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of students may be disclosed only as necessary for such purpose as to:
 - a. Determine the eligibility of the student for financial aid;
 - b. Determine the amount of the financial aid or conditions that will be imposed regarding financial aid; or
 - c. To enforce the terms or conditions of the financial aid.
9. Organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as to not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
10. Appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to such regulations and applicable federal and state law.
11. Access to student records may be granted to any person for whom the student has executed written consent specifying the records to be released.
12. The following information shall be released to the federal military for the purposes of federal military recruitment: student name, address, telephone listing, electronic mail address, date and place of birth, level of education, major, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled by the student.
13. No student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant, or otherwise required by law. Without a court order or a judicial warrant, written consent must be signed and dated by the student or (if the student is a minor) by the student's parent(s) or guardian(s) before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. The District adheres to practices in accordance with Administrative Procedure, AP 3415, *Immigration Enforcement Activities*.

COURT ORDERS OR SUBPOENAS

Student records shall be released pursuant to:

1. ~~Student records shall be released pursuant to~~ a judicial order or lawfully issued subpoena; and
2. ~~Student records shall be released pursuant to~~ a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

LOG OF PERSONS, AGENCIES, OR ORGANIZATIONS

1. A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from student records. Such log shall indicate the reasons why information is being requested and whether the requests are granted. Such listing need not include:
 - a. The names of students who have been permitted access to their own records;
 - b. Parties who have been granted access to student records as a result of a student's written consent; and/or
 - c. Officials or employees having a legitimate educational interest in a student's record as indicated.
2. The log or record shall be open to inspection only by the student and the Custodian of Records and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

USE OF SOCIAL SECURITY NUMBERS

The District shall not do any of the following:

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

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

1. The use of the social security number is continuous;
2. The individual is provided an annual disclosure that informs the individual that they has the right to stop the use of their social security number in a manner otherwise prohibited;

3. The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
4. No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

NOTIFICATION TO STUDENT OF THEIR RIGHTS REGARDING STUDENT RECORDS

Students shall be notified of their rights with respect to student records, including the definition of directory information contained herein, and that they may limit the information. (See Attachment A)

CHALLENGE

1. Grade – Students challenging a grade or other non-evaluative symbol must process the request in accordance with Administrative Procedure, *AP 4231, Grade Challenge*.
2. Content – Students may file a written request with the Vice President of Student Services to correct or remove information recorded in their student record that the student alleges to be:
 - a. Inaccurate;
 - b. An unsubstantiated personal conclusion or inference;
 - c. A conclusion or inference outside of the observer's area of competence; or
 - d. Not based on the personal observation of a named person with the time and place of the observation noted.

CONTENT CHALLENGE PROCESS

1. Formal Resolution
 - a. Within 30 working days of receipt of the written request, the Vice President, Student Services shall meet with the student and the employee who recorded the information or their supervisor, as appropriate, to review all information and evidence.
 - b. The Vice President, Student Services shall make a recommendation to the college President to either sustain or deny the allegation(s).
 - c. The President shall review the recommendation and make a decision. The decision shall be in writing and sent to the student within five (5) days.

If the decision of the President is to sustain any or all of the allegations, the President shall order the Vice Chancellor, Educational Services or designee to immediately correct or remove and destroy the information.

If the decision of the President is not to remove the information, the student may appeal the decision in writing to the Chancellor within ten (10) calendar days of the President's decision.

2. Appeal to the Chancellor

- a. Within 30 days of receiving such an appeal, the Chancellor or their designee shall meet with the student and the employee, or their supervisor as appropriate. In the event the employee is no longer employed, the direct supervisor shall represent the employee to determine whether to sustain or deny the allegations. The meeting shall be confidential.
- b. If the Chancellor or designee sustains the allegations, they shall order the Vice Chancellor, Educational Services, or designee to immediately change the record. Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Chancellor unless the student initiates legal proceedings relative to the disputed information within the prescribed period.
- c. The Chancellor or designee shall notify the student in writing of the final decision within 10 working days of the meeting with the student. The decision shall be final.
- d. If the final decision of the Chancellor or designee is unfavorable to the student, the student shall have the right to submit a written statement of their objections to the information. This statement shall become a part of the student's record.
- e. Whenever there is included in any student record information concerning any disciplinary action taken by the District, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

NAME AND GENDER CHANGES TO FORMER STUDENT RECORDS

If the District receives government-issued documentation, as described below, from a former student demonstrating that the former student's legal name or gender has been changed, the District shall update the former student's records to include the updated legal name or gender. If requested by the former student, the District shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that shall be reissued by the District upon request include, but are not necessarily limited to, a transcript or a diploma conferred by the institution.

The District shall not charge a higher fee for correcting, updating, or reissuing a document based on a legal name or gender change than the fee it charges for correcting, updating, or reissuing that document generally.

The documentation of a former student sufficient to demonstrate a legal name or gender change includes, but is not necessarily limited to, any of the following:

1. State-issued driver's license or identification card;
2. Birth certificate;
3. Passport;
4. Social security card;
5. Court order indicating a name change or gender change, or both.

The District is not required to modify records that the former student has not requested for modification or reissuance.

A graduating student may request that the District confer the diploma in the student's chosen name. The District cannot require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

References: Education Code Sections 66093.3, 66271.4 and 76200 et seq.;
Title 5 Section 54600 et seq.;
10 U.S. Code Section 503;
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);
ACCJC Accreditation Standard II.C.8; and
Family Education Rights and Privacy Act

Approved by
the Chancellor: ~~April 25, 2022~~

Supersedes: AP 3001.1 – 08/28/08; 04/13/10; 11/09/16; ~~(Renumbered AP 5040)~~ – 04/25/22



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP-~~3940.8~~ 5140.1 – MATH SUBSTITUTION FOR STUDENTS WITH DISABILITIES AS AN ACADEMIC ACCOMMODATION

This procedure implements Title 5, Section 56027 concerning equal access to education with academic adjustments.

FUNCTION

1. The District provides an equal educational opportunity for students with disabilities in accordance with state and federal laws and regulations, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title 5 of the California Education Code of Regulations.
2. It is the intent of the District that students with disabilities be admitted to courses and programs on an equal basis with all other students. To ensure quality of access for these students, academic accommodations and auxiliary aids are provided to the extent necessary to comply with all the regulations. A course substitution will only be considered when the severity of a disability of an otherwise qualified student creates an obstacle to successful completion of a course required for graduation, after a good faith effort and the use of accommodations on the part of the student.

IMPLEMENTATION

1. A request to substitute the math competency requirement will only be considered once a student with a verified disability has exhausted all other options for a reasonable accommodation. The decision whether to grant an accommodation will be based upon careful review of the student's specific disability and academic history. The intent of this procedure is to ensure a thorough review of the request and consistent sequence. While the District has identified a list of allowable course substitutions, the institution will make every effort to ensure that essential elements of the certificate and degree are not affected by a substitution. The petition, review and decision to substitute a course will be made at the college, and is valid throughout the District for graduation. Courses that are approved to meet the math competency requirement may also be used to fulfill District General Education Area A2. Communication and Analytical Thinking. This request is a one-time consideration and may not support any requirements for transfer to other colleges in higher education.
2. The following eligible courses were selected because of their critical and analytical thinking components, as acceptable substitution alternatives for the math competency for an associate degree. Acceptable course substitutions include:
 - ACCT 116A (Accounting Fundamentals: Financial)
 - ASTR 101 (Descriptive Astronomy)
 - BANK 102 (Mortgage Brokerage and Banking)
 - ~~BUSE 101 (Business Mathematics)~~

- CHEM 111 (Chemistry in Society)
- CISC 150 (Introduction to Computer Information Systems)
- CISC 181 (Principles of Information Systems)
- ~~CISC 190 (Java Programming)~~
- COMS 160 (Argumentation)
- PHIL 100 (Logic and Critical Thinking)
- PHIL 205 (Critical Thinking and Writing in Philosophy)
- PHYN 100 (Survey of Physical Science)
- REAL 125 (Real Estate Economics)

3. A *Petition for Math Substitution as an Academic Accommodation* ~~(Form SS-DSPSMathSub3910.8)~~ is completed and submitted to the Academic Standards Review Committee at the college of attendance. The committee's decision is reflected on the petition, and is final.
4. Once the committee has acted on the petition, copies will be sent to the following:
 - a. College Admissions Office for inclusion in student folder;
 - b. District ~~Records Office~~ Evaluations;
 - c. DSPS Counselor; and
 - d. Copy to the student
5. The approved math substitution will be valid to meet the math competency requirement provided the student maintains continuous enrollment in the District.

Reference: California Code of Regulations (CCR), Title 5, Section 56027
Rehabilitation Act of 1973, Section 504

Approved by
the Chancellor: ~~February 11, 2016~~

Supersedes: ~~New Procedure~~ AP 3910.8 – 02/11/16; (Renumbered 5140.1)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 5700 – INTERCOLLEGIATE ATHLETICS

The District is a member of the California Community College Athletic Association (CCCCAA) and is governed by the rules of the CCCCCAA constitution and bylaws. The colleges will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of CCCCCAA and conference(s) in which the colleges are members.

The Athletics Department is committed to student-athlete academic success and shall monitor and track student-athlete academic performance.

The Athletics Department is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from harassment or discrimination within all athletic program activities and classes.

Changes to the Intercollegiate Athletics program curriculum will follow the procedures outlined in Administrative Procedure, *AP 5019, Instructional Program Review*. Athletic programmatic procedures are contained in the Athletics Department Staff Handbook and information kept in the Athletics Director's Office.

The District shall submit conference, state, and federal compliance reports as required.

Any fundraising activities conducted by a member of the Athletics Department shall follow approval procedures prior to the proposed event as outlined in the Athletics Department Staff Handbook. All fundraising and trust account activities shall follow the procedures established by the District Fiscal Services Office.

Name, Image, Likeness, and Athletic Reputation

Prospective Student Athlete: The District will not provide a prospective student athlete with compensation in relation to the athlete's name, image, likeness, or athletic reputation.

Student Athletes: The District will not prevent a student participating in intercollegiate athletics from either earning compensation as a result of the use of the student athlete's name, image, likeness, or athletic reputation, or from obtaining professional representation by duly licensed athletic agents or attorneys. However, a student athlete may not enter into a contract that provides compensation to the student athlete for their name, image, likeness, or athletic reputation if the contract conflicts with a provision of the student athlete's team contract, as applicable.

A student who enters into a contract providing compensation for use of the student's name, image, likeness, or athletic reputation must disclose the contract to the athletic administrator. If the District determines that a conflict between the student athlete's contract and the student athlete's team contract, the athletic administrator will disclose the conflict to the student or student's legal representative, if any, and identify the contractual provisions that conflict.

Any team contract entered into, modified or renewed on or after September 1, 2021, will not prevent a student athlete from using their name, image, likeness, or athletic reputation for a commercial purpose when the athlete is not engaged in official team activities.

A student athlete's scholarship eligibility will not be impacted as a result of the student earning compensation for their name, image, likeness, or athletic reputation.

The District will not revoke a student-athlete's scholarship that provides the student-athlete with the cost of attendance as a result of the student athlete earning compensation or obtaining legal representation in accordance with state law.

Also see Board of Trustees Policy, *BP 3410* and Administrative Procedure, *AP 3410*, *Nondiscrimination*, and Board of Trustees Policy, *BP 4300*, *Field Trips and Excursions*.

References: Education Code Sections, 66271.6, 66271.8, 67360 et seq., and 78223
~~Title IX Educational Amendments of 1972~~
20 U.S. Code Sections 1681 et seq.;
ACCJC Accreditation Standard II.C.4;
Community College Athletic Association (CCCAA) Constitution and CCCAA
Bylaws

Adopted: ~~August 22, 2021~~

Supersedes: 11/28/16; 08/22/21