



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Educational Services

Chapter 2 – Board of Trustees
Cabinet Review: 10/17/23 & 10/24/23
DGC Review: 11/01/23 & 11/15/23
Board of Trustees – First Read: 12/06/23; Second Read: 1/XX/24

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 2015 – Student Member(s) (annual)

- Minor technical; Annual review

Administrative Procedures:

AP 2015 (annual) – Student Member(s)

- Minor technical; Annual Review

AP 2105 (New) – Election of Student Member(s)

- Creation of legally required Administrative Procedure.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board of Trustees Policy

Chapter 2 – Board of Trustees

BP 2015 – STUDENT MEMBER(S)

The Board of Trustees shall include one (1) non-voting student member. The Associated Student (AS) Presidents of the four colleges, San Diego City, Mesa, Miramar, and Continuing Education, shall have the responsibility of Student Trustee. Only one (1) of the four (4) AS Presidents shall sit with the Board on a rotating basis. The rotation is to be determined by the AS Presidents with support from the Associated Students Deans, or designated representative(s). The AS Presidents, who take on the role of Student Trustee, are voted by the student body to serve yearly terms commencing June 1st through May 31st.

The student member shall be seated with the Board of Trustees and be recognized at the Board meeting as a full member of the Board. The student member is entitled to participate in discussions of issues and receive all materials presented to members of the Board, except for materials and discussions presented during a closed session meeting. The student member is not entitled to make, amend, or second motions, but may remove items from the consent calendar for discussion. The student member may cast an advisory vote, although the vote shall not be included in the determining vote required to carry any measure before the Board. The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected Trustees.

On or before May 15th of each year, the Board of Trustees shall adopt regulations granting privileges to the Student Trustee, including compensation as provided by Board of Trustee Policy, *BP 2725, Board Member Compensation*, and an advisory vote.

References: Education Code Section 72023.5

Adopted: 12/14/06
Revised: 08/27/15; 07/19/18; 05/09/19; 06/09/22

(Replaces current SDCCD BP 2015; former policy 1001.33; former procedure 3200.1 (1/19/2000); current procedure 2015)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 2 – Board of Trustees

AP 2015 – STUDENT MEMBER(S)

1. STUDENT MEMBER

- a. The Associated Student Presidents at San Diego City, Mesa, Miramar, and Continuing Education Colleges will collectively serve as the Student Trustee and sit at the Board of Trustees meetings on a rotating basis.
- b. The credit colleges Student Trustee must be enrolled in a college of the District for at least five semester units, and maintain an overall 2.0 grade point average.
- c. The non-credit colleges Student Trustee must be enrolled in a non-credit college of the District for a minimum of 87.5 instructional hours.
- d. The Student Trustee will receive compensation as stated in Board of Trustee Policy, *BP 2725, Board Member Compensation*. If the student member is an employee of the District, the member will not be required to give up employment.
- e. Term of service: June 1st – May 31st.

2. RESPONSIBILITIES

- a. Represent and advocate for all students of the District.
- b. Serve as the districtwide student voice at various participatory governance meetings, including District Governance Council and the United Student Council.
- c. Be prepared and attend all assigned meetings of the Board of Trustees.
- d. Participate in the United Student Council in accordance with Board of Trustees Policy, *BP 5400, Associated Students Organizations*.
- e. Participate in the Community College League of California (CCLC) Student Trustee training and other appropriate trainings in preparation for assuming the responsibilities of Student Trustee.

Approved: November 30, 2018

Revised: 06/25/22



Administrative Procedure

Chapter 2 – Board of Trustees

AP 2105 – Election of Student Member(s)

ELECTION OF STUDENT TRUSTEE

The student member shall be elected by plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

VACANCY

Should a student trustee position becomes vacant or becomes ineligible for the office, resigns, is recalled, or dies, the seat of a student member becomes vacant during their term, the governing board may authorize the officers of student body associations established pursuant to Education Code Section 76060 at each community college in the District to appoint a student to serve the remainder of the term in accordance with procedures established by the appropriate Associated Student constitution and bylaws.

References: Education Code Section 72023.5

Approved: New



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Educational Services

Chapter 3 – General Institution
Cabinet Review: 09/01/23 & 09/12/23
DGC Review: 09/20/23 & 10/04/23

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:

None.

Administrative Procedures:

AP 3433 – Prohibition of Sexual Harassment under Title IX

- Updated to remove historically offensive terms found in federal law.

AP 3434 – Responding to Harassment Based on Sex under Title IX

- Remove historically offensive term, to align with FBI crime definitions, and to clarify that the contents of a written investigative report should not include findings or determinations of law or fact, consistent with the 2020 regulations.
- Updated to include required information on sexual assault and domestic violence counselors pursuant to changes in the Education Code.

AP 3725 – Information and Communications Technology Accessibility & Acceptable Use

- Update to align with updated Title 5 regulations.



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Administrative Procedure

Chapter 3 – General Institution

AP 3433 – PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

The San Diego Community College District (“District”) is committed to providing an academic and work environment free of unlawful sexual harassment under Title IX.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities, on a District bus, or at a class or training program sponsored by the District at another location.

1. DEFINITIONS

Sexual Harassment under Title IX – Conduct that satisfies one or more of the following:

- a. A District employee conditions the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (*quid pro quo* harassment);
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity;
- c. Sexual assault, including the following:
 - 1) Sex Offenses – Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.
 - 2) Rape (except Statutory Rape) – The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - 3) Sexual Assault with an Object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything the offender uses other than the offender’s genitalia (e.g., a finger, bottle, handgun, stick.)
 - 4) Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

- 5) Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse:
- a) Incest – Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - b) Statutory Rape – Non-Forcible sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
 - c) Dating Violence – Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - d) Domestic Violence – Violence committed:
 - a) By a current or former spouse or intimate partner of the victim;
 - b) By a person with whom the victim shares a child in common;
 - c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; and/or
 - e) By any other person against an adult or youth victim protected from that person’s acts under the domestic or family violence laws of California.
 - e) Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

References: Title 5 Sections 59320 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e; and Title IX of the Education Amendments Act of 1972

Approved by
the Chancellor:

Supersedes: AP 3433 – 04/18/22



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Administrative Procedure

Chapter 3 – General Institution

AP 3434 – RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX

1. INTRODUCTION

The San Diego Community College District (“District”) is committed to providing an environment that is free of sexual harassment, including sexual assault and stalking, for its students, employees, and applicants for admission or employment. This procedure outlines protections for students, employees, and applicants in educational programs and activities, and in employment activities of the District.

The purpose of this Administrative Procedure is to fulfill this commitment, as well as to meet the District’s obligations under Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Act (“VAWA”), California SB 493, and relevant provisions of the California Education Code.

This procedure only applies to conduct defined as sexual harassment under Title IX and applicable federal regulations that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing the procedures below, the District will provide supportive measures, training, and resources in compliance with California law, unless Title IX regulations preempt them.

2. DEFINITIONS

The following definitions apply to this Administrative Procedure:

- a. Student – As defined in Administrative Procedure, *AP 5520, Student Disciplinary Procedures*.
- b. Employee – As defined in Board of Trustees Policy, *BP 7210, Academic Employees*; Board of Trustees Policy, *BP 7230, Classified Employees*; Board of Trustees Policy, *BP 7240, Confidential Employees*; Board of Trustees Policy, *BP 7260, Educational Administrators*; and Board of Trustees Policy, *BP 7260, Classified Supervisors and Managers*.
- c. Parties – As used in this procedure, includes both the Complainant and Respondent.
- d. Complainant – An individual who alleges that they are the victim of conduct that could constitute sexual harassment.
- e. Respondent – An individual reported to be the perpetrator of conduct that could constitute sexual harassment.

- f. Reporting Party – An individual who submits an incident report alleging conduct that could constitute sexual harassment, whether they are the victim of that conduct or a witness to that conduct.
- g. Advisor – Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge.
- h. Consent – Affirmative, conscious, voluntary, and revocable, mutual agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them is not an indicator of consent. The Respondent’s belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent’s belief is not a valid defense where:
 - 1) The Respondent’s belief arose from the Respondent’s own intoxication or recklessness;
 - 2) The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
 - 3) The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - a) Asleep or unconscious;
 - b) Unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
 - c) Unable to communicate due to a mental or physical condition.

Note: Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking, using drugs, or taking medication. Whether an intoxicated person (as a result of alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making ability, awareness of consequences, and ability to make informed judgements.

Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.

- i. Hearing Officer – The person or persons who will oversee Title IX hearings and make the determination of responsibility. The District may have one Hearing Officer determine whether the Respondent is responsible, and another Hearing Officer determine the appropriate level of penalty for the conduct. The Hearing Officer cannot be the Title IX

Coordinator or the Title IX Investigative Analyst.

- j. Formal Complaint – A written complaint signed by the Complainant or Title IX Coordinator, alleging prohibited conduct and requesting an investigation. If the Title IX Coordinator signs the formal complaint, they will not become a Party to the complainant.
- k. Sexual Harassment – For the purposes of Title IX and this procedure, the District has adopted the following definitions of sexual harassment in order to address the unique environment of an academic community. One definition is required by federal law, and the other by state law. Both apply, and while they overlap, they are not identical.
 - 1) California Sexual Harassment Definition – For a complete list of definitions of sexual harassment under California law, see Appendix A.
 - 2) Title IX Sexual Harassment Definition – Conduct that satisfies one or more of the following as defined in 34 CFR § 106.30:
 - a) A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
 - b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity (hostile environment sexual harassment); and/or
 - c) Sexual assault, including the following:
 - (1) Sex Offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - (2) Rape (except Statutory Rape) – The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - (3) Sexual Assault with an Object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age, or their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia (e.g., a finger, bottle, handgun, stick.)
 - (4) Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age, or /their temporary or permanent mental or physical incapacity.

- (5) Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse:
 - (a) Incest – Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (b) Statutory Rape – Non-Forcible sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- (6) Dating violence – Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (7) Domestic Violence – Violence committed:
 - (a) By a current or former spouse or intimate partner of the victim;
 - (b) By a person with whom the victim shares a child in common;
 - (c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - (d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; and/or
 - (e) By any other person against an adult or youth victim protected from that person’s acts under the domestic or family violence laws of California.
- (8) Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

3. OTHER DEFINITIONS

- a. Confidential Resources – Employees who receive information about prohibited conduct in their confidential capacity and are not required to report to the Title IX Coordinator:
 - 1) Mental Health Counselors; and
 - 2) Employee Assistance Program (EAP)

Individuals designated as a Confidential Resource are responsible for provisions outlined in state law (SB 493 66281.8(a)(2)(C)(ii)) and shall inform each student who provides them with information regarding sexual harassment of the student’s ability to report to a responsible employee and direct the student to those specific reporting resources.

Designation as a “Confidential Resource” under this procedure only exempts a person

from reporting to the Title IX Officer. It does not affect other mandatory reporting obligations under UC CANRA (Child Abuse and Neglect Reporting Act) Policy, the Clery Act, and other policies or laws that required reporting to campus or local law enforcement, or Child Protective Services.

- b. Supportive Measures – Non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate, and as reasonably available, to restore or preserve equal access to the District’s education programs or activities. These measures are designed to protect the safety of all Parties, protect the District’s educational environment, and deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures on a need-to-know basis in order to enable the District to provide adequate services. Support measures may include counseling, extensions of deadlines other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of specified areas of the campus, and other similar measures.
- c. Sexual Assault and Domestic Violence Counselors – For further information about services provided by sexual assault and domestic violence counselors on campus, see [Administrative Procedure, AP 3540, Sexual and Other Assaults on Campus](#).
- d. Preponderance of the Evidence – A standard of proof that requires that a fact be found when its occurrence, based on evidence, is more likely than not. This means that the greater weight of the evidence is more than the evidence on the other side. The preponderance of the evidence is the applicable standard for demonstrating facts and reaching conclusions in an investigation conducted pursuant to this procedure.
- e. Responsible Employee – Any District employee who is not a confidential resource. If a Responsible Employee learns, in the course of employment, that a student may have experienced prohibited conduct, they should promptly notify the Title IX Office or designated Official with Authority.

Employees who do not have a duty to report are Confidential Recourses, as identified above.

- f. Official with Authority – A District employee with the responsibility to oversee the Title IX process and/or enforcement. District Officials with Authority are not confidential resources and are required to report allegations of prohibited conduct to the Title IX Coordinator. The District has designated the following employees as Officials with Authority:

- Title IX Coordinator (District Office)
- President (each institution)
- Vice President, Student Services (each institution)
- Vice President, Instruction (each institution)
- Vice President, Administration (each institution)
- Dean of Student Affairs (each institution)
- DSPS Coordinator (each institution)

504 Officer (each institution)
Site Compliance Officer (each institution)
Dean/Director of Athletics (each institution)
District Diversity Officer (District Office)
Director of Legal Services and EEO (District Office)
Human Resources/Employee Relations (District Office)

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, and other witnesses, and the date, time and location of the alleged incident. Officials with Authority participate in annual Title IX Training.

- g. Pregnant/Parenting – Pregnancy, childbirth, breastfeeding, or any related medical condition.
- h. Gender – Sex, including gender identity, gender expression, and transgender, as well as sex stereotyping:
 - 1) Gender Identity – A person’s identification as male, female, a gender different from the person’s sex at birth or transgender.
 - 2) Gender Expression – A person’s gender-related appearance or behavior whether or not stereotypically associated with the person’s assigned sex at birth.
 - 3) Sex Stereotype – An assumption about a person’s appearance or behavior or about an individual’s ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual’s sex.
 - 4) Transgender – A general term referring to a person whose gender identity differs from the person’s sex at birth.

4. JURISDICTIONAL REQUIREMENTS – APPLICATION OF PROCEDURES

These procedures cover acts of prohibited conduct committed by District students, employees, and third parties (such as contractors, vendors, visitors, guests, and volunteers), and acts of prohibited conduct committed against students, employees, and third parties, of the conduct meets the following three (3) jurisdictional requirements:

- a. The conduct took place in the United States;
- b. The conduct took place in connection with a District “educational program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls, or which student organizations officially recognized by the District own or control.
- c. The conduct meets the definition of “sexual harassment” as defined in Section 2.n. of this procedure.

Not every report of prohibited conduct will result in a resolution process as described in

this procedure. The Title IX Coordinator may close some reports after making an initial assessment.

5. GRIEVANCE PROCESS FOR REPORTS THAT DO NOT MEET JURISDICTIONAL REQUIREMENTS OF TITLE IX (“Alternative Process”)

a. Alternative Process

A report that must be dismissed because it does not meet the jurisdictional requirements outlined in Section 4, may be assessed under Alternative Process, as determined by the Title IX Coordinator. Alternative Process encompasses prohibited conduct that meets the following requirements:

- 1) Unwelcome conduct that is sufficiently severe or pervasive as defined in Board of Trustees Administrative Procedure, *AP 3430, Prohibition of Harassment*; and/or
- 2) Conduct that occurred at a non-District location and not within the context of a District-sponsored program or activity, if there is a “sufficient nexus,” as defined below, between the conduct and a District program or activity.
 - a) Sufficient Nexus means that there exists a likelihood that the Complainant may reasonably encounter the Respondent, within District activities and programs, in a manner sufficient to deprive the Complainant of their ability to enjoy the benefits of the District activity or program in question (e.g., when the continued presence or participation of the Respondent may reasonably be expected to create a hostile environment for the Complainant).

Alternative Process will also apply to reports that involve other sex-based misconduct as defined below:

- 1) Sexual Batter – The intentional touching of another person’s intimate parts without consent, intentionally causing a person to touch the intimate parts of another without consent, or using a person’s own intimate part to intentionally touch another person’s body without consent.
- 2) Sexual Exploitation – Taking sexual advantage of another person for the benefit of anyone other than that person without that person’s consent, including, but not limited to, any of the following acts:
 - a) The prostituting of another person, including the use of threat, coercion, or abduction to force another person to perform sexual acts with others in exchange for payment;
 - b) The trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor or services, through force, fraud, or coercion;
 - c) The recording of images, including video or photograph, or audio of another person’s sexual activity or behavior, intimate parts, or in any state of undress, without that person’s consent;

- d) Intentionally observing, spying on, or listening to person(s) involved in sexual activity or behavior or in any state of undress, without their consent;
 - e) The distribution, sharing, or posting of images, including video or photograph, or audio of another person's sexual activity or behavior, intimate parts, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure;
 - f) The viewing of another person's sexual activity or behavior, intimate parts, or allows others to observe another person in any state of undress, in a place where that other person would have a reasonable expectation of privacy, without that person's consent, for the purpose of arousing or gratifying sexual desire;
 - g) Removing a condom during sexual intercourse without the consent of the other person; or the act of intentionally misleading another person to believe a condom is being used during sexual intercourse;
 - h) Inducing incapacitation of another by providing drugs, alcohol, or other substances—with or without their knowledge—with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity or behavior, regardless of whether sexual activity or behavior actually occurs. If sexual activity or behavior does occur, such conduct may also constitute Sexual Assault; and/or
 - i) Indecent Exposure which is exposing one's intimate parts, such as genitalia, groin, breast, and/or buttocks to someone without their consent. This behavior is the deliberate showing of intimate parts of the body and may, but does not necessarily have to, include a sexual act. Engaging in sexual activity in public, witnessed by non-consenting person(s), is also a form of Indecent Exposure.
- 3) Discrimination, including harassment, because of sex or gender, gender identity (including transgender), gender expression, marital status, sexual orientation, sex stereotype, pregnancy and/or breastfeeding (or any related medical condition), and other inappropriate conduct that does not meet the criteria as defined by the Title IX regulations.

Reported conduct that does not meet the definition of "sexual harassment" in Section 2.n. of this procedure, or not encompassed in Alternative Process will be addressed pursuant to alternative District policies and procedures.

b. Alternative Process – Investigation Process

Following intake, receipt of notice, or a report of an alleged violation the Title IX Coordinator will make an initial assessment to promptly evaluate whether the report or complaint details describe a violation under Alternative Process and if the matter has not been resolved by other means.

Based on the initial assessment, the Title IX Coordinator will initiate one of these responses:

- 1) Supportive Response – Measures to help restore the Complainant's education

access, as described in Section 3.b. of this procedure.

- 2) Informal Resolution – Typically used for less serious offenses and only when all parties agree to Informal Resolution, or when the Respondent is willing to accept responsibility for violating policy.
- 3) Administrative Resolution – Investigation of policy violation(s) and recommended finding, subject to a determination by the Title IX Coordinator and the opportunity to appeal to an Appeal Decision-maker.
 - a) The Title IX Investigative Analyst shall:
 - (1) Reach out to the Complainant to offer supportive measures;
 - (2) If not already done, request to meet with the Complainant to collect all relevant information and a list of relevant witnesses;
 - (3) Meet with witnesses identified by or for the Complainant, to the extent deemed germane in the discretion of the Title IX Office;
 - (4) Provide written notification to the Respondent of the allegations and schedule a meeting at which the Respondent may provide responsive information and a list of relevant witnesses;
 - (5) Meet with witnesses identified by or for the Respondent, as deemed germane in the discretion of the Title IX Office;
 - (6) Make a determination by the preponderance of the evidence whether discrimination exists and if so, impose a sanction or other supportive measures that shall not include a suspension of more than 10 days;
 - (7) Provide notification of the determination made by the Title IX Office and any sanction to be imposed, including the rationale for the determination; such notification shall be provided to both Parties, in writing, within five (5) business days, and shall be deemed made when transmitted via email or U.S. mail to the last known address for each Party.

Note: If the Respondent is a student, the written rationale shall be submitted to the Dean of Student Affairs and the Vice President of Student Services or designee. If the Respondent is an employee, the written rationale shall be submitted to Human Resources Labor Relations or designee, and the Respondent's dean, director, or next-level supervisor who was not involved in the underlying dispute. If it is determined that reasonable grounds establish a violation of this procedure or related policy, appropriate disciplinary or corrective action to address the conduct will be taken by Human Resources.

6. PROTECTION OF COMPLAINANTS, RESPONDENTS, AND WITNESSES

- a. Amnesty – To encourage reporting, the District will not discipline Complainants or witnesses for student conduct policy violations that occur around the time of alleged prohibited conduct unless the District determined the violation was egregious. Examples

of egregious violations include conduct that risked someone's health or safety.

Complainants may be particularly afraid to report prohibited conduct when alcohol, drugs, or other intoxicants were involved (for example, when there was underage drinking). This amnesty provision applies to alcohol- and drug-related student violations.

- b. Retaliation – The District prohibits retaliation against someone for reporting possible prohibited conduct or participating or not participating in a process under this procedure.
- c. Privacy and Confidentiality – The District must balance the privacy interests of people involved in a report of prohibited conduct against the need to gather information, ensure a fair process, and stop, prevent and remedy prohibited conduct. In this context, the District tries to protect people's privacy to the extent permitted by law and District policies. The District otherwise keeps confidential the identities of parties, witnesses, and those who report prohibited conduct, except as required by law or permitted by FERPA, and protects the privacy of personally identifiable information per all applicable state and federal privacy laws, and District policies.

7. PROCEDURES

a. Procedures for Reporting and Responding to Reports of Sexual Harassment

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

While the Title IX Office has responsibility for oversight of the reporting and response processes, other offices at each location will be involved and consulted as necessary. The specific procedures for investigating and resolving complaints of prohibited conduct may depend on the respondent's identity and relationship to the District.

A Respondent may be a:

- 1) Student;
- 2) Faculty member;
- 3) Classified Professionals;
- 4) Non-faculty academic employee; or
- 5) Third party

b. Reporting Options

Any person may report prohibited conduct, including anonymously. A person may report

sexual harassment to the District's Title IX Coordinator, any Responsible Employee, or an Official with Authority. The person or office that receives the report must forward it to the Title IX Coordinator. Upon receipt of a report of prohibited conduct, the Title IX Office will attempt to contact the Complainant, if known, to inform them of their rights, options, and resources.

The District will document reports of sexual harassment in compliance with the Jean-Clerly Act ("Clerly Act"), a federal law requiring data collection of crime within the campus geography. Under the Clerly Act, the District does not document personal information; the District reports the type of conduct, and the time, date and location of the alleged incident.

c. Timeline for Making Reports

There is no time limit for reporting, and people should report incidents even if significant time has passed. However, the District strongly encourages prompt reporting of prohibited conduct under this procedure. Prompt reporting better enables the District to respond to the report, determine relevant issues, and provide an appropriate remedy and/or action. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to conduct an investigation or take appropriate remedial action.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under this procedure. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the recurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal processes or proceedings.

8. INTAKE AND PROCESSING OF REPORT

a. Receipt of Report and Initial Assessment

As soon as practicable, after receiving an incident report, the Title IX Coordinator will make an initial assessment, including a limited factual inquiry when appropriate, to determine how to proceed. The Title IX Office will contact the Complainant and invite the Complainant to a meeting to explain their rights under this policy and procedure and discuss supportive measures. If the Complainant is not the reporting party, the Title IX Office may contact the reporting party for more information.

The Title IX Coordinator will first assess the report to determine whether the alleged conduct is conduct prohibited under this procedure. If the conduct does not meet any of the definitions of Prohibited Conduct under this procedure or related policy, the Title IX Coordinator will assess if the conduct is covered by another applicable District Policy.

The Title IX Office may consult with other offices as necessary. This may include Student Affairs Offices for complaints involving students, and Human Resources or

Employee Labor Relations Offices for complaints involving staff and faculty.

The Title IX Coordinator, in consultation with the Complainant when possible, will:

- 1) Make an immediate assessment of the health and safety of the Complainant and the campus community;
- 2) Determine and oversee supportive measures that are immediately necessary (including Mutual no contact directives); and
- 3) Provide Complainant a written explanation of rights and reporting options (including the right to report to police), and available campus and community resources.

b. Removal of Respondent

Upon receiving a report regarding prohibited conduct, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. Based upon this assessment the District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

1) Emergency Removal

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of prohibited conduct justifies removal. The District Vice Chancellor of Educational Services or designee will conduct the individualized safety and risk analysis.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of prohibited conduct allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

If the Vice Chancellor of Educational Services determines emergency removal is appropriate, they or their designee will provide the person being removed from campus with notice and opportunity to challenge the basis of their removal in writing. The Vice Chancellor of Educational Services or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

2) Administrative Leave

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process as described in Section 8.b. The District will follow relevant policies, procedures, collective bargaining agreements, and state law in placing an employee on administrative leave.

c. Closure after Initial Assessment

Not all reports the Title IX Office receives are reports of prohibited conduct that can be resolved through the grievance process described below. This includes reports for which the Title IX Coordinator determines that:

- 1) Even if true, the alleged conduct is not sexual harassment, defined in this procedure;
- 2) The conduct is not covered by this procedure or related policy;
- 3) There is not enough information to carry out the grievance process (for example, the identities of the people involved);
- 4) A Complainant's request that no investigation occur can be honored; or
- 5) There is not enough nexus between the conduct and the District to carry out the grievance process (for example, the conduct did not occur in the context of a District program or activity and involved only third parties).

The Title IX Coordinator will close such matters per written guidelines issued by the Title IX Office. The Title IX Coordinator will still, when appropriate, take steps to stop the reported conduct, prevent its escalation or recurrence, and address effects. Such steps may include offering resources and supportive/mitigating measures to the Complainant and providing target preventive education (including to the Respondent) and training programs.

When the reported conduct does not fall under prohibited conduct, as defined in this procedure (such as harassment that is not sex-based), the Title IX Coordinator will, if appropriate, refer the matter to the relevant office for review and resolution.

Reports of prohibited conduct that proceed through the initial assessment may be addressed through alternative resolution, formal investigation, a separate employee grievance or complaint process, or other inquiry, as described herein.

9. ALTERNATIVE/INFORMAL RESOLUTION

Alternative/Informal resolution is not available when the Complainant is a student and the Respondent is an employee and/or if the allegations involve sexual violence. In order cases, after an initial assessment of the alleged facts, the Title IX Coordinator may—if the Complainant and Respondent agree in writing—begin an alternative/informal resolution process. The Title IX Coordinator will, if appropriate, begin the process in consultation with other offices depending on whether the Complainant and Respondent are faculty, other academic appointees, staff, student employees, or students; an alternative/informal resolution may include, but is not limited to:

- a) Separating the parties;
- b) Providing for safety of the parties;
- c) Referring the parties to counseling;
- d) Mediation (except in cases of sexual violence)
- e) Referral for disciplinary action;
- f) An agreement between the parties;
- g) Conducting targeted preventative educational and training programs; and

- h) Conducting a follow-up review to ensure that the resolution had been carried out effectively.

Alternative resolution may be especially useful when:

- a) An investigation is not likely to lead to a resolution;
- b) Both parties prefer an informal process; or
- c) A case involves less serious allegations

The Title IX Coordinator has the discretion to determine whether the complaint is appropriate for alternative resolution, to determine the type of resolution to pursue, and to stop the process at any time before its conclusion and move to a formal investigation.

Participation in alternative resolution is voluntary, meaning both the Complainant and the Respondent must agree to participate. If alternative resolution is selected, the Title IX Coordinator will provide timely written notice to both parties that include information:

- a) About the allegations;
- b) That the Title IX Office has begun the process;
- c) That the process is voluntary and will end upon either party's request;
- d) That termination of the process may result in a Formal Investigation;
- e) That they may be accompanied by an advisor throughout the process; and
- f) That the process is private but not confidential, the Title IX Office will maintain a record of the process and may share information with others if needed to carry out the resolution, and information shared by the parties may be considered in any subsequent Resolution Process.

The Title IX Coordinator will oversee the alternative resolution process promptly, typically within 30 to 60 business days of notifying the parties in writing of starting the process. However, the Title IX Coordinator may extend past 60 days for good cause. The Title IX Coordinator will notify the parties in writing of the reason for any extension and the projected new timeline. The actual time required will depend on the specific circumstances, including the complexity of the allegations and the nature of the alleged conduct.

Once the parties have agreed to the terms of an alternative resolution, the District will not conduct a formal investigation unless the Title IX Coordinator determines that the Respondent failed to satisfy the terms of the alternative resolution, or that the alternative resolution was unsuccessful in stopping the prohibited conduct or preventing its recurrence.

The Title IX Office will keep records of all reports and conduct addressed through alternative resolution.

10. FORMAL COMPLAINT GRIEVANCE PROCESS

Before the start of any resolution process, the Title IX Coordinator will meet with the Complainant and discuss their right to file a formal complaint, the different resolution options, and the District's rules of conduct during the process.

a. Filing a Formal Complaint

Any student or employee may file a formal complaint to the Title IX Office reporting

sexual harassment, as defined in this procedure.

1) Formal Complaint Requirements

The Complainant may submit a formal complaint to the Title IX Coordinator. The date the complaint is received is considered to be the complaint filing date. The Title IX Coordinator will offer reasonable accommodations to Complainants who are unable to submit a written complaint because of a qualified disability.

The Complainant may complete the formal complaint form available through the Title IX Office or may submit a written signed statement containing the following information:

- a) The Complainant's full name, address (including email address) and telephone number(s);
- b) The name of the Respondent and job title, position, or student status (if known);
- c) The basis for any alleged discrimination, harassment, or retaliation, the Respondent's activity that is that basis for the alleged retaliation, or whether dating or domestic violence, or stalking is alleged;
- d) A clear, concise statement of the facts that constitute the allegations including pertinent date(s) and sufficient information to identify any individual(s) who may provide relevant information during the course of any investigation;
- e) A statement verifying that the information provided is true and accurate to the best of the Complainant's knowledge;
- f) The term and year of the Complainant's most recent active academic status or the term and year in which the Complainant sought admission to the San Diego Community College District;
- g) The Complainant's signature; and
- h) The date on which the complaint is submitted.

b. Dismissal of Formal Complaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under the formal grievance process outlined in Sections 10 and 11 of this procedure if any of the following three (3) circumstances exist:

- 1) If the conduct alleged in the formal complaint does not constitute sexual harassment as defined in this procedure;
- 2) If the conduct alleged did not occur in a District educational program or activity; and/or
- 3) If the conduct alleged did not occur against a person in the United States.

The District has the discretion to dismiss a formal complaint or any allegation under the following circumstances:

- 1) If at any time during the investigation or hearing the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;

- 2) If the Respondent is no longer enrolled or employed by the District; and/or
- 3) If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismisses the formal complaint or any allegations under this section, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under Alternative Process, if appropriate, or under other policies and procedures after dismissing a formal complaint.

c. Initiation of Formal Complaint Grievance Process

The Title IX Office will begin a formal investigation when they decide not to close a report after their initial assessment, a formal complaint is filed, the alleged conduct meets the definition of sexual harassment in Section 2.n. of this procedure (or all the jurisdictional requirements listed in Section 4 of this procedure are met) and either alternative resolution and other inquiry are not appropriate, or the parties do not agree to participate in alternative resolution or the alternative/informal resolution process ends before the parties agree on terms.

The Title IX Office may coordinate the investigation with other offices, depending on the identities of the Complainant and the Respondent (that is, faculty, other academic appointees, staff, or students).

If the Complainant does not want an investigation, the Title IX Coordinator will seriously consider this preference. The Title IX Coordinator may, however, determine an investigation is necessary despite the Complainant's request and may file a formal complaint on behalf of the Complainant. The Title IX Coordinator will provide the Complainant with all information required by this procedure unless the Complainant states in writing that they do not want it.

If at the request of the Complainant, the Title IX Office does not begin an investigation, they will inform the Complainant that possible remedies are limited without such investigation. The Title IX Office will nonetheless provide supportive measures as appropriate and consistent with the Complainant's privacy and the absence of an investigation.

1) Notice to Parties

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following in writing, to the Parties:

- a) A copy of the District's Title IX grievance process, an explanation of the Parties' rights, and available resources;
- b) A written summary of the allegations of alleged prohibited conduct with sufficient details known at the time and with sufficient time to prepare a

response before any initial interview;

- c) Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- d) Notice that the Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney;
- e) Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source. The Parties have the right to identify evidence and witnesses, but the District bears the burden of proof and of gathering evidence sufficient to reach a determination regarding responsibility; and
- f) Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

During an investigation, if the District decides to investigate allegations about the Complainant or Respondent that were not included in the initial notices as stated above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

d. Timeline for Completion

The District will undertake its grievance process promptly and as swiftly as possible. The District will typically complete the investigation and its determination regarding responsibility within 60 to 90 business days from the date of the notice of charges. The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 60 to 90 business day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

e. Right to an Advisor

Both the Complainant and the Respondent have the right to an advisor of their choice.

The role of the Advisor is to provide support and assistance throughout the investigative process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination unless a party waives their right to an Advisor. If a party waives their right to an Advisor, the Title IX Coordinator will notify them of the potential implications. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

f. Other Considerations

1) Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

2) Consolidation of Formal Complaints

The District may, but is not required to, consolidate formal complaints as to allegations of prohibited conduct against more than one Respondent, or by more than one Complainant against one or more Respondent, or by one Party against the other Party, where the allegations of prohibited conduct arise out of the same facts or circumstances.

3) Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for prohibited conduct at the conclusion of the grievance process.

4) Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

5) Bias or Conflict of Interest

The District's Title IX Coordinator, Deputy Title IX Coordinators, Title IX Investigative Analysts, Hearing Officers, or any persons designated by the District to facilitate a formal or informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process, or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Hearing Officer in the process. The District will ensure that the Title IX Coordinator, Deputy Title IX Coordinators, Title IX Investigative Analysts, Hearing Officers, and any persons designated by the District to facilitate a formal or informal resolution process, receives training on:

- a) The definition of sexual harassment in this procedure;
- b) The scope of the District's education program or activity for the purpose of establishing jurisdiction;
- c) How to conduct an investigation;
- d) The grievance process including conducting hearings, appeals, and informal resolution processes; and
- e) How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

6) Use of Privileged Information

The District's formal complaint process does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive such privilege.

7) Trained investigators

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

8) Gathering Evidence and Burden of Proof

The District, not the Parties, has the responsibility to gather information and interview witnesses. When the Hearing Officer evaluates the evidence, they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the Hearing Officer will decide whether it is more likely than not that reported conduct occurred.

9) Notice of Investigative Interview

The District will provide written notice of the date, time, location, participant(s), and

purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

10) Evidence Review

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten (10) days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

g. Investigation Process

The Title IX Coordinator shall promptly investigate the complaint or assign this task to another investigator on a case-by-case basis. If assigned to another investigator, the Title IX Coordinator shall monitor, supervise, and oversee all such delegated tasks, including reviewing all investigation draft reports before they are final to ensure that the investigation was sufficient, appropriate, impartial and in compliance with this procedure. Both Parties have the right to have an Advisor present at every meeting described in this section.

The Complainant and the Respondent shall have equal opportunities to present relevant witnesses and evidence in connection with the investigation. Witnesses, as distinguished by the Parties, who are employees of the San Diego Community College District are strongly encouraged to cooperate with and participate in the District's investigation and Resolution Process. Student witnesses and witnesses from outside the District community are encouraged to cooperate with District investigations and to share what they know about a complaint.

Upon inquiry, the Complainant and Respondent shall be advised of the status of the investigation.

Before reaching a final conclusion, or issuing a final investigation report, the Investigator shall have:

- 1) Advised the Parties, or have offered to do so verbally or in writing, of any evidence upon which the findings will be based; and
- 2) Given the Parties an opportunity to respond to the evidence, including presenting further relevant evidence, information or arguments that could affect the outcome.

The Investigator will not reach a final conclusion or issue an investigation report until giving careful consideration to any such relevant evidence and information or arguments provided by the Parties. The Investigator retains discretion and authority to determine relevance.

The investigation shall be completed no later than 60 to 90 business days after the intake interview, unless the timeline has been extended for good cause.

On occasion, a criminal investigation may be initiated by a law enforcement agency over the same allegations that are reported in a complaint filed under this procedure. A pending (College or local) police investigation is a separate investigation and it does not relieve the District of its responsibility to timely investigate complaints under this procedure. Thus, the District may not wait until the conclusion of a police investigation to commence its own investigation. Although it may be necessary to temporarily delay the investigation while the police are gathering evidence, once notified that the police have completed the fact-gathering portion of their investigation, the District must promptly resume and complete its own investigation.

h. Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- 1) A description of the circumstances giving rise to the formal complaint, including the factual allegations and alleged policy violations;
- 2) A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- 3) Statements of the Parties;
- 4) A summary of the testimony of each witness the investigator interviewed;
- 5) An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- 6) An explanation of why any offered evidence was not relied upon;
- 7) A table of contents if the report exceeds ten (10) pages; and
- 8) Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility. At the end of the investigation, the Title IX Coordinator will simultaneously provide the Parties the investigation report. The Title IX Coordinator will also inform the Parties in writing of the outcomes of the investigation and its rationale, and any available appeal rights.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten (10) days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report, in electronic format or a hard

copy format, to each Party and their Advisors, if any. The Parties will have at least ten (10) days to submit a written response. Either party may submit a request for more time to respond to the written report. The request shall be in writing and submitted to the Title IX Coordinator for approval.

i. Pre-Hearing and Hearing Process

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Hearing Officer. Neither Party may choose to waive the right to a hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

The Title IX Coordinator/Deputy Title IX Coordinator (Hearing Coordinator) will be responsible for coordinating the hearing process. The Hearing Coordinator's duties will include: scheduling the hearing; notifying witnesses of the hearing; ensuring that the Hearing Officer is provided with appropriate materials including a copy of the report and any exhibits; coordinating video conferencing (if necessary); and securing a location for the hearing. The Hearing Coordinator will also act as a liaison between the Parties and the Hearing Officer on procedural matters.

1) Notice of Hearing

Parties will be given written notice of the date, time, and location of the hearing as well as the identity of the Hearing Officer, all participants, and the purpose of the hearing with sufficient time for the Parties to prepare to participate. Notification of the hearing will be sent to the designated recipient's e-mail address unless the recipient has specifically requested in writing to the Hearing Coordinator that notice be given to a different e-mail address.

Communications will be deemed received on the date sent. The hearing will not be set sooner than 20 business days after the date of notice of hearing.

2) Hearing Officer

The Hearing Officer will lead the hearing. The Hearing Officer will ensure that the hearing is conducted in a timely and orderly manner.

The Hearing Officer may ask the Parties and the witness(es) questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report.

The Hearing Officer must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing. They will be free from conflict of interest or bias, including bias for or against Complainants or Respondents.

Any objections to an appointed Hearing Officer will be made in writing to the Hearing Coordinator within five (5) business days after notice of the identity of the Hearing Officer has been provided.

The objection must be based on an actual conflict of interest. A conflict of interest exists if the Hearing Officer has a personal relationship with one of the Parties or witnesses or has demonstrated actual bias towards a Party or witness. The fact that a Hearing Officer has previously served as a Hearing Officer in District proceedings will not constitute a conflict of interest. The Hearing Coordinator will determine if a conflict of interest exists. In that event, the Parties will be notified in writing of the name of the new Hearing Officer. The date for the hearing may need to be rescheduled. Any objection to the new Hearing Officer will be made in accordance with this section.

3) Pre-Hearing Procedure

a) No later than 15 business days before a Hearing, each Party shall:

- (1) Provide to the Hearing Coordinator the name of, and contact information for, the Party's Support Advisor and support person (if any);
- (2) Make any requests to the Hearing Coordinator to consolidate pending cases for hearing;
- (3) Provide to the Hearing Coordinator a proposed witness list that includes the names of, and current contact information for, that Party's proposed witnesses as well as an explanation of the relevance of each proposed witness's testimony and the disputed issue to which the witness's testimony relates. Absent extenuating circumstances, such witnesses should have been identified to the investigator during the investigation process and referenced in the investigation report.

The Hearing Officer will make all determinations regarding pre-hearing matters, including witness participation and questions, and will promptly notify the Hearing Coordinator who, in turn, will promptly notify the Parties.

b) No later than **10 business days** before the hearing, the Hearing Coordinator will:

- (1) Share a final witness list with the Parties; and
- (2) Notify each witness of the date, time, and location of the hearing. Witnesses will be instructed to attend the hearing and to promptly direct any questions or concerns about their attendance at the hearing to the Hearing Coordinator.

c) No later than **5 business days** prior to the hearing, the Parties will submit a list of proposed questions to the Hearing Coordinator.

d) No later than **3 business days** before the hearing, the Parties will submit to the Hearing Coordinator any:

- (1) Objections to, or questions about, the witness list; or
- (2) Requests for permission to participate in the hearing remotely or out of the physical presence of the other Party.

All communications will be in writing.

- e) No later than **1 business day** before the hearing, the Hearing Officer will resolve all pending requests regarding participation at the hearing. The Hearing Coordinator will give prompt notice to the Parties (and witnesses) as appropriate.
- f) The hearing is closed to all persons except the Parties; the Parties' respective Advisors; one support person per Party; appropriate witnesses while they are testifying; the Title IX Investigative Analyst while they are testifying; Title IX Coordinator; Deputy Title IX Coordinators, Hearing Officer; and Hearing Coordinator. A District administrator may also be present, but will not participate in the hearing. Campus police or a security officer may also be present if deemed appropriate or necessary by the Vice President of Student Services, Hearing Coordinator, or Hearing Officer. The District will take reasonable steps to instruct witnesses employed by the District to attend the hearing, and to arrange for such witnesses to be available to attend, provided that such employee witnesses are timely identified to the Hearing Coordinator in accordance with this procedure.
- g) The District will instruct Student witnesses to attend the hearing, provided that such Student witnesses are timely identified to the Hearing Coordinator in accordance with this Procedure. Students who fail to comply may be subject to discipline, depending on the circumstances. The District will take reasonable steps to accommodate Student witnesses including arranging for them to be excused from class attendance, if necessary.

j. Hearing Format

The hearing will commence with an overview of the hearing process given by the Hearing Officer, after which the Parties will be given an opportunity to ask questions about the hearing process. Generally, the Investigator or the Title IX Coordinator (if not the Investigator) will be the first witness and will describe the complaint, investigation process, and summarize the evidence. Each Party will be given an opportunity to make an opening statement that will last no longer than 10 minutes. A Party's advisor and any support person are not permitted to make the opening statement or speak during the hearing. The Parties will not make closing statements.

The Hearing Officer may ask questions of the Complainant, Respondent, Title IX Investigative Analyst, any District official (e.g., Title IX Coordinator), and any witness.

The Complainant and Respondent may be present at all times during the hearing unless the Hearing Officer determines that a Party should be excused for extraordinary circumstances.

As set forth above, the Parties will give the Hearing Coordinator a written list of any questions that they would like the Hearing Officer to ask the witnesses. The Parties may also propose follow-up questions to the Hearing Officer during the hearing, at appropriate times designated by the Hearing Officer.

The Hearing Officer will ask the questions proposed by the Parties except for questions that:

- 1) Seek information about the Complainant's sexual history with anyone other than the Respondent (unless such evidence about the Complainant's sexual behavior is offered to prove that someone other than the Respondent committed the alleged misconduct);
- 2) Seek information about the Respondent's sexual history with anyone other than the Complainant, unless such information is used to prove motive or pattern of conduct;
- 3) Seek information that is unreasonably duplicative of evidence in the Hearing Officer's possession; or
- 4) The Hearing Officer determines are not relevant to material disputed issues, are argumentative or harassing or unduly intrude on a witness's privacy.

The Hearing Officer has the discretion to modify or change the wording of a question proposed by a Party (for example, when a question is unclear or inappropriate in tone) as long as the substance of the question is preserved.

The Parties will address any questions or concerns about a question (or line of questioning) to the Hearing Officer who will use their discretion to resolve any issues consistent with the Procedure. Except for cross-examination, a Party's advisor may not speak on behalf of a Party.

Formal rules of evidence applied in courtroom proceedings (e.g., California Evidence Code) do not apply in the hearing. All information that responsible persons are accustomed to rely upon in the conduct of serious affairs is considered.

Hearsay may be considered, but will only be given the weight appropriate under all of the circumstances, with due consideration given to the importance of credibility assessment. Absent extenuating circumstances, the Hearing Officer will not rely on prior statements made by the Parties or witnesses during the investigation whose credibility is central to the determination unless those Parties or witnesses make themselves available for examination by the Hearing Officer.

The Hearing Officer will not, prior to preparing the Hearing Officer's Report (described below), have substantive communications about the facts of the case with either Party or the Investigator unless in the presence of both Parties and a District official (e.g., Hearing Coordinator, or Title IX Coordinator).

New evidence not reasonably available at the time of the investigation to the Party seeking to introduce the evidence may be considered in the Hearing Officer's discretion.

The Hearing Officer will make an official audio recording of the hearing. The recording is District property. No other recording of the hearing is permitted. The audio recording will be retained by the Hearing Coordinator or designee in accordance with the Campus records/information retention and disposition schedule.

If either Party fails to appear at the hearing without good cause the hearing will nevertheless proceed. Whether good cause exists is determined by the Hearing Officer.

The Respondent will not be found to have violated District policy solely because the Respondent failed to appear at the hearing. Nor will the Respondent be found not to have violated the District policy solely because a Complainant or other witness failed to appear at the hearing.

Abusive or otherwise disorderly behavior that causes a material disruption is not tolerated. The Hearing Officer may eject or exclude anyone (including either Party, their advisor, or support person) whose behavior causes a material disruption.

The Hearing Officer controls the hearing, is responsible for maintaining order during the hearing, and makes whatever rulings are necessary to ensure a fair hearing. The Hearing Officer's decisions in this regard are final.

Where there is more than one Respondent or Complainant in connection with a single occurrence or related multiple occurrences, the Hearing Officer and the Parties may agree to a single hearing. A Party may request consolidation with other cases, or the Title IX Office may initiate the consolidation (subject to FERPA and other applicable privacy laws). All such requests will be made in accordance with timelines set forth in this section. The Hearing Officer makes consolidation decisions, which are subject to review by the Vice President of Student Services or designee.

k. Presenting Witnesses

The District will provide the Complainant and Respondent an equal opportunity to present witness(es), including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. The Hearing Officer will make ruling on whether evidence is relevant. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

l. Cross-Examination

The Party's Advisor must conduct cross-examination directly, orally, and in real-time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Hearing Officer need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Hearing Officer's determination and answering the question, or (2) refusing to answer the question.

A Party or witness may decline to answer a question during cross-examination. The Hearing Officer cannot rely on any statement on which that Party or witness has

declined to answer the cross-examination question(s). A Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

m. Determinations of Responsibility

The Hearing Officer will issue a written determination regarding responsibility or non-responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination, a Hearing Officer will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. The Hearing Officer may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Hearing Officer will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- 1) Identification of the allegations potentially constituting sexual harassment as defined in these procedures;
- 2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witness(es), conducted site visits, and the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- 3) Findings of fact supporting the determination. In making these findings, the Hearing Officer will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- 4) Conclusions regarding the application of the District's Code of Conduct to the facts;
- 5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility or non-responsibility;
- 6) A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- 7) A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- 8) The District need not disclose to the Respondent remedies that do not affect them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent; and

- 9) The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility or non-responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

11. DISCIPLINARY SANCTIONS AND REMEDIES

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Hearing Officer determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the Complainant might include, but are not limited to:

- a. Providing an escort to ensure that the Complainant can move safely between classes and activities;
- b. Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- c. Providing counseling services or a referral to counseling services;
- d. Providing medical services or a referral to medical services;
- e. Providing academic support services, such as tutoring;
- f. Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- g. Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

12. APPEAL OF DISMISSAL OF A FORMAL COMPLAINT OR OF THE DETERMINATION OF RESPONSIBILITY

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or

Respondent must submit a written appeal within five (5) business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

a. Grounds for Appeal

The Vice Chancellor of Educational Services will serve as the Hearing Officer on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds.

The grounds for appeal are as follows:

- 1) A procedural irregularity affected the outcome;
- 2) New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; and/or
- 3) The District's Title IX Coordinator, Title IX Investigative Analyst, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

b. Appeal Procedure

If the Complainant or Respondent submit an appeal to the District, the District will:

- 1) Notify the other Party in writing within five (5) business days of receiving a Party's appeal; and
- 2) Allow the non-appealing Parties at least ten (10) business from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome.

The Officer on Appeal will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Officer on Appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Officer on Appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the Officer on Appeal explaining the need for the extension and the proposed length of the extension. The Officer on Appeal will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

13. RETALIATION

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of prohibited conduct, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

Individuals who experience retaliation based upon their participation in the Title IX process may file a complaint using the formal complaint process described above.

14. DISSEMINATION OF POLICY AND PROCEDURES

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

a. Training

The District will provide training to Title IX Coordinators, Deputy Title IX Coordinators, Title IX Investigative Analysts, Hearing Officers, and any individual who facilitates a formal or informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct trauma-informed investigations and the grievance process including hearings, appeals, informal resolution processes, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Any materials used to train the District's Title IX Coordinator, Deputy Title IX Coordinators, Title IX Investigative Analysts, Hearing Officers, and any person who facilitates a formal or informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

The District offers prevention awareness training for all students and new employees. Some student populations are required to complete training based on their involvement in specific educational programs and activities.

b. File Retention

The District will retain on file for a period of at least seven (7) years after closing the case copies of:

- 1) The original report or complaint;
- 2) Any actions taken in response to the complaint, including supportive measures;
- 3) The investigative report including all evidence gathered and any responses from the Parties;
- 4) The District's determination regarding responsibility;
- 5) Audio or audiovisual recording or transcript from a hearing;

- 6) Records of any disciplinary sanctions imposed on the Respondent;
- 7) Records of any remedies provided to the Complainant;
- 8) Any appeal and the result;
- 9) Any informal resolution and the result; and
- 10) All materials used to train Title IX Coordinators, Deputy Title IX Coordinators, Title IX Investigative Analysts, Hearing Officers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

References: Education Code Sections 67380 et seq.;
34 Code of Federal Regulations Parts 106.1 et seq.;
20 U.S. Code Sections 1681 et seq.

Signed:

Supersedes: AP 3100.2, Interim Title IX Procedures Addendum – 10/01/19; AP 3434 –
08/14/2020; 03/06/23



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 3 – General Institution

AP 3725 – INFORMATION AND COMMUNICATIONS TECHNOLOGY ACCESSIBILITY & ACCEPTABLE USE

The San Diego Community College District will ensure that individuals with disabilities have access to instructional materials and Information and Communication Technology (ICT) in District facilities and on District campuses in compliance with state and federal law. Board of Trustees Policy, *BP 3725, Information and Communications Technology Accessibility & Acceptable Use*, was established pursuant to the Americans with Disabilities Act of 1990 (ADA) and Section 508 of the Rehabilitation Act of 1973.

The purpose of this procedure is to ensure that the District does not discriminate because of disability and to ensure that individuals with disabilities can participate in and benefit from District services, programs, and activities.

1. DEFINITIONS

- a. **Accessible** – An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.
- b. **Equally Effective** – Alternative access for individuals with disabilities to instructional materials and Information and Communication Technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.
- c. **Individual with a Disability** – An individual with a disability is a person who has one or more physical or mental impairments that substantially limit one or more major life activities.
- d. **Information and Communication Technology (ICT)** – ICT encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples

of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, websites, and electronic documents. Additionally, ICT does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

- e. Instructional Materials – Electronic instructional materials, such as, syllabi, textbooks, presentations and handouts, which are delivered within SDCCD’s learning management system, via email or via another electronic means for face-to-face classes as well as distance education courses. Activities such as instructional videos, online collaborative writing, web conferencing, blogging, and any other instructional materials not defined that are implemented as technology evolves are included.
- f. Timely – As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability to the extent feasible and in support of essential workplace and/or educational requirement.

2. ICT AND INSTRUCTIONAL MATERIAL ACCESSIBILITY AND ACQUISITION

The District is committed to ensuring timely and equal access to instructional materials and ICT for all, particularly for individuals with disabilities. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- a. Developing, purchasing, or acquiring to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- b. Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- c. Promoting awareness of this Standard to all relevant individuals who are responsible for creating, selecting, or maintaining electronic content and applications.

The District acknowledges that ensuring timely and equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

When developing, procuring, or maintaining ICT, the District shall ensure that those products conform to Section 508 standards unless a conforming product is not commercially available or, unless a significant difficulty or expense is imposed on the District. Where an exception is claimed, it is necessary to provide the information in a timely manner and in an alternate format suitable for the individual with a disability. Purchasers must also pursue effective acquisition strategies for acquiring ICT products that conform to the applicable standards.

3. ACQUISITION OF AN ICT PRODUCT

- a. Purchaser will identify general product specifications, including a market research to

determine availability of conforming product(s).

- b. Refer to District hardware and software standards and conforming ICT products; submit purchase requests with a completed 508 Accessibility Evaluation Form.
- c. The purchaser should request a Voluntary Product Accessibility Template (VPAT) from the product supplier during the product evaluation phase.
- d. Submit the 508 Determination form, supporting documentation, and a purchase requisition with appropriate signatures through the usual college or College of Continuing Education process.

4. ACQUISITION OF AN ICT PRODUCT THAT IS NOT FULLY CONFORMING

- a. If a fully conforming product is not found, the most conforming product may be purchased.
- b. If the most conforming product does not meet the District's standard, an explanation must be provided.
- c. Submit the 508 Determination form to Purchasing and Contracts, including the requestor's minimum needs and an explanation of the most conforming product. Include information necessary to meet in a timely manner and in an alternate format suitable for the individual with a disability, such as "additional captioning needed upon arrival."

5. WEB-BASED PRODUCTS OR SUPPLEMENTAL APPLICATIONS OF A TEXTBOOK

- a. Web development or web course content, refer to Section 508 Checklist. Course content will be reviewed by the District's accreditor during the accreditation cycle.
- b. Web-based standards include the ability to have standards built into the development process or to be used with assistive technology.
- c. For web standards at SDCCD, refer to Administrative Procedure, *AP 6100.1, Web Principles and Standards*.
- d. The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 or the Rehabilitation Act of 1973, as amended (29 U.S.C. & 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Materials requested may require additional research to assure accessibility.
- e. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and if not currently accessible, authorizes permission for SDCCD to make those materials accessible for students with disabilities. Failure to comply with these requirements shall constitute a breach and be grounds for termination of the agreement.

6. COMPETITIVE QUOTATIONS AND ADVERTISED BIDS

- a. If the purchase exceeds the mandated bid threshold, it will be subject to advertised,

competitive bidding and awarded by the Board of Trustees as described in Board of Trustees Policy, *BP 6330, Purchasing and Contract Service*. Contact Purchasing Services prior to beginning market research.

- b. If the purchase will be less than the advertised bid threshold but more than \$200.00, the purchase requisition should recommend at least three suitable products or explain why fewer than three products are available to meet the need.

7. REFERENCES FOR 508 SUPPORT MATERIALS

- a. Complete standards are available on the federal Section 508 website, <http://www.section508.gov/>
- b. An explanatory guide is available on the Access Board website, <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh>
- c. Search Section 508 website database for “buy accessible” Voluntary Product Accessibility Template (VPAT), <http://www.section508.gov/sell/vpat>
- d. Section 508 Checklist for web development, <http://www.webaim.org/standards/508/checklist>

Approved by
the Chancellor:

Supersedes: AP 3108.1 – 10/14/10; AP 3725 – 06/28/23



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Educational Services

Chapter 5 – Student Services
Cabinet Review: 10/17/23 & 10/24/23
DGC Review: 11/01/23 & 11/15/23
Board of Trustees – First Read: 12/06/23; Second Read: 1/XX/24

Policies and Procedures Review

The following Board of Trustees'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 5010 – Admission of College Students

- Updated to align to CCLC template and legal requirements.

BP 5120 – Transfer Center

- Minor technical; 6yr review

BP 5130 – Financial Aid

- Updated to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

BP 5220 (formerly 5310) – Student Access to Shower Facilities

- Minor technical; 6yr review

BP 5510 – Off-Campus Student Organization Locations

- Minor technical; 6yr review

BP 5570 – Student Credit Card Solicitations

- Align to AP 5570; 6yr review

Administrative Procedures:

AP 5010 – Student Admission Status

- Updated to add information regarding verifying the validity of a high school transcript.

AP 5120 – Transfer Center

- Minor technical; 6yr review

AP 5130 – Financial Aid

- Updated to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

AP 5150 – Extended Opportunity Programs and Services (EOPS)

- Updated to outline programs and services and align to the CCLC legal requirements

AP 5220 (formerly 5310) – Student Access to Shower Facilities

- Minor technical; 6yr review

AP 5510 – Off-Campus Student Organization Locations

- Minor technical; 6yr review

AP 5570 – Student Credit Card Solicitations

- Requested to delete.
- Not legally required; the information is already contained in the corresponding BP.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board of Trustees Policy

Chapter 5 – Student Services

BP 5010 – ADMISSION OF COLLEGE STUDENTS

California Education Code §76000 permits admission to a community college of “any California resident who possesses a high school diploma or the equivalent thereof.” Other persons may be admitted under the rules of the Board, subject to the restrictions contained in law.

1. In accordance with §76000 of the California Education Code, San Diego City, Mesa and Miramar colleges may admit students under the following conditions:
 - a. Persons who possess a high school diploma or California high school proficiency exam certification or a high school equivalency certificate;
 - b. Persons 18 years of age or older or emancipated minors who do not possess a high school diploma or equivalent may be admitted by the college under provisional admission status;
 - c. Persons concurrently enrolled in an adult education program administered by a school district, or noncredit program administered by a community college district may be admitted by the college as “special part-time” students;
 - d. Persons concurrently enrolled in a K-12 program may be admitted as “special part-time” students subject to permission of the parent or guardian, recommendation and approval of the school principal, and approval of the college president or designee. Special part-time students will be admitted under provisional admission status. College classes offered on the high school campus and students participating in high school/community college articulated program will not be subject to GPA restrictions specified in Administrative Procedure, *AP 5010, Student Admission Status*;
 - e. Persons may be admitted as “special full-time” students pursuant to California Education Code §48800.5 with approval of the high school governing board and approval of the college president or designee. Special full-time students will be admitted under provisional admission status; and
 - f. Persons who do not meet one of the admission criteria stated above will not be admitted under any circumstances, and the District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion.
2. In accordance with §76038 of the California Education Code, students seeking admission who have been previously expelled from a California community college within the past five years, or who are currently in the process of a formal expulsion hearing for any offense listed in Administrative Procedure, *AP 5010, Student Admission Status, 2.a.1-7*, are required to inform the District. Admission eligibility shall be determined in accordance with Administrative Procedure, *AP 5010, Student Admission Status*.

3. In accordance with §76030 of the California Education Code, students who are prevented from all district business due to a protective order, obtained by the district, must apply for reinstatement prior to the expiration of the protective order in accordance with Administrative Procedure, *AP 5010, Student Admission Status*.

The Vice Chancellor of Educational Services shall be responsible for admission determination matters pertaining to expulsions in accordance with state and federal law and District policy.

References: ACCJC Accreditation Standard II.C.6.;
34 CFR 668.16(p);
Education Code Sections 52620, 52621, 7600, 76001, 76002, and 76038;
Labor Code Section 3077;
U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IX of the Higher Education Act of 1965, as amended

Adopted:

Supersedes: Policy C-2032 - 12/1/70; Policy C-2036 – 09/15/72; BP 3000 – 10/9/86, 03/14/96, 06/20/00; 11/01/01; 10/14/10; 30/14/13; 12/11/14; BP 5010 – 06/10/21



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Board of Trustees Policy

Chapter 5 – Student Services

BP 5120 – TRANSFER CENTER

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

The District Chancellor shall assure that an Institutional Transfer Center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with laws and regulations.

References: Education Code Section 66720-66744;
Title 5, Section 51027

Adopted: November 10, 2016

Supersedes: BP 5120 – 11/10/16



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Chapter 5 – Student Services

BP 5130 – FINANCIAL AID

1. FINANCIAL AID

A program of financial aid for students will be provided, which may include, but is not limited to scholarships, grants, loans, and employment programs. All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency and will incorporate federal, state, and other applicable regulatory requirements.

The District shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs in accordance with federal regulations.

2. MISREPRESENTATION

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regular reviews of the District’s websites and other informational materials for accuracy and completeness and for training District employees and vendors to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communication with prospective students and members of the public, and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

3. FINANCIAL AID VERIFICATION

Financial aid applicants shall provide verification documents specified by law if the Secretary of Education selects the applicant for verification. The Financial Aid office will require applicants not selected by the Secretary of Education for verification to verify any information on the application which appears illogical, incorrect, or inconsistent. Financial Aid grant and loan funds will be disbursed only after the required verification is completed. The college reserves the right to verify any information at any time to assure compliance with federal regulations.

4. SCHOLARSHIP DISPLACEMENT

The District shall not engage in scholarship displacement. The District shall not reduce the institutional gift aid offer of a student who is eligible to receive a Federal Pell Grant award or

financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance.

See Administrative Procedure, AP 5130, *Financial Aid*.

References: 20 U.S. Code Sections 1070 et seq.;
Education Code Sections 66021.6, 70045 et seq., and 76300;
Higher Education Amendments of 1986, Public Law 99-49, Section 668.56, as amended;
Subpart E of 34 Code of Federal Regulations (CFR) Part 668;
Title 5 Sections 58600-58630;
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;
WASC/ACCJC Accreditation Standard III.D.15

Adopted:

Supersedes: BP 5130 – 11/10/16; 10/13/22



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Board of Trustees Policy

Chapter 5 – Student Services

BP 5220 – STUDENT ACCESS TO SHOWER FACILITIES

The San Diego Community College District is committed to providing equitable student access to all courses, programs, and facilities. As part of this commitment, the Board of Trustees authorizes access to shower facilities for use by homeless students who are officially enrolled in college courses and in good standing with the District, in accordance with Education Code Section 76011 and Administrative Procedure, *AP 5220, Student Access to Shower Facilities*.

Reference: Education Code Section 76011

Adopted:

Supersedes: 5310 – 11/10/16; (*Renumbered BP 5220*)



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Board of Trustees Policy

Chapter 5 – Student Services

BP 5510 – OFF-CAMPUS STUDENT ORGANIZATION LOCATIONS

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Reference: 34 Code of Federal Regulations Section 668.46(b)(7)

Adopted:

Supersedes: BP 5510 – 10/27/16



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Chapter 5 – Student Services

BP 5570 – STUDENT CREDIT CARD SOLICITATIONS

The solicitation by credit card companies marketing “student credit cards” as defined by Civil Code Section 1747.02, is prohibited on District property.

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

Adopted:

Supersedes: 10/27/16



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 5 – Student Services

AP 5010 – STUDENT ADMISSION STATUS

1. ADMISSION STATUS

All students will be admitted under one of the following admission categories:

- a. Regular Standing – Persons who possess a high school diploma or California high school proficiency exam certification or a high school equivalency certificate.
 - 1) All matriculating students should have an education plan on file upon completion of 24 units/or 4 semesters.
 - 2) Students must maintain standards of academic progress in accordance with District policy.
 - 3) Students who have been disqualified may be readmitted under provisional status.
 - 4) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
 - 5) The Vice President of Instruction, or designee, shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.
- b. Provisional Standing – Persons 18 years of age or older without a diploma or equivalent and not enrolled in a high school program.
 - 1) Students should have a first semester education plan on file before registration.
 - 2) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
- c. Special Part-Time – Students concurrently enrolled in a K-12 program may be admitted as special part-time students.
 - 1) The following conditions must be met:
 - a) The student would benefit from advanced scholastic or vocational work
 - b) The student is qualified to take advanced scholastic or vocational work based upon the required preparation, as certified by the principal or designee; and

- c) The course is degree applicable
 - 2) The course is not available at the school of attendance. Students may only register for courses that are listed on their approved *Supplemental Application and Certification of Special Part-Time High School Student* form.
 - 3) Enrollment in Exercise Science activity classes is not permitted.
 - 4) Students will earn college credit for all courses.
 - 5) Students may enroll in fewer than 12 units and have their enrollment fees waived.
 - 6) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
 - 7) Students that are home schooled must have their coursework reviewed by the public school to determine level of preparation for college level work.
- d. Special Full-Time – Persons below 18 years of age and not enrolled in a K-12 program may be admitted as a special full-time student.
- 1) Student will be required to provide the following in order to have their application for admission considered:
 - a) Documentation of K-12 Board action releasing the student from compulsory attendance;
 - b) Recommendation of a college counselor; and
 - c) San Diego Community College District assessment milestone levels.
 - 2) Admissions Office will forward documentation to the college president or designee.
 - 3) Provisional admission standing will be in effect until the student attains regular admission status.
 - 4) Students must satisfy all eligibility requirements, prerequisites, policies and regulations as stated in the college catalog.
 - 5) If the student does not meet terms and conditions of provisional status they will be disqualified and may be administratively dropped.
 - a) Probationary status does not apply.
 - b) The respective high school district will be notified of the student's status.
 - c) The student will not be readmitted until they have reached 18 years of age.

- e. Joint Diploma Students – Persons without a high school diploma or California high school proficiency exam certification and enrolled in the SDCCD/SDUSD Joint High School Diploma Program.
 - 1) Students must have completed the 10th grade.
 - 2) Students must have a Joint High School Diploma plan on file at their respective site.
 - 3) Students may only register for courses listed on their approved *Supplemental Application and Certification of Special Part-Time Joint High School Diploma Student* form.
 - 4) Students may take a maximum of one college course per semester or session. This maximum includes college classes at San Diego City, San Diego Mesa, and San Diego Miramar colleges, and the San Diego Education Cultural Complex (ECC).
 - 5) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
 - 6) Enrollment in Exercise Science activity classes will not be permitted.
 - 7) College coursework must be advanced scholastic or technical.
 - 8) Students will earn college credit for all courses. Grades will be part of the student's permanent college record.
- f. Provisional Readmit Standing – Students readmitted after disqualification.
 - 1) Students must meet with a counselor for approval for readmission after the first disqualification.
 - 2) Student must have an evaluation of their educational goal and plan by a counselor.
 - 3) Student must maintain standards of academic progress in accordance with District policy.

2. PREVIOUSLY EXPELLED STUDENTS

- a. In accordance with §76038 of the California Education Code, students seeking admission who have been previously expelled from a California community college within the past five years, or who are currently in the process of a formal expulsion hearing, are required to inform the District of any of the following offenses:

For purposes of this section, “offense” means one of the following:

- 1) Committed or attempted to commit murder.

- 2) Caused, attempted to cause serious, or threatened to cause physical injury to another person, including assault or battery as defined in Section 240 or 242 of the Penal Code, except in self-defense.
- 3) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
- 4) Committed or attempted to commit kidnapping, or seized, confined, inveigled, enticed, decoyed, abducted, concealed, kidnapped, or carried away another person by any means with the intent to hold or detain that person for ransom or reward.
- 5) Committed or attempted to commit robbery or extortion.
- 6) Committed stalking as defined in Section 646.9 of the Penal Code.
- 7) Unlawfully possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.

b. Fact Finding Interview

- 1) Within 20 instructional days from the time of application submission, the Vice Chancellor, Educational Services shall conduct a fact finding with the student and previous institutions and document the fact finding session.
- 2) Based upon information obtained in the fact finding process, the Vice Chancellor, Educational Services shall determine whether there is a reasonable cause to deny admission under this section, in which case the matter will proceed to an Administrative Hearing for purposes of determining admission.
- 3) The student shall be notified in writing of the outcome of the fact finding within five (5) instructional days.
- 4) The matter shall proceed to a formal hearing if, after the initial fact finding and based on information so gathered, the Vice Chancellor, Educational Services has determined that there is reasonable cause to deny admission under this section.

c. Formal Administrative Hearing Preparation

- 1) The Vice Chancellor, Educational Services shall prepare the hearing as follows:
 - a) Obtain necessary documentation from prior college and/or student pertaining to the expulsion.
 - b) Notify the student that they must petition (within 10 instructional days) for admission and that the burden of proof for all facts pertaining to the circumstances of the expulsion, any mitigating circumstances, and other documentation is the responsibility of the student. The student will be asked to provide information in writing, including documents, which:

- (1) Demonstrate the student does not pose a continuing danger to the physical safety of the students and employees of the District;
 - (2) Show any rehabilitative efforts the student has taken; and
 - (3) Disclose any convictions of the offenses listed in 2.a.1-7 above, that occurred after the expulsion from another community college, whether the subsequent offense(es) were related to the student's conduct on or off an educational campus; if no such subsequent offenses have occurred, the student may so state.
- 2) The Vice Chancellor, Educational Services shall assume responsibility for making the necessary arrangements for the hearing.
 - 3) The hearing shall be held within 10 instructional days of receipt of petition as stated in 2.c.1.b.

d. Administrative Hearing

- 1) The Administrative Hearing panel shall consist of the following participants:
 - a) Vice Chancellor, Educational Services;
 - b) Vice President, Student Services of either San Diego City, Mesa, or Miramar College, or San Diego College of Continuing Education where student has applied for admission;
 - c) College Chief of Police, or designee.
- 2) The hearing shall be conducted without the student present. If, in its sole discretion, the hearing panel unanimously believes that personal attendance by the student would be appropriate under the circumstances and helpful to the panel, it may invite the student to attend; however, if the student is invited to attend but fails to appear, the hearing shall proceed in the student's absence.
- 3) The hearing panel shall consider all facts and documentation provided by the student and the Vice Chancellor.
- 4) The hearing panel shall render a written decision.
- 5) The student shall be advised that the decision of the Administrative Hearing Panel applies to all college campuses and College of Continuing Education in the San Diego Community College District.

e. Administrative Hearing Panel Findings and Recommendations

- 1) The Vice Chancellor, Educational Services shall notify the student of the final admission decision and the student's right to appeal that decision within five (5) instructional days of the hearing.
- 2) A copy of the notification shall be sent to the president of San Diego City, Mesa, or Miramar College, or San Diego College of Continuing Education where the student initially applied, and the Chancellor.

f. Appeals to the Governing Board

- 1) A student who is denied enrollment under this procedure may file a written appeal to the Governing Board of the community college district within 10 instructional days after receipt of notification from the Hearing Panel. Receipt shall be presumed to have occurred five (5) calendar days after the date of mailing.
- 2) The Governing Board shall consider the student's appeal within 30 instructional days of the filing of the appeal.
- 3) Final notification of the decision of the Governing Board will be sent to the student.
- 4) The decision of the Governing Board is final.

3. READMISSION AFTER ISSUANCE OF A PROTECTIVE ORDER INITIATED BY THE DISTRICT

- a. In accordance with §76030 of the California Education Code, students who have a protective order initiated by the District, must submit a written request to the Vice Chancellor, Educational Services for readmission.
- b. Readmission Review

Within 20 instructional days from the receipt of the written request for readmission, the Vice Chancellor, Educational Services shall review the facts and make a determination.

- 1) The review shall include, at a minimum, consideration of the following:
 - a) The gravity of the offense;
 - b) Evidence of subsequent offenses, if any; and
 - c) The likelihood that the student would cause substantial disruption if they were reinstated.
- 2) The decision of the Vice Chancellor, Educational Services is final.

References: ACCJC Accreditation Standard II.C.6.
34 CFR 668.16(p)
Education Code Section 76000 et al.

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

Adopted:

Supersedes: AP 3000.2 – 10/9/86; 01/27/97; 06/20/00; 11/01/01; 05/24/04; 10/14/10;
03/22/13; 06/26/14; 12/12/14; AP 5010 – 08/22/21



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 5 – Student Services

AP 5120 – TRANSFER CENTER

The transfer of students to four-year institutions is a primary mission of the District. To support the transfer mission and ensure a transfer culture on campus, each college shall have a Transfer Center. Under the direction of a designated manager, a Transfer Center report will be developed describing the services and the activities of the Transfer Center. The Transfer Center report is submitted annually to the California Community Colleges Chancellor's Office. Further information regarding the report is located in the Transfer Center at each college.

Services of the Transfer Center shall include, but not be limited to the following:

- a) Transfer support services to include emphasis on serving students from historically underrepresented groups;
- b) Academic planning for transfer;
- c) Development and use of transfer agreements with four-year institutions;
- d) Maintaining up-to-date transfer information including application deadlines and transfer admission requirements;
- e) Monitor the progress of students in following their academic plans;
- f) Assist students with the use of other support services available including DSPS, financial aid, tutoring and counseling services; and
- g) Assist students with the transition process to four-year institutions.

References: Education Code Sections 66720-66744;
Title 5 Section 51027

Approved by
the Chancellor:

Supersedes: AP 5120 – 01/19/17



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 5 – Student Services

AP 5130 – FINANCIAL AID

1. FINANCIAL AID

Financial aid is available to eligible students through grants, scholarships, loans, and part-time employment. Recipients may receive more than one category of assistance and in some cases, assistance from all four categories depending upon financial need.

While the District subscribes to and supports the philosophy that the primary responsibility for funding college expenses rests with students and their families, it recognizes that some students and/or their families have limited financial resources and, without supplemental assistance, are unable to meet all of the expenses associated with higher education.

Financial Aid programs offered include, but are not limited to:

- a. California Community College Promise Grant (CCPG)
- b. Cal Grants
- c. Federal Pell Grant
- d. Federal Direct Student Loan Program
- e. Supplemental Educational Opportunity Grant (SEOG)
- f. Student Success Completion Grant (SSCG)
- g. Chafee Program (for former Foster Youth)
- h. Federal Work Study
- i. Scholarships

2. APPLICATION PROCESS

Students who want to be considered for financial aid must apply using either the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application. Links to these forms can be found on the Financial Aid webpages on the college websites. Students who wish to apply for the California Community College Promise Grant (CCPG) may submit a FAFSA or the California Dream Act application or apply online during the CCPG application window as published in the course catalog and academic calendar.

Some financial aid resources require students to submit additional application materials, such as scholarships and Federal Direct Loans. All students are encouraged to apply for scholarships that may contribute to their financial resources while attending college.

Students will receive their financial aid from the college of record of their choice. Under a districtwide financial aid consortium agreement, a student's campus of record can be any of the three (3) credit colleges, unless the student's academic program is only available at one (1) campus. In that case, the college listed on the aid application (FAFSA or CA Dream Act application) must match the college listed on the student education plan.

3. STUDENTS ENROLLED IN A BACCALAUREATE DEGREE PROGRAM

Students enrolled in a baccalaureate degree program who wish to apply for a California Community College Promise Grant (CCPG) waiver must submit either a Free Application for Federal Student Aid (FAFSA) or a California Dream Act application in lieu of completing the CCPG application.

4. DEADLINES

See the Financial Aid webpages on the College website for specific Financial Aid and Scholarship deadlines. All deadlines will be strictly adhered to.

5. STUDENT ELIGIBILITY FOR FINANCIAL AID

Students must meet several requirements in order to be eligible to receive federal aid. Eligibility includes, but is not limited to, the following:

- a. Having demonstrated financial need as determined by the Federal Methodology;
- b. Being enrolled as a regular student at the college and working towards a degree; certificate or transfer to a college/university or institution;
- c. Having a high school diploma, GED, or completion of high school education in a home school setting approved under state law;
- d. Being a U.S. citizen, national, or eligible non-citizen;
- e. Maintaining satisfactory academic progress;
- f. Demonstrate proof of a valid social security number or individual tax identification number;
- g. Not being in default on federal student loans or owing a federal grant repayment; and/or
- h. Not borrowing in excess of annual or aggregate loan limits.

6. PAYMENT PROCEDURES

The Federal Pell Grant will be disbursed in two payments per term. Federal Supplemental Educational Opportunity Grant, and the State Cal Grant Program, will be disbursed in one payment per term. The Federal Work-Study Program will be disbursed monthly as employment hours are earned. Loans are paid in two disbursements per loan period.

All eligible programs approved by the Department of Education for Title IV aid are considered credit hour programs.

7. OVERPAYMENTS

The Financial Aid Office at the Campus of Record will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive

federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received, as well as any institutional debt incurred.

In addition, a recalculation of Pell funds will be determined for all students at an established freeze date each term. This date shall be published on the college Financial Aid website, in the academic calendar, and Financial Aid Bulletin. Students who dropped units may owe an overpayment if they were paid more than their eligible amount. Information about overpayments is available in the Financial Aid Bulletin. Students who received financial aid funds based on an enrollment level that included short-term classes and who fail to attend the class(es) or drop the class before its first day of classes will have their financial aid eligibility recalculated based on the classes enrolled by the Financial Aid Census date minus the units of any dropped or non-attended late start class. The Financial Aid Office will send an e-mail notification of the overpayment to the student and to the Student Accounting Office for collection. A hold is placed on the student's record until the funds are recovered following the Department of Education guidelines for overpayments.

8. ACCOUNTING OF FUNDS

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds or State funds.

9. DISBURSEMENT OF FUNDS

In order to ensure compliance with Department of Education regulations pertaining to separation of duties for disbursement of financial aid funds the following is established:

- a. The Chief Business Officer and/or designee, shall be responsible for disbursing financial aid funds as outlined in the Blue Book published by the U.S. Department of Education and other generally accepted accounting procedures.
- b. The Financial Aid Officers and/or designee, shall be responsible for determining disbursement schedules in consultation with the Chief Student Services Officer and/or designee and the Chief Business Officer and/or designee.

10. FRAUDULENT DOCUMENTS

- a. Submission of fraudulent documents or behavior is a violation of the Student Code of Conduct and subject to disciplinary action. The student will be informed that withdrawing the fraudulent document and/or information is not a pardon from disciplinary action. In addition, students who are found to have submitted fraudulent documents will have to repay any funds received back to the Department of Education.
- b. Any student submitting a fraudulent document and/or information will be referred to the Dean of Student Affairs and/or designee for disciplinary action and reported to the U.S. Office of Inspector General in accordance to 34 CFR 668.16(g).

11. SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that institutions establish Satisfactory Academic Progress (SAP) standards for students applying for and receiving federal aid. These regulations require that the Financial Aid Office review the student's complete enrollment history, regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress toward an educational objective.

The Financial Aid Office will send notifications at the end of the spring semester once grades have been finalized to students who submit a FAFSA for the subsequent academic year and fail to maintain Satisfactory Academic Progress.

The Satisfactory Academic Progress standards, policy, procedures (which includes maximum units and time frame allowed, excessive units, policy on external credit and warning), and appeal process, can be found on the Financial Aid webpage on the college website or in the published Financial Aid Bulletin.

12. EDUCATIONAL OBJECTIVE

Students receiving financial aid must be enrolled in a course of study leading to an AA, AS, AA-T, AS-T, or a Certificate of Achievement, and have an education plan on file.

13. FINANCIAL AID DISQUALIFICATION

A student will be placed on disqualification after one term of warning if they fail to maintain Satisfactory Academic Progress. Students may also be placed on disqualification status if they have reached the Maximum Units/Time Frame limit or the Financial Aid Office determines they cannot complete their academic program within the allowed time frame.

Financial Aid assistance will cease during the disqualification period.

14. APPEALS

Students that are not eligible to receive Financial aid due to disqualification and have documented extenuating circumstances such as injury or illness, death of a relative, or other special circumstance(s), may submit an appeal to the campus Financial Aid Office for the Appeal Committee's consideration. Appeals will be considered in the date order with which they are received. Appeal and supporting documents must be received in the Financial Aid Office by the published deadline date or a student's last day of classes, whichever comes first, for the term of the appeal. Details of the appeal process is delineated in the Financial Aid Bulletin.

The decision of the Appeal Committee is final.

15. MISREPRESENTATION

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States

Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

16. LOSS OF ELIGIBILITY FOR CALIFORNIA COMMUNITY COLLEGE PROMISE GRANT (CCPG)

In accordance with Title 5, students will be ineligible for the California Community College Promise Grant (CCPG) if they do not meet the college Standards of Academic Progress (SAP).

Loss of CCPG eligibility shall become effective at the first registration opportunity after such determination is made.

The District will notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification will advise students about the available student support services to assist them in maintaining and reestablishing CCPG eligibility. Students can find eligibility information on the Financial Aid webpages on the college website or in the current college catalog.

17. REGAINING CALIFORNIA COMMUNITY COLLEGE PROMISE GRANT ELIGIBILITY

Students who lose eligibility for the CCPG can have it reinstated if they meet the criteria below:

- a. Successfully granted a CCPG appeal; and
- b. Return to good academic standing.

18. CCPG APPEAL PROCESS

San Diego City, Mesa, and Miramar College have established written procedures by which a student may appeal the loss of a CCPG due to the following reasons:

- a. Extenuating circumstances which are verified cases of accidents, illnesses, changes in the student's economic situation, or other circumstances that rendered normal academic functioning likely or impossible. Such circumstances must be verified in writing.
- b. Evidence that the student was unable to obtain essential student support services. Extenuating circumstances also include special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.
- c. A student with a disability who applied for, but did not receive, a reasonable accommodation in a timely manner. A verification of disability document from the DSPS office must be attached to the appeal form.

All of the above reasons must be supported by written documentation from the student. The *Loss of Enrollment and CCPG Appeal* form can be found on the Financial Aid Webpage on the college website, along with semester submission deadlines. A college-designated committee will review all appeals and make a recommendation to the Vice President of Student Services, or designee.

Foster Youth and those receiving the special circumstance CCPG-A shall not be subject to loss of CCPG due to academic or progress disqualification. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

19. COLLEGE FINANCING PLAN

The College Financing Plan (formerly known as the Financial Aid Shopping Sheet) is a consumer tool that San Diego City, Mesa, and Miramar Colleges use to notify students about their financial aid package. It is a standardized form required by Veterans Administration "Principles of Excellence Program" designed to simplify the information prospective students receive about costs and financial aid. The standardized form allows prospective students to easily compare institutions and make informed decisions about where to attend school.

Each student at the time of application will receive a generalized College Financing Plan, and upon receipt of a valid FAFSA, will receive an individualized College Financing Plan based on the student's budget and cost of attendance. Non-aid applicants can find a generic form containing the information on each credit college's Veterans Services webpage.

20. SCHOLARSHIP DISPLACEMENT

The District shall not reduce the institutional gift aid offer of a student who is eligible to receive a Federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance. The District shall not consider receipt or anticipated receipt of private scholarships when considering a student who is eligible to receive a Federal Pell Grant award or financial assistance under the California Dream Act for qualification for institutional gift aid.

References: Education Code Sections 66021.6, 66021.6, 66025.9, 66514, 70045 et seq., 76300, 78042 and 94912.5;
Title 5 Sections 55031 and 58600 et seq.;;
20 U.S. Code Sections 1070 et seq.;;
34 Code of Federal Regulations (CFR) Part 688 (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);
WASC/ACCJC Accreditation Standard III.D.15

Adopted:

Supersedes: AP 5130 – 10/06/17; 08/22/21



Administrative Procedure

Chapter 5 – Student Services

AP 5150 – EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Program and Services (EOPS) is a state-funded program established to increase access, academic achievement, retention, and overall personal success for economically and educationally disadvantaged students by providing a supportive, student-centered environment. The program is committed to enhancing the students' educational experience by empowering them to define and pursue their academic, career, and personal goals. The services offered are "over and above" those offered by the college's Student Services division. The primary services include assistance in the following areas: priority enrollment, counseling, and preparation for transition to four-year universities or the workplace. Depending on funding, services may also include book grants and other financial assistance.

1. Staffing and program management

EOPS shall be staffed by certificated directors, counseling faculty, instructors and other support staff employed by the community college district. All staff funded by EOPS shall provide services exclusively to EOPS students. All staff funded by EOPS who are not supervised by the EOPS Director shall be accountable to the EOPS Director for services rendered to EOPS students pursuant to the approved EOPS program plan.

- a. Each college employs an EOPS director/coordinator to directly manage and/or coordinate the daily operation of the programs and services offered, and to supervise and/or coordinate the staff assigned to perform EOPS activities;
- b. Each college employs counselors meeting the following qualifications: EOPS counselors are certificated academic counselors in the EOPS program and must possess a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling, psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and in addition, EOPS counselors shall;
 - 1) Have completed a minimum of 9 semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages, or EOPS Title 5 Regulations 56264;
 - 2) Six (6) semester units or equivalent of a college-level counseling practicum or counseling fieldwork courses in a community college EOPS program, or a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages and, EOPS Title 5 Regulations; and
 - 3) Two (2) years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

2. Documentation and data collection system

Data is collected to ensure students receive the services they need to succeed. Data collected includes:

- a. Student applications: EOPS collects information from students on their academic background, financial need, and other factors. This information is used to determine eligibility for services and to develop a plan for student success;
- b. Mutual Responsibility Contract (MRC): Students must sign an MRC outlining programs and services;
- c. Academic progress reports: Academic progress throughout the semester is tracked for students receiving EOPS services and is used to provide additional support in areas of need;
- d. Financial Aid Information: EOPS tracks students' financial aid eligibility and status, which is used to ensure students are eligible for EOPS;
- e. Participation: Student appointments and participation are tracked and reported to the California Community Colleges Chancellor Office (CCCCO); and
- f. Education Plan: Each student has a completed comprehensive education plan which is updated each semester.

3. EOPS advisory committee

The advisory committee helps the college develop and maintain an effective EOPS Program. The committee must meet at least once each academic year and consist of no fewer members than the local Board of Trustees. Committee members serve two-year terms and may serve more than one term.

Advisory Committee representation should include:

- a. College personnel
- b. EOPS/CARE students
- c. Local and feeder high schools
- d. Community and business sector
- e. Four-year colleges (where possible)
- f. Department of Social Services (CalWORKs), as appropriate

4. A full-time director

Each college receiving EOPS funds shall employ a full-time EOPS director to directly manage and/or coordinate the daily operation of the programs and services offered and to supervise and/or coordinate the staff assigned to perform EOPS activities. Colleges having less than full-time EOPS director positions may continue such positions upon approval of the Chancellor. In addition, an EOPS director shall have completed a minimum of 6 units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

5. EOPS eligibility criteria

- a. California resident, Dream Act, or AB540 student;
- b. Qualify for a CCPG-A, -B, or -C with zero (\$0) expected family contribution;
- c. Be enrolled full-time when accepted into the EOPS Program. Up to 10% of EOPS students may be accepted with enrollment between 9 and 11.5 units;
- d. Have completed fewer than 70 degree-applicable units and must not have earned a bachelor's degree; and
- e. Be educationally disadvantaged as determined by EOPS.

6. Student responsibility requirements

- a. Apply for state and/or federal financial aid;
- b. Maintain academic progress toward a certificate, associate degree, or transfer goal;
- c. File an initial EOPS application;
- d. Complete and adhere to a student educational plan; and
- e. Complete and adhere to an EOPS mutual responsibility contract.

7. Recruitment/outreach, orientation services, assessment, and registration

- a. EOPS conducts outreach and recruitment to increase the number of potential EOPS-eligible students who enroll at the college. This includes collaboration with campus and community partners;
- b. EOPS conducts orientation to familiarize EOPS-eligible students with the campus community and EOPS programs and services;
- c. Counselors assess student's educational needs and support with course selection and preparation of education plans;
- d. Students with previous college credit shall submit official transcripts to the District Records office;
- e. EOPS students shall receive priority enrollment, and receive registration assistance; and
- f. Summer Readiness Program: Students are enrolled in a Learning Community with a Personal Growth class. They participate in social engagement activities to support their transition from high school to college.

8. Seminars, specialized workshops, and tutorial assistance

EOPS provides opportunities for students to participate in group counseling sessions, workshops, Summer Readiness Program, and region-wide student leadership conferences.

9. Counseling and retention services

The EOPS Program shall provide academic, personal, and career counseling and advisement to EOPS-eligible students of at least three contact sessions per term using in-person or virtual modalities.

- a. Academic and Career Counseling: EOPS counselors help students develop a plan for academic success, including choosing the right courses, setting goals, and managing time effectively.
- b. Personal counseling: EOPS counselors can help students address personal challenges that may be affecting their academic success.
- c. Tutoring and/or Tutoring Referrals: EOPS tutors or campus tutors can provide one-on-one or group tutoring in various subjects.

10. Additional support services

- d. Financial support: Includes, but not limited to, EOPS book service, school supplies, parking permit or bus pass, health fees, Associated Student Government fee, honor society application fee and/or work-study opportunities.
- e. Direct Grant Aid: EOPS can help students pay for college by providing grants to eligible students.
- f. Enrichment and community-building activities: EOPS offers various enrichment activities, such as field trips, guest speakers, and cultural events.
- g. Student leadership development: EOPS provides opportunities for students to develop leadership skills through attendance of leadership conferences, support with Honor Society involvement, and involvement in student government, clubs, and organizations.
- h. Transfer and employment services: EOPS counselors provide academic support for transfer to four-year institutions and/or to find career employment in their field of training. EOPS provides transfer application workshops and collaborates with local four-year institutions to provide a pipeline for transfer.

11. Establishment of objectives

Objectives are established to achieve the goals of implementing extended opportunity programs and services. On an annual basis, EOPS updates and establishes goals and objectives through program review and CCCCO EOPS Program Plan.

12. Evaluation and Reporting

- a. Program Review: EOPS regularly evaluates its programs to ensure student needs are met. This information is used to improve the programs and ensure they are effective in helping students succeed.
- b. EOPS program shall ensure that the EOPS plan is submitted annually to the California Community College Chancellor's Office and that the program conforms to all relevant law and regulations requirements.

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

Approved by
the Chancellor:

Supersedes: AP 5150 – 11/28/16



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Administrative Procedure

Chapter 5 – Student Services

AP 5220 – SHOWER FACILITIES FOR HOMELESS STUDENTS

The District maintains shower facilities for student use on the college campuses that may be used by any homeless student, during designated hours, who is enrolled in a minimum of three (3) units of coursework, has paid enrollment fees, is in good standing with the District, and is under the age of 25 years of age.

Each college will identify the hours of operation that designated shower facilities will be available to homeless students, not to interfere with intercollegiate team access. A locker room attendant will be assigned to facilitate access during designated hours.

A homeless student is defined as a student under the age of 25 who does not have a fixed, regular, and adequate nighttime residence. This includes but is not limited to, students who:

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations;
3. are living in emergency or transitional shelters;
4. have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or
5. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Eligible students shall be referred to the Extended Opportunity Programs and Services (EOPS) office on campus for information about available support services, including access to shower facilities, priority registration, food pantry access, Disability Support Programs and Services (DSPS), financial aid, and referral to community agencies.

References: Education Code Section 76011

Approved by
the Chancellor:

Supersedes: AP 5310 – 01/13/17; (*Renumbered AP 5220*)



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Administrative Procedure

Chapter 5 – Student Services

AP 5510 – OFF-CAMPUS STUDENT ORGANIZATIONS

The San Diego Community College Police Department does not provide law enforcement service to off-campus organizations, nor are activities off-campus recognized by District authority.

Reference: 34 Code of Federal Regulations Section 668.46(b)(7)

Approved by
the Chancellor:

Supersedes: AP 5510 – 11/09/16