

## **Chapter 5 Student Services**

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**BP 5010 Admissions**

**Reference:** *Education Code Section 76000; Labor Code Section 3077*

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person who possesses a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Any student whose class level is equal to grades ten or above is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student whose class level is equal to grades ten or above is eligible to petition to attend as a special full-time student.
- Any student whose class level is equal to grades ten or above is eligible to attend summer session.
- The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

**See Administrative Procedure 5010, 5011, 5012, and 5013**

## **BP 5015    Residence Determination**

***Reference:***    *Education Code Sections 68040; 76140; Title V, Sections 54000, et seq.*

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title V regulations.

**See Administrative Procedure 5015**

## **BP 5020    Nonresident Tuition**

***Reference:    Education Code Sections 68050, 68051, 68052, 68130***

Nonresident students shall be charged nonresident tuition for all units enrolled.

Not later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

**See Administrative Procedure 5020**

## **BP 5030 Fees**

***Reference: Education Code Sections 76300, et seq.***

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

***Enrollment fee: Education Code Section 76300***

Each student shall be charged a fee for enrolling in credit courses as required by law.

***Auditing fee: Education Code 76370***

Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Health fee: Education Code Section 76355**

The Chancellor shall present to the board for approval, periodically as required, a fee to be charged to each student for student health services.

***Parking fee: Education Code 76360***

The Chancellor shall present for board approval, periodically as required, fees for parking for students and employees. To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he or she regularly has two or more passengers commuting with him or her.

***Instructional materials: Education Code Section 76365; Title V, Sections 59400, et seq.***

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

***Physical education facilities: Education Code 76395***

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating

in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

***Transcript Fees: Education Code 76223***

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

***International Students Application Processing Fee: Education Code Section 76142***

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

**See Administrative Procedure 5030**

## **BP 5035    Withholding of Student Records**

***Reference:***    *Title V, Section 59410*

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld until such financial obligation is met.

**See Administrative Procedure 5035**

## **BP 5040 Student Records and Directory Information**

*Reference: Education Code Sections 76200, et seq.; Title V, Sections 54600, et seq.*

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

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the district.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information may include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

**See Administrative Procedure 5040**

## **BP 5050 Matriculation**

***Reference: Education Code Sections 78210, et seq.; Title V, Section 55500***

The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the district into agreement regarding the student's educational goal through the district's established programs, policies and requirements.

The Chancellor shall establish procedures to assure implementation of matriculation services that comply with the Title V regulations.

**See Administrative Procedures 5050**

## **BP 5052    Open Enrollment**

***Reference:    Title V Section 51006***

The policy of the Yuba Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title V of the California Code of Regulations.

The Chancellor shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

**See Administrative Procedures 5052**

**BP 5055 Enrollment Priorities**

*Reference: Title V, Sections 51006, 58106; 58108*

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title V regulations.

**See Administrative Procedures 5055**

## **BP 5110     Counseling**

***Reference:     Education Code Section 72620; Title V, Section 51018***

Counseling services are an essential part of the educational mission of the District. The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

**See Administrative Procedure 5110**

**BP 5120    Transfer Center**

*Reference:    Title V, Section 51027*

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

The Chancellor shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

**See Administrative Procedure 5120**

**BP 5130    Financial Aid**

***Reference:***    *20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668; Education Code Section 76300*

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work 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 Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

**See Administrative Procedure 5130**

## **BP 5140 Disabled Students Programs and Services**

***Reference: Education Code Sections 67310, 84850; Title V, Sections 56000 et seq.***

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

**See Administrative Procedure 5140**

## **BP 5150    Extended Opportunity Programs and Services**

***Reference:***    *Education Code 69640 – 69656; Title V Sections 56200 et seq.*

The District shall provide support services and programs that are in addition to the traditional student services programs, in order to assist students who have language, social, and economic disadvantages to succeed academically.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, priority registration, assessment, tutorial services, counseling and advising, and financial aid. The Cooperative Resources for Education (CARE) component will provide support services to single parents. These services may include, but are not limited to, assistance with childcare payments, books/supplies and transportation costs, special counseling, and personal development activities.

The Chancellor shall assure that the EOPS and CARE programs conform to all requirements established by the relevant law and regulations.

**See Administrative Procedure 5150**

**BP 5200 Student Health Services**

*Reference: Education Code Section 76401*

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health oriented programs and services.

**See Administrative Procedure 5200**

**BP 5205    Student Accident Insurance**

*Reference:    Education Code Section 72506*

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

**BP 5210 Communicable Disease**

***Reference: Education Code Section 76403***

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

**See Administrative Procedure 5210**

**BP 5300 Student Equity**

**Reference:** *Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title V, Section 54220*

The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title V standards for such a plan.

**See Administrative Procedure 5300**

## **BP 5400    Associated Student Organizations**

***Reference:    Education Code Section 76060***

The students of the District are authorized to organize student body associations. The Board hereby recognizes those associations as the Associated Students of Yuba College, the Associated Students of Clear Lake Campus and the Associated Students of Woodland Community College.

The Associated Student organizations are recognized as the official voice for the students in District, college, and campus decision-making processes. They may conduct other activities as approved by the Chancellor or designee. The activities of the Associated Student organizations shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students organizations shall conduct themselves in accordance with state laws and regulations and administrative procedures established by the Superintendent-President or designee.

The Associated Student organizations shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises.

**See Administrative Procedure 5400**

## **BP 5410 Associated Students Elections**

***Reference: Education Code Section 76061***

The Associated Student organization shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor or designee.

Any student elected as an officer in an Associated Student organization shall meet all of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (grade of “C” or better). Also see Board Policy 4220 and related administrative procedures.
- The student must have completed twelve units prior to election to the office of President and Vice President.

**See Administrative Procedure 5410**

## **BP 5420    Associated Students Finance**

***Reference:    Education Code Sections 76063–76065***

Associated Student funds shall be deposited with and disbursed by the Chancellor or designee. The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- The Chancellor or designee;
- The employee who is the designated adviser of the particular student body organization; and
- A representative of the student body organization.

The funds of the Associated Student organizations shall be subject to an annual audit.

**See Administrative Procedure 5420**

## **BP 5500 Standards of Conduct**

Reference: Education Code Section 66300; Accreditation Standard II.A.7.b

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall be made widely available to students through the college catalog and other means.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college chancellor.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
- Hazing.
- Violation of an order of college president.
- Commission of computer-related crime.
- Tampering with fire extinguishers.

**See Administrative Procedure 5500, 5520, and 5530**

## **BP 5550    Speech: Time, Place, and Manner**

***Reference:***    *Education Code Section 76120*

The colleges and campuses of the District are non-public forums, except for those areas designated by the Chancellor as limited public forums. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials, or petitions in those designated areas, and the wearing of buttons, badges, or other insignia.

Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

**See Administrative Procedure 5550**

**BP 5570    Student Credit Card Solicitations**

***Reference:    Title V Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030***

The solicitation of student credit cards is not allowed on District sites.

**BP 5700    Athletics**

***Reference:    Education Code Section 78223***

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

The Chancellor shall assure that the athletics program complies with the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

**See Administrative Procedure 5700**