

**Antelope Valley Community College District**  
**Board Policy**  
**Chapter 5**  
**Student Services**

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**POLICIES:**

BP 5010	Admissions and Concurrent Enrollment
BP 5015	Residence Determination
BP 5020	Nonresident Tuition
BP 5030	Fees
BP 5035	Withholding of Student Records
BP 5040	Student Records, Directory Information, and Privacy
BP 5050	Student Success and Support Program
BP 5052	Open Enrollment
BP 5055	Enrollment Priorities
BP 5060	Enrollment Unit Load
BP 5110	Counseling
BP 5120	Transfer Center
BP 5130	Financial Aid
BP 5140	Disabled Student Programs and Services
BP 5150	Extended Opportunity Programs and Services
BP 5200	Student Health Services
BP 5205	Student Accident Insurance
BP 5210	Communicable Disease
BP 5220	Shower Facilities for Homeless Students
BP 5300	Student Equity
BP 5400	Associated Student Organization and Student Clubs
BP 5410	Associated Student Organization Elections
BP 5420	Associated Students Finance
BP 5500	Standards of Conduct
BP 5570	Student Credit Card Solicitation
BP 5700	Athletics
BP 5800	Prevention of Identity Theft in Student Financial Transactions

## BP 5010 Admissions and Concurrent Enrollment

Reference:

**Education Code Section 76000, 76001, 76002, 76038; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Codes of Federal Regulations Section 668. 16(p)**

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

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Dean of Student Services (Enrollment Services) or 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.
- All 16 or 17-year-old students who have not completed high school may be admitted by examination. Students successfully completing such examination will be awarded a "Certificate of Proficiency" by the State Board of Education that authorizes the student to enroll at Antelope Valley College with regular student status.
- Persons who are apprentices as defined in Section 3077 of the Labor Code
- Any student who is identified as highly gifted, whose age or class level is equal to grades middle or high school, is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student who is identified as highly gifted, whose age or class level is equal to grades middle or high school, is eligible to attend as a special full-time student for advanced scholastic or vocational courses.
- Any student who is identified as highly gifted, who is enrolled in middle or high school, may attend summer session for advanced scholastic or vocational courses.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, or other academic institution and/or that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion.

### **Evaluating the validity of a student's high school:**

Students shall be required to show proof of high school completion when such validity is deemed necessary by an employee of the District.

# BACK TO TOP

### **Denial of Requests for Admission**

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the district.

The Dean of Student Services (Enrollment Services) shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

### **Claims for State Apportionment for Concurrent Enrollment**

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Dean of Student Services (Enrollment Services) shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

(See Administrative Procedures 5010, 5011, 5012 and 5013)

Adopted: 2/6/06

Revised 9/14

Revised 12/8/14

**BACK TO TOP**

## BP 5015 Residence Determination

Reference:

***Education Code Sections 68040; 76140; Title 5, 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 their application for admission is 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 Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

**See Administrative Procedure #5015**

**Adopted: 2/6/06**

**BACK TO TOP**

## BP 5020 Nonresident Tuition

Reference:

***Education Code Sections 68050, 68051, 68130, 68130.5, 76141; Title 5 Section 54045.5***

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than February 1 of each year, the Superintendent/President or designee 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 Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

**See Administrative Procedure #5020**

**Adopted: 2/6/06**

**Revised: 9/10/07**

**BACK TO TOP**

## BP 5030 Fees

Reference:

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

The Board authorizes the following fees. The Superintendent /President or designee 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 fees:**

***Education Code 76370***

Persons auditing a course shall be charged a fee of not more than \$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 Superintendent/President or designee shall present to the board for approval a fee to be charged to each full time and part time student for student health services.

### **Parking fee:**

***Education Code 76360***

The Superintendent/President or designee shall present for board approval fees for parking for students and/or employees. A discount may be received if the parking fee is purchased with the ASO sticker each semester.

### **Instructional materials:**

***Education Code Section 76365; Title 5, 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.

**BACK TO TOP**

**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.

**Student Representation Fee:**

***Education Code 76060.5***

Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing to the Student Development and College Activities Office.

**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 Superintendent/President is authorized to establish the fee, which shall not 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. The Superintendent/President may establish this processing fee and regulations for determining economic hardship. 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 Procedures #5030 and 5031**

**Adopted: 2/6/06**

**BACK TO TOP**

## BP 5035 Withholding of Student Records

Reference:

***Title 5, 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.

**See Administrative Procedures #5035**

**Adopted: 2/6/06**

**BACK TO TOP**



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

Reference:

***Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq.***

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

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

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

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

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

Directory information shall include:

- Student 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 Procedures #5040 and 5045**

**Adopted: 2/6/06**

**Revised: 5/12/08**

**BACK TO TOP**

## **BP 5050 Student Success and Support Program**

Reference:

***Education Code Sections 78210, et seq.; Title 5, Section 55500 et seq.***

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of the Student Success and Support Program services are 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 Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

**See Administrative Procedure #5050**

**Adopted: 2/6/06**

**Revised: 5/12/08**

**Revised: 7/12/10**

**Revised: 9/14**

**BACK TO TOP**

## BP 5052 Open Enrollment

Reference:

***Title 5 Section 51006***

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

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

**See Administrative Procedure #5052**

**Adopted: 2/6/06**

**BACK TO TOP**

## BP 5055 Enrollment Priorities

Reference:

***Title 5, Sections 51006, 58106, 58108***

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

**See Administrative Procedure #5055**

**Adopted: 2/6/06**

**BACK TO TOP**

## BP 5060 Enrollment Unit Load

Reference:

***Title 5, Sections 51006, 58106, 58108***

The college considers 12 or more units full-time status and anything less than 12 units part-time status.

Antelope Valley College considers 6 or more units to be full-time status and anything less than 6 units part-time status during the intersession and summer terms.

A student must obtain written approval of the Dean of Counseling and Matriculation to enroll in more than 19 units per semester.

Financial Aid considers 12 or more units full-time status and anything less than 12 units part-time status for all enrollment periods regardless of length.

**See Administrative Procedure #5060**

**Adopted: 2/6/06**

**Revised: 4/12/10**

**BACK TO TOP**

## **BP 5110 Counseling**

Reference:

***Education Code Section 72620; Title 5, Section 51018***

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

Pre-enrollment counseling (initial education plan) shall be required to satisfy matriculation components as outlined in AP 5050.

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**

**Adopted: 2/6/06**

**Revised: 4/12/10**

**BACK TO TOP**

## BP 5120 Transfer Center

Reference:

***Title 5, Section 51027; Education Code section 66720-66744***

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 Superintendent/President 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**

**Adopted: 2/6/06**

**Revised: 9/10/07**

**BACK TO TOP**

## BP 5130 Financial Aid

Reference:

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

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 Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

### 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 Superintendent/President shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications 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 governing board do not waive any defenses or governmental immunities by enacting this policy.

**See Administrative Procedure #5130**

**Adopted: 2/6/06**

**Revised: 11/12/12**

**BACK TO TOP**



## BP 5140 Disabled Students Programs and Services

Reference:

***Education Code Sections 67310, 84850; Title 5, Sections 56000 et seq.***

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Office for Students with Disabilities (OSD) 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.

OSD 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 Office for Students with Disabilities program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such request pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the OSD program conforms to all requirements established by the relevant law and regulations.

**See Administrative Procedure #5140**

**Adopted: 2/6/06**

**Revised: 11/12/12**

**Reviewed: 3/17/17**

**BACK TO TOP**

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

Reference:

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

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

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

**Administrative Procedure #5150**

**Adopted: 2/6/06**

**BACK TO TOP**

## 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.

The Board may implement a Student Health Fee to support the Student Health Services Program.

**See Administrative Procedure #5200**

**Adopted: 2/6/06**

**BACK TO TOP**

## 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.

The district may make available to students additional personal health insurance which students can purchase. The District does not endorse or recommend any company or policy.

**Adopted: 2/6/06**

**BACK TO TOP**

## **BP 5210 Communicable Disease**

Reference:

***Education Code Section 76403***

The Superintendent/President or designee shall establish procedures necessary to assure cooperation with local public health officials in creating measures necessary for the prevention and control of communicable diseases in students.

**See Administrative Procedure #5210**

**Adopted: 2/6/06**

**BACK TO TOP**

## **BP 5220 Shower Facilities for Homeless Students**

References:

*Education Code Section 76011*

The Superintendent/President or designee shall establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the district and whose enrollment fees have been paid.

**New 5/8/17**

**BACK TO TOP**

## BP 5300 Student Equity

Reference:

***Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220***

The Board is committed to assuring student equity in educational programs and college services. The Superintendent/President or designee shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

**See Administrative Procedure #5300**

**Adopted: 2/6/06**

**BACK TO TOP**

## **BP 5400 Associated Student Organization and Student Clubs**

Reference:

### ***Education Code Section 76060***

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Student Organization (ASO) of the District.

The Associated Students Organization is recognized as the official voice for the students in district decision-making processes. It may conduct other activities as approved by the Superintendent/President or designee.

In addition, the District may authorize any organization composed entirely of students attending the college of the district to maintain any activities, including fundraising activities, as approved by the Board of Trustee (Education code 76062). Any student political organization/club that is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus, and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of that organization by the school authorities and no interference with the regular educational program of the district (Education Code 76067).

The ASO and student clubs shall conduct themselves in accordance with state laws and regulations, board policy and administrative procedures established by the Board of Trustees and the Superintendent/President or designee. Student organization and clubs activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Superintendent/President or designee shall grant the ASO and student clubs the use of District premises subject to administrative procedures or regulations as established. Such use shall not be construed as transferring ownership or control of the premises (Educational Code 76060).

The District may assume responsibility for activities formerly conducted by the Associated Student Organization if the ASO is dissolved (Education Code 76060).

**See Administrative Procedure #5400**

**Adopted: 2/6/06**

**BACK TO TOP**



## **BP 5410 Associated Student Organization 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 Dean of Student Services or designee in Student Development and College Activities Office.

Any student elected, as an officer in the Associated Student Organization and student club, shall meet both 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.
- The student shall meet and maintain the minimum standard of scholarship (see Board Policy 4220 and related administrative procedures).

**See Administrative Procedure #5410**

**Adopted: 2/6/06**

**BACK TO TOP**

## **BP 5420 Associated Students Finance**

Reference:

***Education Code Sections 76063-76065***

The Associated Student Organization and student club funds shall be deposited with and disbursed by the District through the Dean of Student Services 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 Organization and/or student club, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent /President or designee;
- the employee who is the designated advisor of the Associated Student Organization or designee and the particular student club, if using club funds; and
- a representative of the student club and/or Associated Students Organization.

The funds of the Associated Student Organization and student clubs shall be subject to an annual audit.

**See Administrative Procedure #5420**

**Adopted: 2/6/06**

**BACK TO TOP**

# BP 5500 Standards of Conduct

Reference:

***Education Code Sections 66300, 66301; Accreditation Standard II.C.8. and 10A***

## Section 1 – General Provisions

- .1 The Board of Trustees of the Antelope Valley Community College District expects students to conduct themselves in a manner consistent with the educational purposes of the college. Student conduct must reflect the standards of behavior as defined in pursuant sections (Education Code Section 76030 - 76037). Student conduct should reflect consideration for the rights of others and students are expected to cooperate with all members of the college community.
- .2 Students shall also respect federal and state laws, board regulations, college regulations, and applicable provisions of civil law.
- .3 College personnel are responsible for communicating appropriate student conduct and for reporting violations thereof. The vice president of student services or designee has the right to administer suitable and proper corrective measures for misconduct.
- .4 Nothing in this article shall be construed to limit the authority of the board of trustees to adopt additional rules and regulations as long as they are not inconsistent with the requirements of this article. These additional rules may, among other things, prescribe specific rules and regulations governing student behavior, along with applicable penalties for violations of the adopted rules and regulations, and may clarify appropriate due process procedures, including procedure by which students shall be informed of these rules and regulations. (CA Ed. Code 76037).
- .5 A student may be removed, suspended, or expelled only for conduct associated with college activities or college attendance. Students may be disciplined for harassment, threats, or intimidation, unless constitutionally protected. Violation of any law, ordinance, regulation or rule pertaining to the parking of vehicles shall not be cause for suspension or expulsion of a student from the college. (CA Ed. Code 76034, 66301 (d)).
- .6 A student may be suspended by the board of trustees, the college president, or vice president of student services for *good cause*, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The board of trustees may exclude students of filthy or vicious habits, or students suffering from contagious or infectious diseases, or any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (CA Ed. Code Sections 76020 and 76030).
- .7 “Good Cause” may be established by using appropriate investigation standards, such as:
  - a) Interview of witnesses.
  - b) Review of a Campus Security Report(s), if applicable.
  - c) Review of written statements, if applicable.
  - d) Review of pertinent documents, if applicable.

**BACK TO TOP**

- e) Review of any other evidence, if applicable.

## Section 2 – Guidelines for Student Conduct

Good cause includes, but is not limited to, the following offenses:

### .1 Academic Violations

- a) Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism – from the Latin word for “kidnap” – involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. ***Students are always responsible for any plagiarism in their work.***

An instructor who determines that a student has cheated or plagiarized has the right to give an “F” grade, or numerical equivalent, for the assignment or examination.

Antelope Valley College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to submission for textual similarity review to an electronic database. (*Board Approved 6/21/04*)

- b) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student’s exam, etc.
- c) 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 college policy or administrative procedure.

### .2 General College Violations

- a) Forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c) 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 college

**BACK TO TOP**

administrative procedures, or the substantial disruption or the orderly operation of the college.

- d) Unauthorized entry into or use of college supplies, equipment, and or facilities.
- e) Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
- (f) Theft of, or damage to, property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
- (g) Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.

### .3 Computer Usage Violations

Theft or abuse of computer resources, including, but not limited to:

- a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another person's identification and password.
- d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f) Use of computing facilities to interfere with normal operation of the college computing system.
- g) Use of computing facilities for student's personal financial gain or for solicitation of any kind.
- h) Violation of applicable AVC "Computer Use Guidelines."

### .4 Behavior Violations

- a) Disorderly, lewd, indecent or obscene conduct, or habitual profanity or vulgarity on college-owned or controlled property, or at college-sponsored or supervised functions.
- b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c) Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
- d) Gambling on District property.
- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.

**BACK TO TOP**

- f) Actions, which result in injury or death of a student, college personnel, or campus visitor, or damage to property owned by the district.
- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i) Committing or attempting to commit extortion.
- j) Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
- k) Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- l) Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.

.5 Substance Violations

- a) 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, on college property, or at any college sponsored event.
- b) Willful or persistent smoking, including the use of electronic cigarettes (vapers) in any area where smoking has been prohibited by law or by regulation of the governing board.

.6 Weapons Violations

- a) Possession or use of any dangerous or deadly weapon or instrument on any college-owned or controlled property or at any college-sponsored or supervised function. For purposes of these guidelines, a "dangerous or deadly weapon or instrument" includes, but is not limited to any: firearm, shotgun, rifle pistol, air rifle, BB gun, folding pocket knife with a blade longer than two and one-half inches, dirk, dagger, locking blade knife, switch blade knife; brass knuckles, blackjack, billy club, nun-chuck sticks, sling shot, tazer, stun gun, shocker, razor blade, acid, metal pipe, sharpened wood or metal trap, or any other weapon, instrument or object designed or modified to inflict physical harm on another person or animal. In the interest of protecting students, college personnel, or campus visitors, the college retains discretion to determine what constitutes a dangerous or deadly weapon or instrument. Certain exceptions can be made for classes or college-sponsored events. Prior written authorization from the vice president of student services, or designee, must be obtained before these items can be brought on-campus or to a college-sponsored event.

**BACK TO TOP**

- b) Possession or use of replica or imitation weapons on any college-owned or controlled property or at any college-sponsored or supervised function.
- c) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

Students who engage in any of the above are subject to the measures outlined in Administrative Procedure 5520.

**See Administrative Procedure #5520**

**Adopted: 2/6/06**

**Revised: 9/10/07**

**Revised: 9/12/16**

**BACK TO TOP**

## **BP 5570 Student Credit Card Solicitations**

Reference:

***Title 5 Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030.***

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

**See Administrative Procedure #5570**

**Adopted: 2/6/06**

**BACK TO TOP**



## BP 5700 Athletics

Reference:

***Education Code Sections 78223, 66271.6, 66271.8, 67360 et seq.***

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 Superintendent/President or designee shall assure that the athletics program complies with state law, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

**See Administrative Procedure #5700**

**Adopted: 2/6/06**

**Revised: 9/10/07**

**BACK TO TOP**

## BP 5800 Prevention of Identity Theft in Student Financial Transactions

Reference:

***Fair and Accurate Credit Transactions Act, 15 U.S.C. 1681m(e)***

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Superintendent/President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

**See Administrative Procedure #5800**

**Adopted: 11/14/11**

**BACK TO TOP**