

**BP 5012 INTERNATIONAL STUDENTS**

**References:**

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

International ~~s~~Students from foreign countries may enroll in the colleges. The Chancellor shall establish administrative procedures to address conditions for the enrollment of international students ~~are included in the Administrative Procedures.~~

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**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces former CLPCCD Policy 5125)

## AP 5012 INTERNATIONAL STUDENTS

### References:

Education Code Sections [76140 subdivision](#), 76141 and 76142;  
Title 5 Section 54045;  
Title 8, U.S. Code Sections 1101, et seq.

The District will admit ~~i~~International ~~s~~Students under the following conditions:

1. Admission and enrollment procedures regarding international student applicants shall be maintained pursuant to applicable Title 5 and Education Code Sections and within the guidelines established by United States ~~Customs and Immigration Services~~[Department of Homeland Security](#).
2. Students seeking admission shall: a) provide evidence of having completed the equivalent of a U.S. high school education or be a minimum of 18 years old; ~~b) use the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System); or c and b)~~ proof of English language proficiency through an accepted English Language proficiency exam such as TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) to that demonstrates the student will benefit from instruction; and ~~d)~~ be able to show means of adequate financial support and medical care.
- ~~3. We encourage international students are encouraged to live within the District as they must be sponsored by a local resident(s).~~
- ~~4.~~3. The actual number of international students admitted will be contingent upon the District's ability to provide services as required.
- ~~5.~~4. International students shall be required to pay tuition at a rate approved by the ~~—~~Board of Trustees.

The nonresident tuition fee is calculated by District Business Services annually.

Also see BP 5010 Admissions and Concurrent Enrollment, AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, and BP/AP 5020 Nonresident Tuition.

Approved: March 18, 2014

**Revised:**

(~~This new procedure replaces current Administrative Rules and Procedures 5125~~)

## AP 5013 STUDENTS IN THE MILITARY

### References:

Education Code Sections 68074, 68075, 68075.5 and 68075.7;  
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;  
Military and Veterans Code Section 824;  
38 U.S. Code Section 3679

### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California ~~on active duty~~, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty ~~and is in attendance at, or has been admitted to, the District, or of a member who, on or after September 11, 2001, died in the line of duty while serving on active duty who resides in California~~ shall be entitled to resident classification. Such student shall retain resident classification ~~if in cases of he/she is thereafter transferred on military orders order transfer~~ to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

~~A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.~~

A parent who is a federal civil service employee and ~~his/her~~their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided ~~for~~ here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

### **Withdrawal Policies/Processes for Members of the Military**

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. ~~In no case may a military withdrawal result in a student being assigned an "FW" grade.~~ In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Military member who must stop attending Chabot College or Las Positas College due to deployment and/or who are reassigned to a different station of duty/post, will be allowed readmission to the district without penalty. In all cases, the District complies with federal guidelines in regards to educational access for members of the military.

~~Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.~~

Also see BP/AP 4230 Grading and Academic Record Symbols, BP/AP 5015 Residence Determination, and AP 5075 Course Adds and Drops.

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**Approved:** March 18, 2014

**Edited:**            November 20, 2017

**Revised:**

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND  
PRIVACY**

**References:**

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.;

[Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#)

~~Family Educational Rights & Privacy Act (Section 438, PL 93-380, 1974);~~

~~U.S. Patriot Act;~~

~~Civil Code Section 1798.85~~

~~20 U.S. Code Section 1232g subdivision (j);~~

~~ACCJC Accreditation Standard II.C.8~~

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

The Chancellor 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/her/them](#) 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.

Also see BP/AP 3300 ~~itled~~ Public Records; ~~and~~ BP/AP 3310 ~~itled~~ Records Retention and Destruction; AP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.

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**Adopted:** June 17, 2014

**Revised:**

(~~This policy r~~Replaces ~~former~~ CLPCCD Policies 5310 and 5511)



**AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND  
PRIVACY**

**References:**

Education Code Sections ~~71094~~ 66093.3 and 76200 et seq.;  
Title 5 Sections 54600 et seq. and 59410;  
[Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#)  
~~U.S. Patriot Act~~;  
Civil Code Sections 1788.90 et seq. and 1798.85;  
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);  
ACCJC Accreditation Standard II.C.8

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

**Collection and Retention of Student Information**

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The Admissions and Records Department shall maintain District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities; and
- That opting out is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's social security number, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

District Campus Safety departments shall not inquire into an individual's immigration status for immigration enforcement purposes.

District Campus Safety departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

#### **Release of Student Records:**

No instructor, official, employee, or Board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. A Records Release Form is available in the Admissions and Records Office.
- "Directory information" may be released in accordance with the definitions in BP 5040 ~~titled~~ Student Records, Directory Information, and Privacy.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office ~~of~~ for Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that

audit, evaluation, and enforcement of federal legal requirements. Requests for student records and/or directory information shall be submitted to the Admissions and Records Administrator.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, **major(s)**, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

### **Access to Student Records for Immigration Enforcement Purposes**

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- Contact: Office of the College President to review and respond to a request for student records.
- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- District shall provide a set of responses for personnel to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the Office of the College President, District personnel shall take the following action steps in response to an officer from outside of the District requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Safety shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA (Family Educational Rights and Privacy Act).

#### **Charge for Transcripts or Verifications of Student Records:**

A student/former student shall be entitled to two free copies of the transcript of their record or up to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by them, at the rate of \$0 per copy. Students may request special processing of a transcript. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

## Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

## Use of Social Security Numbers

The District shall not do any of the following:

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

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

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual ~~that he/she has of~~ the right to stop the use of ~~his/her~~their social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

[Also see BP/AP 3300 Public Records; BP/AP 3310 Records Retention and Destruction; BP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.](#)

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**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

## AP 5045 STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG

### References:

Education Code Sections 76222 and 76232;  
Title 5 Section 54630

### Challenging Content

Any student may file a written request with the Chief Instructional Officer to correct or remove information recorded in ~~his/her~~their student records that the student alleges to be:

- 1) inaccurate;
- 2) an unsubstantiated personal conclusion or inference;
- 3) a conclusion or inference outside of the observer's area of competence; or
- 4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Chief Instructional Officer shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Chief Instructional Officer shall then sustain or deny the allegations.

If the Chief Instructional Officer sustains any or all of the allegations, ~~he/she~~they shall order the correction or removal and destruction of the information. If the Chief Instructional Officer denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. ~~If the governing b~~Board of Trustees sustains any or all of the allegations, it shall order the Chancellor or ~~his/her~~ designee, to immediately correct or remove and destroy the information. The decision of the ~~governing b~~Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of ~~his/her~~ objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is disciplinary action included in any student record information ~~concerning any disciplinary action~~, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is disciplinary action in connection with any alleged sexual assault or physical abuse included in any student record information ~~concerning any disciplinary action in connection with any alleged sexual assault or physical abuse~~, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

### **Access Log**

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Chief Instructional Officer, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

[Also see BP/AP 5040 Student Records, Directory Information, and Privacy.](#)

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**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

**BP 5055 ENROLLMENT PRIORITIES**

**References:** \_\_\_\_\_

Title 5 Sections 51006, 58106, and 58108

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

Also see BP/AP 5052 ~~titled~~ Open Enrollment and AP 5055 Enrollment Priorities.

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**Adopted:** June 17, 2014

**Revised:** \_\_\_\_\_

(~~This policy r~~Replaces former CLPCCD Policy 5127)



Student Services

AP 5055 ENROLLMENT PRIORITIES

References: \_\_\_\_\_

Education Code Sections 66025.8, ~~and 66025.9,~~ and 66025.92;  
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP ~~and~~ AP 4260 ~~titled~~ Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
- A foster youth, former foster youth, homeless youth, or former homeless youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKs.
- A student who is a Tribal TANF recipient.

The following students will have priority for enrollment:

- College priority groups, such as athletes, student government representatives, TRIO, and international students who have completed orientation, assessment, and developed student education plans.
- First time students who have completed orientation, assessment, and developed student education plans.
- Continuing students, who [have not lost registration priority, as defined in these policies and procedures.](#)

~~Students will have the following registration priority, in the order of priority listed below:~~

- ~~Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code Section 66025.8 or as a foster youth, former foster youth or youth who are homeless pursuant to Education Code Section 66025.9; students who are receiving services through CalWORKs; and students who are Tribal TANF recipients.~~
- ~~Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;~~
- ~~Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who have completed orientation, assessment, and developed student education plans.~~

These registration priorities do apply to courses offered during summer or intersessions.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in ~~these BP/ and AP 4250~~ [titled Probation, Dismissal, And Readmission](#) for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.

### **Summary of Key Enrollment Limit Topics**

The table below provides an overview of the Title 5 regulations on repetition and withdrawals and corresponding enrollment and apportionment limitations. The purpose of this section is to provide an at-a-glance summary of the key regulatory topics on enrollment limits addressed in this document. (From the California Community Colleges Guidelines for Title 5 Regulations on Repeats and Withdrawals adopted by the Board of Governors on July 11, 2011 and effective October 12, 2011)

Regulatory Provision	Enrollment Limit for Student	Enrollment Limit for Apportionment (58161)	Summary
1. Apportionment Limit on Enrollment in Nonrepeatable Courses (55024)(a)(9), (55040), (58161)	3 enrollments +1 (petition required if district policy allows it)	3 enrollments + 1 (petition required if district policy allows it)	A student may enroll in the same credit course a maximum of 3 times. Districts may permit one additional funded enrollment on an appeal basis if a student needs to repeat due to significant lapse of time or due to extenuating circumstances relating to verified cases of accidents, illness, or other circumstance beyond the student's control. Districts can allow additional enrollments on an appeal basis without claiming apportionment. [55024(a)(9), 58161(e)]
2. General Rule on Repetition where Satisfactory Grade Received	1 enrollment	1 enrollment	Student receiving a satisfactory grade may not repeat a course (unless another rule allows it). [55042(b)]
3. Substandard Grade (55042)	Initial enrollment, plus 2 repeat enrollments	3 enrollments+1	A student receiving a substandard grade has two opportunities to repeat a course to alleviate the substandard grade. Districts may permit an additional enrollment on a petition basis for extenuating circumstances (if a student received an evaluative symbol) and claim apportionment for that enrollment. The first two substandard grades may be excluded in computing the student's GPA. (55042)
4. Significant Lapse of Time (55043)	1 enrollment	1 enrollment	District may permit a student who previously received a satisfactory grade to repeat a course due to significant lapse of time. Significant lapse of time is defined by district policy. [55043(a)(1)] Until new regulations are adopted to establish a timeframe for significant lapse of time, the Chancellor's Office recommends that districts define it as a period of no less than 36 months since the last satisfactory grade was obtained. Prior grade and credit may be disregarded per district policy. [55043 (c)]
5. Extenuating Circumstances (55045)	1 enrollment	1 enrollment	District may permit a student to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control. District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. [55045 (b)]

6. Special Course Repetition (56029)	No limit if conditions of 56029 met	No limit if conditions of 56029 met	District may permit a student with a disability to repeat a Special Course any number of times if it is determined that such repetition is required for that person as a disability-related accommodation. District policy may allow previous grade and credit to be disregarded in computing the student's GPA. [55040(c)(7)]
7. Extraordinary Conditions Withdrawal (55024(a)(10))	No limit if authorized by the district and extraordinary conditions met	No limit if authorized by the district and extraordinary conditions met	District policy may provide for a student to withdraw without a "W" notation if it is due to fire, flood or other extraordinary condition and the withdrawal is authorized by the district (55024, 58509), or if a district is unable to keep the college open for at least 175 days due to fire, flood, epidemic, emergency created by war, or other major safety hazard. (58146)
8. Legally Mandated Training (55041(b))	No limit if condition of 55041(b) met	No limit if condition of 55041(b) met	May be repeated for credit any number of times, "if necessary to meet legally mandated training requirements as a condition of paid or volunteered employment." [55041(b)]
9. Military Withdrawal (MW) (55024(d)(1))	No limit	No limit	A student who is on active or reserve duty in the U.S. military service who receives orders compelling withdrawal, may do so. Upon verification of orders, the MW may be assigned even if the time period established by the district for withdrawal has passed. [55024(d)(1)]

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP ~~and~~ AP 4230 ~~titled~~ Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Chief Student Services Officer. Students enrolled in high unit majors or programs as designated by the Chief Student Services Officer.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

**Appeal of Loss of Enrollment Priority**

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student, or when a student with a disability

applied for, but did not receive a reasonable accommodation in a timely manner. The Chief Student Services Officer or his/her/their designee will determine the appeal in his/her/their sole discretion.

The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

[Other local enrollment priorities are listed below, based on Title 5 Section 58106 Limitations on Enrollment.](#)

- [Limiting enrollment to first come, first served, or other non-evaluative selection techniques;](#)
- [In the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;](#)
- [Limiting enrollment to any selection procedure expressly authorized by statute;](#)
- [Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.](#)

Additional local enrollment priorities have been established across the District and are reflected in the schedule of classes.

[Also see BP/AP 5052 Open Enrollment and BP 5055 Enrollment Priorities.](#)

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**Approved:** March 18, 2014

**Revised:** ~~Edited~~ August 21, 2018

**Revised:**

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**Business & Fiscal Affairs**

**AP 6625 ART, EXHIBITS AND DISPLAYS IN PUBLIC PLACES**

**Reference:**

N/A

The Board of Trustees encourages the colleges to expose students and the public to excellent examples of the visual arts by:

- Scheduling loans and traveling exhibits for libraries, museums, campus centers and other facilities with extensive public use;
- Acquiring a collection of paintings, murals and sculptures for public display; and
- Providing support and visibility for professional artists through commissions, exhibitions, and purchases of their work.

The colleges shall establish a fund for artwork, including acquisition, artist's fees, installation, insurance, preservation and other costs associated with acquisition. In addition, funding shall be set aside for long term maintenance of the art.

The Governing Board shall approve any permanent or semi-permanent (in excess of one academic year) artistic display or installation located inside or outside facilities on the college campus', exclusive of designated "Art Galleries".

Each college shall have an advisory committee appointed by the College President and composed of community members, students and staff whose duties will be:

- To suggest guidelines and procedures for placing art on campus;
- To assist in the acquisition of art objects to be purchased for the college or loaned temporarily to the college;
- To make introductions to potential committee members and arts supporters from the community at large;
- To recommend art on campus projects and appropriate sites; and
- To suggest and assist with funding efforts for art on campus.

The college advisory committees will periodically hold joint meetings to discuss the above duties and to recommend any changes needed to the policy or the implementation guidelines. The committees shall review all potential acquisitions, whether gifts, purchase or loans, and make recommendations to the Board of Trustees for acceptance.

The Board acknowledges and supports constitutionally-guaranteed principles of free expression in creative works displayed on college property.

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**Approved:**    Date