

## Consultation Council/Strategic Planning Committee Minutes

December 8, 2011

[BEFORE YOU PRINT - THIS DOCUMENT WITH ATTACHMENTS IS 67 PAGES]

### Present

Cheryl Aschenbach (AS/Div Chair-faculty)  
Shelly Baxter (management)  
Sandy Beckwith (Lead Counselor – faculty)  
Jeff Lang (classified)

Carol Montgomery (classified)  
Sue Mouck (Accreditation Liaison -faculty)  
Eric Rulofson (Chair/ Facilities Planning)  
Bill Studt (Interim President)  
Cary Templeton (Dean of Student Services)

### Absent

Colleen Baker (Div Chair-faculty)  
Terry Bartley (management)  
Jennifer Bird (classified)  
Carie Camacho (Div Chair -faculty)  
Kayleigh Carabajal (Dean of Academic Services)

Dave Clausen (Dean of Admin Services)  
Shawn Hubbard (ASB)  
Logan Merchant (Chair/IT Planning)  
Ross Stevenson (Div Chair -faculty)

### Guests

None

With a quorum present, the meeting began at 1:03 pm.

### **Consultation Council:**

#### **1. Recommendation to forward Chapter 5 Board Policies to the Governing Board and adopt Administrative Procedures for Chapter 5 (Consultation) – Cary Templeton**

Cheryl Aschenbach, faculty representative, asked that several board policies and administrative procedures be removed to allow additional time for faculty review, specifically BP 5010 Admissions and Concurrent Enrollment with companion AP 5010 and AP 5011, BP and AP 5031 Instructional Material Fees, BP and AP Matriculation and AP 5520 Student Discipline.

By consensus, Consultation Council recommended the following board policies to the Governing Board for consideration: BP 5012 – International Students, BP 5015- Residence Determination, BP 5020 - Nonresident Fees, BP 5030– Fees, BP 5035 – Withholding Student Records, BP 5040 – Student Records, Directory Information, and Privacy, BP 5052 – Open Enrollment, BP 5500- Standards of Conduct, BP 5700 – Intercollegiate Athletics, additionally the following administrative procedures were adopted contingent on board approval of the companion board policy: AP 5012 – International Students, AP 5013 – Residency for Military Personnel, BP 5015- Residence Determination, AP 5020 - Nonresident Fees, AP 5030– Fees, AP 5035 – Withholding Student Records, AP 5040 – Student Records, Directory Information, and Privacy, AP 5045 – Student Records - Challenge, AP 5052 – Open Enrollment, AP 5070 – Attendance Accounting, AP 5075– Course Adds and Drops, AP 5120 – Transfer Center, AP 5510 – Dormitory Standards of Conduct, AP 5530 – Student Rights and Grievances, AP 5700 – Intercollegiate Athletics

#### **2. Personnel Update (Information)**

President Studt provided an update on the presidential search. He informed the attendees that the timeline for advertising the position is mid-December. The intent is to advertise in the “Chronicle of Higher Education” in addition to newspaper ads. Fliers will be sent to institutions of higher education (community colleges and state universities) in California, Nevada and Oregon. The position is scheduled to close on March 15, 2012. The Governing Board has indicated a desire to include two community members on the screening committee. The further make-up of the committee has not yet been determined although representatives from all constituent groups should be included. The goal is not to make the committee so large as to be intimidating to candidates and unwieldy to operate. Committee membership will require a significant investment

of time on the part of all individuals. The committee will meet several times for orientation, paper screening and development of interview questions. The actual candidate interviews should occur mid-April and will probably extend over two to three days to allow ample time for the process without unduly exhausting the members. The committee will forward an undetermined number of unranked candidates all considered to be capable of serving the institution as president. The Governing Board will conduct interviews and site visits for the finalists during the month of May. Extensive background checks will be performed on all finalists. Finalists will also be invited to a community/campus forum with prepared questions as well as the opportunity for the audience to ask questions. Tom Henry will serve as the board advisory during the process as well as actively recruit applicants and serve as the contact person for interested individuals. President Studt will serve as the EEO Officer to the screening committee and Tom Henry will perform the same service for the Governing Board. A final decision is expected for action at the June board meeting and the proposed start date is still July 1, 2012.

Sandy Beckwith questioned whether the board members, who have never conducted a presidential search, were receiving training on the needs of the college. Mr. Studt informed her that Tom Henry and himself have engaged the Board in those types of discussions. Cheryl Aschenbach suggested that a survey of audience impressions following the open forum similar to what was done the last time the college considered hiring an associate dean of instruction would provide input to the board and validation to the participants. Mr. Studt agreed to present the idea to the Governing Board.

#### **Strategic Planning:**

##### **1. 2011 Vocational Nursing IPR (Information)**

Jeff Lang commented on the significantly improved quality of the document as compared to the Nursing IPR received last year. This document provides the basis for program improvement. **By consensus, Consultation Council forwarded the document to the Governing Board and accepted the document for consideration in future planning efforts.**

#### **Other:**

Several individuals indicated that they would not be on campus for a December 22, 2011 meeting.

The meeting adjourned at 1:45 pm

#### **Future Agendas:**

- 1. Review of January 10, 2012 Governing Board Agenda (Information) - December 22, 2011-- Bill Studt**
- 2. 2010 Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) -- Dave Clausen**
- 3. 2011 Welding Technology IPR (Information) – January 10, 2011– Cheryl Aschenbach**
- 4. Revised KPI's for 2011-2012 (Consultation) --- Dr. Kayleigh Carabajal**
- 5. 2011 Social Science IPR (Information) – January 2011– Cheryl Aschenbach**
- 6. 2011 Gunsmithing IPR (Information) – January 2011– Cheryl Aschenbach**
- 7. 2011 Journalism IPR (Information) – January 2011– Cheryl Aschenbach**
- 8. Selection and Hiring Manual – January 2011**
- 9. 2011 Instructional Services (Learning Center) NIPR (Information) – January 2011 - Colleen Baker**

**AP 5012 INTERNATIONAL STUDENTS**

**References:**

[Education Code Sections 76141 and 76142:](#)

[Title 5 Section 54045:](#)

[Title 8, U.S. Code Sections 1101. et seq.](#)

**Definition of International Student**

An international student at Lassen Community College is defined as one who is in this country on a student visa and who may return to his or her home country upon completion of his or her studies.

**General Admission Standards for International Students**

1. To show proficiency in the English language, oral and written, a minimum score of 450 (paper score) or 133 (computer score) on the TOEFL (Test of English as a Foreign Language) or an equivalent measure of English proficiency.
2. To have acquired a twenty-four hour health insurance and student I.D. card.
3. To have sufficient funds immediately available to pay tuition and fees in advance. An explanation of one year's financial need will be sent with the college application form.
4. To submit the completed Lassen Community College health form to the admissions office.
5. To comply with admission regulations. No registration will take place until all requirements are met.

Any international student deficient in English may expect a fifteen unit load limitation. International students who do not score a minimum 450(paper score)/133(computer score) TOEFL, or equivalent, may be evaluated for English proficiency and may be placed in the appropriate English language course.

**Applicants on Visas Issued for Other Institutions**

International students with an academic deficiency from a college or university may be admitted after a review of their particular circumstances and upon approval of the Chief Student Services Officer.

**Insurance Coverage for International Students**

Each applicant tentatively accepted for admission shall be required to purchase health and accident insurance coverage for a minimum period of one year. This insurance will be made available during registration.

~~**Note:**—This procedure is **legally required** if the District admits non-citizen students. Local procedures may be inserted. The District should include provisions for adherence to federal requirements regarding immigration documentation. The procedures should address or provide for:~~

- ~~• An application process that includes submission of appropriate visa information from the country of residence, including INS forms.~~
- ~~• Students who will be attending pursuant to an F-1 visa, submission of paperwork to substantiate issuance by the District of Form I-20.~~
- ~~• Required TOEFL (Test of English as a Foreign Language) scores, if applicable.~~
- ~~• Residence determination, including review of whether student holds a visa that requires the student have a residence outside of the U.S., or entered the U.S. under a visa that permits entry solely for a temporary purpose.~~
- ~~• Exemptions from nonresident tuition as authorized by Education Code Section 76140(a)(2) for financial need.~~

❖ **From current Lassen College Policy 5166 titled International Students**

~~**Definition of International Student**~~

~~An international student at Lassen Community College is defined as one who is in this country on a student visa and who may return to his or her home country upon completion of his or her studies.~~

~~**General Admission Standards for International Students**~~

- ~~6. To show proficiency in the English language, oral and written, a minimum score of 450 on the TOEFL (Test of English as a Foreign Language) or an equivalent measure of English proficiency.~~
- ~~7. To have acquired a twenty-four hour health insurance and student I.D. card.~~
- ~~8. To have sufficient funds immediately available to pay tuition and fees in advance. An explanation of one year's financial need will be sent with the college application form.~~
- ~~9. To submit the completed Lassen Community College health form to the admissions office.~~
- ~~10. To comply with admission regulations. No registration will take place until all requirements are met.~~

~~Any international student deficient in English may expect a fifteen unit load limitation. International students who do not score a minimum 500 TOEFL, or equivalent, may be evaluated for English proficiency and may be placed in the appropriate English language course.~~

### **Applicants on Visas Issued for Other Institutions**

International students with an academic deficiency from a college or university may be admitted after a review of their particular circumstances and upon approval of the Dean of Student Services.

### **Insurance Coverage for International Students**

Each applicant tentatively accepted for admission shall be required to purchase health and accident insurance coverage for a minimum period of one year. This insurance will be made available during registration.

*Note: The following language is optional.*

Calculation of nonresident tuition fee applicable to noncitizens who have not or cannot establish residence, in an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent of the nonresident tuition charged other nonresidents.

Office of Primary Responsibility: Admissions Office/Chief Student Services Officer

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NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5166 titled International Students adopted on 9/20/76 and revised on 3/17/87, 11/10/98, 10/11/05, and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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### **Date Approved:**

*(Replaces current Lassen College Policy 5166)*

**BP 5015 RESIDENCE DETERMINATION**

**References:**

Education Code Sections 68040 and 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.

❖ **From current Lassen College Policy 5150 titled Residence Requirements**

~~Residence determination shall be made for each student at the time applications for admission are accepted and whenever a student has not been in attendance for more than one semester. A student must by the combination of act and intent establish residency in California for at least one year and one day immediately preceding the opening day of instruction of the semester in which the student proposes to attend college.~~

~~Residence will be determined according to the regulations and requirements set forth in the Education Code and California Administrative Code.~~

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 Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5150 titled Residence Requirements adopted on 3/17/87 and revised on 11/10/98, 10/11/05, and 6/27/06.

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**Date Adopted:**

*(Replaces current Lassen College Policy 5150)*

**Student Services  
Recommended by Consultation Council 12/08/11**

**AP 5015 RESIDENCE DETERMINATION**

**References:**

Education Code Sections 68000 et seq., 68130.5, 76140, and 76142;

Title 5 Sections 54000 et seq.

~~***Note:** This procedure is **legally required** except as noted. The District may insert its local practices here. The following is provided as an illustrative example included here for comparative purposes with current Lassen College Policy language to determine if the sample language is preferable.*~~

**Residence Classification**

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the [Admissions Office].
- Students must be notified of residence determination within 14 calendar days of submission of application.

**Right to Appeal**

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the [Admissions Office], may make written appeal to the [Chief Student Services Officer] within 30 calendar days of notification of final decision by the District regarding classification.

**Appeal Procedure**

The appeal is to be submitted to [Admissions Office] which must forward it to the [Chief Student Services Officer] within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The [Chief Student Services Officer] shall review all the records and have the right to request additional information from either the student or the Admissions Office. Within 30 calendar days of receipt, the [Chief Student Services Officer] shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

**Reclassification**

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District. (Education Code Section 68044)

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The [Admissions Office] will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

### **Non-Citizens**

The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently



in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he/she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration for classes not earlier than the fall semester or quarter of 2001-02;
- the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the [Admissions Office]. Students may appeal the decision.

### **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.

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 shall be 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/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 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)

### ❖ **From current Lassen College Policy 5160 titled Establishing California Residency**

~~In order to be classified as a resident for tuition purposes, a student must have been a legal resident of California for one year immediately preceding the residence determination date for the term during which the student proposes to attend a California Community College.~~

~~To establish residence, there must be a union of act and intent the act is necessary to establish legal residence is physical presence in California for one year prior to the residence determination. Indications of that intent include but are not limited to the following:~~

- ~~1. The possession of a California driver's license.~~
- ~~2. Ownership of a vehicle registered in California.~~
- ~~3. A voter registration in California.~~
- ~~4. A maintained active savings or checking account in the State of California.~~
- ~~5. A record of filing a California income tax return.~~
- ~~6. A continuous presence in the state, which requires not leaving for any purpose except vacation or temporary employment.~~
- ~~7. An intention to become a California resident.~~
- ~~8. The ownership of residential property or continuous occupancy or letting of apartment on a lease basis.~~
- ~~9. A W-2 form with a California address.~~
- ~~10. The possession of a California hunting or fishing license.~~
- ~~11. A financial independence from a parent or guardian. This concept involves the following:~~
  - ~~a. not be claimed on parent or guardian's income tax return for the school year;~~
  - ~~b. not receive more than \$750 in support from parents or guardians in any one year;~~
  - ~~c. not live with parents or guardian for more than six weeks in any one year.~~

~~Students must petition for resident status through the Office of Admissions and Records.~~

~~The registrar is authorized to evaluate information presented by the applicant for the purpose of determining residency.~~

### ❖ **From current Lassen College Policy 5162 titled Authority to Determine Residence**

~~Admission and residency information will be evaluated by the Registrar. Applicants who do not qualify for California residency will be charged the non-resident community college fee set by the District, an enrollment fee, and other related fees. Applicants may file a written appeal with the Associate Dean for Student Services.~~

#### **Non-resident Tuition**

~~A fee shall be charged non-resident students in accordance with Board Policy 3360.~~

#### **Foreign Students**

~~Foreign students will be charged the same non-resident fee as all other non-resident students. Exceptions may be made by the Associate Dean of Student Services in accordance with Board Policy 3360.~~

### **Collection of Fees**

~~Based upon the number of units certified by the Registrar, community college nonresident fees are due and payable at the time of registration to the business office, based upon the number of units certified by the Registrar.~~

### **Admission in Error**

~~Non-resident students subject to payment of community college non-resident tuition who have been admitted to a class or classes in error without payment of the fee, shall be excluded from such class or classes upon notification pending payment of the fee. For the purpose of this rule only, notification consists of oral or written advice from the Registrar of the college to the student prior to the end of the fourth week of the semester, academic quarter, session, or period of enrollment.~~

### ~~❖ From current Lassen College Policy 5165 titled Falsification of Residence Information~~

### **Falsification of Residence Information**

~~Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be excluded pending appeal procedures from such class or classes upon notification. For the purpose of this rule only, notification consists of oral or written advice to the student and such notification may be given any time. Students excluded because of falsifications shall not be readmitted during the semester or session from which they were excluded, nor shall they be readmitted until all previously incurred tuition obligations are paid.~~

### **Collection of Fees Following Falsification**

~~It is the policy of Lassen Community College District Governing Board to vigorously pursue collection of payment of non-resident fees, the payment of which was avoided by falsification. Following reports to the Board, the Dean of Administrative Services is authorized to initiate action or to request action in the appropriate courts of law in order to collect the fees.~~

~~Office of Primary Responsibility: Admissions Office/Chief Student Services Officer~~

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5160 titled Establishing California Residency adopted on 9/20/76 and revised on 3/17/87, 11/10/98, 10/11/05 and 6/27/06; Policy 5162 titled Authority to Determine Residence adopted on 9/20/76 and revised on 3/17/87, 11/10/98, 10/11/05 and 6/27/06; and Policy 5165 titled Falsification of Residence Information adopted on 9/20/76 and revised on 3/17/87, 11/10/98, 10/11/05 and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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### **Date Approved:**

*(Replaces current Lassen College Policies 5160, 5162, and 5165)*

**Student Services**  
**Recommended by Consultation Council 12/08/11**

**AP 5013 STUDENTS IN THE MILITARY**

**References:**

Education Code Sections 68074, 68075, 68075.1 (no longer exists), and 68075.5;

Title 5 Section 55023, 55024 54041, 54042, 54050, and 58620

*~~Note: This procedure is optional. The following procedures may also be placed in other Administrative Procedures as appropriate, e.g., residence determination and grading and drop/add procedures.~~*

**Withdrawal Policies 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 or dismissal calculations. In no case may a military withdrawal result in a student being assigned an "FW" grade.

Districts may reference or include local administrative procedures regarding how such a student would withdraw.

❖ **~~From current Lassen College Policy 5161 titled Military Personnel Residency~~**

**1. General Rule**

- a. ~~Active members of the military who are present in California under military orders, except those assigned to California for educational purposes, are exempt from nonresident tuition for the duration of their enrollment at a community college.~~
  - i. ~~There is no requirement for the military person to establish residence; however, the student must be on active duty assigned to California as of the residence determination date.~~
  - ii. ~~If the military person becomes separated from the military service, he or she would be required to provide evidence of intent to establish California residence for a minimum of one year prior to the residence determination date.~~
  - iii. ~~A student who was a member of the military stationed in California on active duty for more than one year immediately prior to being separated from the military is entitled to resident classification for up to one year for the time he or she resides in California. This one-year waiver after the military persons' discharge allows the time necessary to establish residence. After the one-year waiver,~~

~~the student would provide evidence as to his or her California residence.~~

- ~~b. Being the child, stepchild or spouse (dependents) of the military person, does not, of itself, entitle the student to resident status. In fact, only clear and unambiguous evidence of an intention to abandon the old domicile and adopt a new residence will be sufficient for a person who comes to California as a dependent of a member of the armed forces of the United States who comes to a jurisdiction in obedience to orders. A one-year waiver period is provided for dependents to establish residence.~~

Office of Primary Responsibility: \_\_\_\_\_

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**NOTE:** The **red type** signifies language that is **suggested as good practice** by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5161 titled Military Personnel Residency adopted on 11/10/98 and revised on 10/11/05 and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policy 5161)*

**Recommended by Consultation Council 12/08/11**

**BP 5020 NONRESIDENT TUITION**

**References:**

Education Code Sections 68050, 68051, 68130, 68130.5, and 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 shall bring to the Board of Trustees 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.

*~~Note: The following is optional for those districts that enact a capital outlay component to nonresident tuition as permitted by Education Code Section 76141.~~*

~~The Superintendent/President is authorized to implement a fee of [ \$ \_\_\_\_\_ ] to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.~~

~~Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.~~

~~Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.~~

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**AP 5020 NONRESIDENT TUITION**

**References:**

Education Code Sections 76140 et seq.

The non-resident student fee shall be established by review of non-resident tuition in contiguous districts. The fee shall be established by calculation of the current expense of education calculated according to the Budget and Accounting Manual. The fee shall be based upon the total number of units enrolled.

The Governing Board of Lassen Community College District shall set a tuition fee per unit for all non-resident students not later than February 1 of each year pursuant to the provisions of Education Code Section 76140. The tuition fee shall be applicable to all non-resident students.

**Exemptions:**

The Admissions Office is authorized to exempt one hundred (100) full-time equivalent students who are residents of Nevada. For these students, a fee of \$42 per unit shall be required, in addition to applicable Health and other special fees.

**Refunds for non-Resident Tuition**

1. Regular semester – full term:
  - A. First ten school days 100% refund on any unit reduction
  - B. After the first ten school days, no refund for any unit reduction
  
2. Summer classes and semester classes less than full-term; no refund after the beginning of class.

Tuition originally will be paid on the number of units enrolled for a registration.

The amount of tuition owed at the end of the second week will be calculated according to the number of adds and drops during that period.

Exceptions to this policy must be approved by the Superintendent/President or designee.

**Office of Primary Responsibility:** *Admissions Office/Chief Student Services Officer*

~~**Note:** This procedure is legally required. Local practice may be inserted, which must include or address:~~

- ~~• Exemptions, if any~~
- ~~• A requirement that the nonresident tuition fee be set not later than February 1 of each year.~~
- ~~• A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual~~
- ~~• Exemptions, if any, due to reciprocity with bordering states~~
- ~~• Processing fees, if any, for international students~~
- ~~• A requirement that the calculation include the expense of education in the preceding fiscal year~~

- ~~A requirement that the calculation reflect fees in contiguous Districts~~
- ~~A requirement that the calculation provide for students enrolled in more or less than 15 units per term~~

❖ **From current Lassen College Policy 3360 titled Tuition for Non-Resident Students**

~~The Governing Board of Lassen Community College District shall set a tuition fee per unit for all non-resident students not later than February 1 of each year pursuant to the provisions of Education Code Section 76140. The tuition fee shall be applicable to all non-resident students.~~

~~The Financial Aid Office is authorized to exempt from all or parts of the fee for up to:~~

- ~~1. Three (3) non-resident students at any one time who are both a citizen and Resident of a foreign country (not more than 10% of the non-resident foreign students may be so exempt).~~
- ~~2. One hundred (100) full-time equivalent students who are residents of Nevada. For these students, a fee of \$42 per unit shall be required, in addition to applicable Health and other special fees.~~

**Refunds for non-Resident Tuition**

~~3. Regular semester—full term:~~

- ~~C. First two weeks 100% refund on any unit reduction~~
- ~~D. After the first two weeks, no refund for any unit reduction~~

~~4. Summer classes and semester classes less than full-term; no refund after the beginning of class.~~

~~Tuition originally will be paid on the number of units enrolled for a registration.~~

~~The amount of tuition owed at the end of the second week will be calculated according to the number of adds and drops during that period.~~

~~Exceptions to this policy must be approved by the Superintendent/President or designee.~~

~~Office of Primary Responsibility: Admissions Office/Chief Student Services Officer~~

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 3360 titled Tuition for Non-Resident Students adopted on 4/5/77 and revised on 2/17/87, 3/19/91, 12/15/92, and 10/28/97. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policy 3360)*



**BP 5030 FEES**

**References:**

Education Code Sections 76300 et seq.

The Board of Trustees authorizes the following fees. The Superintendent/President 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.

~~❖ From current Lassen College Policy 3300 titled Fees -- General~~

~~All fees charged by the District shall be approved by the Governing Board. The Governing Board may establish any fee authorized by law or regulation. These may include, but not limited to: enrollment, health, community service, parking, out of state tuition, good neighbor policy, materials, transcripts, library fines, photocopy, fax, facilities rental, refund processing, lost keys, returned checks, and other fees as permitted by law or regulation.~~

~~Current fee schedules shall be communicated by publication in such documents as the College Catalog and the Schedule of Classes, and/or by placing written notices in appropriate locations on campus.~~

~~Procedures for the Collection and refunding of fees shall be established by the Dean of Administrative Services and shall be communicated by publication in such documents as the College Catalog and the Schedule of Classes and/or by placing written notices in appropriate locations on campus.~~

**Enrollment Fee**

Education Code Section 76300

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

~~**Note:** If auditing is permitted (see Chapter 4) the following policy language is legally required.~~

**Auditing Fees**

Education Code Section 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.

~~**Note:** If the District charges any of the following optional fees, the following policy language would apply.~~

**Health Fee**

Education Code Section 76355

~~❖ From current Lassen College Policy 5800 titled Health Fees~~

The governing board of a district maintaining a community college may require community college students to pay ~~The District shall charge each full time student~~ a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

~~*Note: Alternative language, to avoid specific amounts.*~~

~~The Superintendent/President shall present to the Board for approval a fee to be charged to each full time student for student health services.~~

Certain part-time students may be exempted as well as apprenticeship, dependent children and serving spouses of members of the California National Guard who are killed or permanently disabled while in the active service of the state and those who depend on prayer for healing. Inmates of correctional centers will have their health fee waived.

### **Parking Fee**

~~Education Code Section 76360~~

~~Students [ and employees ] shall be required to pay a fee, in an amount not to exceed \$ \_\_\_\_\_ per semester and \$ \_\_\_\_\_ per intersession for parking services.~~

~~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/her.~~

~~*Note: Alternative Language, to avoid specific amounts*~~

~~The Superintendent/President shall present for Board approval fees for parking for students [and employees].~~

### **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.~~

### **Physical Education Facilities**

~~Education Code Section 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 Section 76060.5~~

#### **❖ From current Lassen College Policy 5400 titled Student Organizations**

~~In accordance with the provisions of Education Code Section 76060, the Governing Board of Lassen Community College District approves the organization of the Associated Student Body to be governed under the provisions of the constitution adopted by this organization.~~

If a student body association has been established at a community college as authorized by Section 76060, the governing body of the student body association may order that an election be held for the purpose of establishing a student representation fee of one dollar (\$1) per semester. This fee may be charged at a rate of \$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. The election shall be held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college. The affirmative vote of two-thirds of the students voting in the election shall be sufficient to establish the fee. However, the election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student body association elections.

~~The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The student body association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.~~

#### **Student Transportation Costs**

Education Code Section 76361

~~Students [ and employees ] shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students [ and employees ]. The fee shall be \$ \_\_\_\_\_ per student [ or employee ]. These fees will only paid by students [ and employees ] who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.~~

#### **Transcript Fees**

Education Code Section 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 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 Superintendent/President. 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.~~

**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 3300 titled Fees - General adopted on 10/28/97 and revised on 5/13/03; Policy 5400 titled Student Organization adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06; and Policy 5800 titled Health Fees adopted on 11/10/98 and revised on 3/7/06. The information in **blue ink** is additional language to consider including in this policy.

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**Date Adopted:**

*(Replaces current Lassen College Policies 3300, 5400, and 5800)*

**Student Services  
Recommended by Consultation Council 12/08/11**

**AP 5030 FEES**

**References:**

Education Code Sections 66025.3, 70902(b)(9), and 76300;  
Title 5 Section 51012;  
Chancellor's Student Fee Handbook

~~***Note:** This procedure is **legally required**. Local practice can be inserted here, but must comply with applicable law. Community college districts may only require students to pay a fee if required or specifically authorized by statute. The General Counsel's Office of the Chancellor's Office regularly publishes an updated student fee handbook ([www.cccco.edu/divisions/legal/studentfeehandbook\\_files/studentfeehandbook.htm](http://www.cccco.edu/divisions/legal/studentfeehandbook_files/studentfeehandbook.htm)) that analyzes which fees are required and which are permitted, as well as those which are prohibited.*~~

**Required fees include:**

- Enrollment (Education Code Section 76300; Title 5 Sections 58500-58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - All nonresident students enrolling for 6 or fewer units; or
  - A student who is a citizen and resident of a foreign country who demonstrates financial need

**Fees authorized by law include:**

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400-59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)

- [Child care \(Education Code Sections 66060 and 79121 et seq.\)](#)
- [Nonresident capital outlay \(Education Code Section 76141\)](#)
- [Nonresident application processing \(Education Code Section 76142\)](#)
- [Credit by Examination \(Education Code Section 76300; Title 5 Section 55753\)](#)
- [Use of facilities financed by revenue bonds \(Education Code Section 81901\(b\)\(3\)\)](#)
- [Refund processing \(Title 5 Section 58508\)](#)
- [Telephone registration \(Education Code Section 70902\(a\)\)](#)
- [Physical fitness test \(Education Code Section 70902\(b\)\(9\)\)](#)
- [Instructional Tape Lease/Deposit \(Education Code Section 70902\(b\)\(9\)\)](#)
- [Credit Card Use \(Education Code Section 70902\(b\)\(9\)\)](#)
- [International Student Medical Insurance \(Education Code Section 70902\(b\)\(9\)\)](#)

**Prohibited fees include:**

- [Late application \(California Community College Chancellor's Office \(CCCCO\) Student Fee Handbook\)](#)
- [Add/drop \(CCCCO Student Fee Handbook\)](#)
- [Mandatory student activities \(CCCCO Student Fee Handbook\)](#)
- [Student Identification Cards \(CCCCO Student Fee Handbook\)](#)
- [Student Body Organization \(CCCCO Student Fee Handbook\)](#)
- [Nonresident application \(CCCCO Student Fee Handbook\)](#)
- [Field trip \(Title 5 Sections 55450 and 55451\)](#)
- [For dependents of certain veterans \(Education Code Section 66025.3\)](#)
- [For dependents of certain victims of the September 11, 2001, terrorist attacks. \(CCCCO Student Fee Handbook\)](#)
- [For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor \(Education Code Section 66025.3\)](#)
- [Required or funded services \(CCCCO Student Fee Handbook\)](#)
- [Refundable deposits \(CCCCO Student Fee Handbook\)](#)
- [Distance education \(other than the statutorily authorized enrollment fee\) \(CCCCO Student Fee Handbook\)](#)
- [Mandatory mailings \(CCCCO Student Fee Handbook\)](#)
- [Rental of practice rooms \(CCCCO Student Fee Handbook\)](#)
- [Apprenticeship courses \(Education Code Section 76350\)](#)
- [Technology fee \(CCCCO Student Fee Handbook\)](#)
- [Late payment fee \(Title 5 Sections 58502 and 59410\)](#)
- [Nursing/healing arts student liability insurance \(Title 5 Section 55234\)](#)
- [Cleaning \(CCCCO Student Fee Handbook\)](#)
- [Breakage \(CCCCO Student Fee Handbook\)](#)
- [Test proctoring \(CCCCO Student Fee Handbook\)](#)

**Collection and Refund of Fees:**

Students are expected to pay their tuition and fees at the time of registration. However, where financial aid eligibility has been established and if payment at registration creates

a financial hardship, a student may request a deferred payment plan. The Chief Business Officer or designee may work out alternative payment plans in exceptional cases.

All payment plans will be approved and administered by the District's Business Office. Any unpaid balance will be treated as a hold for future registration and transcripts.

For a semester length class, refunds may be granted up to ten school days from the beginning of class or up to and including the first day of class for classes that are less than a semester in length. Students must file a refund request.

Office of Primary Responsibility: *Business Office/Chief Business Officer*

~~Note: Local practice may be inserted here, which should include or address:~~

- ~~• Fees to be collected when enacted by the Legislature following registration by the student~~
- ~~• Fees collected in error~~
- ~~• Fees refundable because of a reduction in the educational program of the District~~
- ~~• Fees refundable because of the student's reduction in units or withdrawal from an education program~~
- ~~• Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees~~
- ~~• Notice to students of availability of exemptions from certain mandatory and authorized fees~~

#### ~~❖ From current Lassen College Policy 3370 titled Deferrals for Tuition and Fees~~

~~Students are expected to pay their tuition and fees at the time of registration. However, where payment at registration creates a financial hardship, a student may apply for a two installment payment plan. This plan will allow the student to pay half of their fees at registration and the balance by the 10th week of classes. (However, a minimum payment of \$100 for in-state students and \$200 for out-of-state students is required.) The Dean of Administrative Services may work out alternative payment plans in exceptional cases.~~

~~All payment plans will be approved and administered by the District's Business Office. Any unpaid balance will be treated as a hold for future registration and transcripts.~~

#### ~~❖ From current Lassen College Policy 3350 titled Enrollment Fees and Refunds~~

~~The Governing Board will charge enrollment fees for California residents in accordance with Education Code section 76300.~~

~~For a semester length class, refunds may be granted up to ten school days from the beginning of class or up to and including the first day of class for classes that are less than a semester in length. Students must file a refund request.~~

Office of Primary Responsibility: \_\_\_\_\_

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 3350 titled Enrollment Fees and Refunds adopted on 2/17/87 and revised on 10/28/97 and

8/25/98 and Policy 3370 titled Deferrals for Tuition and Fees adopted on 10/28/97. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policies  
3350 and 3370)*



**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.

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**NOTE:** The **red type** signifies **legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**Student Services  
Recommended by Consultation Council 12/08/11**

**AP 5035 WITHHOLDING OF STUDENT RECORDS**

**Reference:**

Title 5 Section 59410

**Note:** *If the District withholds student records due to non-payment of fees, the following is **legally required**. Local procedure may be inserted. The following is an illustrative example that meets legal requirements.*

The [ **Chief Admissions Officer**] may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

~~**Note:** *Insert local procedures on the notification process and the student's opportunity to explain.*~~

❖ ~~**From current Lassen College Policy 3390 titled Financial Holds**~~

Students in default on any payments due the District, as determined by the Chief Business Officer ~~Dean of Administrative Services~~, will not be allowed to register for future classes and will have academic transcripts withheld until satisfactory repayment arrangements are made with the District's Business Office. Any debts owed to the District will be reported to COTOPS and may be turned over for collection.

Students in default from receipt of a Stafford or Supplemental Loan for Students while attending Lassen College will have academic transcripts withheld until satisfactory repayment arrangements are made with their lender and notification is received from the lender. (Satisfactory arrangement means 6 continuous payments or Paid in Full).

❖ ~~**From current Lassen College Policy 5320.1 titled Withholding of Student Academic Transcripts**~~

~~Students in default from receipt of a Stafford or Supplemental Loan for Students while attending Lassen Community College will have academic transcripts withheld until satisfactory repayment arrangements are made with their lender and notification is received from the lender. (Satisfactory arrangements generally means 12 continuous payments or Paid in Full).~~

**Office of Primary Responsibility:** *Administrative Services/Chief Business Officer*

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 3390 titled Financial Holds adopted on 8/4/92 and revised on 10/28/97 and 12/19/06 and Policy 5320.1 titled Withholding of Student Academic Transcripts adopted on 8/4/92 and revised on 11/10/98 and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policies 3390 and 5320.1)*

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

**References:**

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.

The Superintendent/President 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 academic honors recognition.

~~***Note:** This is an extremely limited definition of “directory information.” Both state and federal laws permit the Board of Trustees to adopt a definition of “directory information” that includes any of the following: name, address, telephone number, date and place of birth, major field of study, 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, dates of attendance, and the most recent public or private school attended by the student. Such an expansive definition of “directory information” is no longer recommended out of concern for both the family privacy and the safety of students. Applicable law does not give the District discretion to use a more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.*~~

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**Student Services  
Recommended by Consultation Council 12/08/11**

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

**References:**

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.,

Civil Code Section 1798.85;

U.S Patriot Act

*Note: This procedure is **legally required**. Local practice may be inserted. Definitions of "student records" are contained in Education Code Section 76210. The following is an illustrative example that meets legal requirements and is included here for comparative purposes to determine if the sample language is preferable to current Lassen College Policy language.*

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

**Release of Student Records**

No instructor, official, employee, or governing 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. The written consent shall include the student's name and personal information, list the person to whom the information shall be provided, and shall be signed and dated by the student.
- "Directory information" may be released in accordance with the definitions in Board Policy 5040. Directory information is given out only when it is necessary or appropriate to do so in the opinion of a member of the Student Services professional staff.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas for student records are to be sent to the Chief Admissions Officer. The Chief Admissions Officer will attempt to notify the student (at the last known address) of the subpoena and the student's right to file a motion to quash with the Court. If a Motion to Quash is not received from the Court by the required subpoena deadline, the Director will mail the subpoenaed records to the required address.
- 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. District officials or

employees who do not normally have access to student records in the regular course of their position must obtain authorization for access from the Director.

• 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 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. The Chief Admissions Officer will be responsible for releasing student information in matters of state or federal law.

• 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 76225. The Director will be responsible for authorizing the release of student information in accordance with Education Code 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. The Director of Financial Aid will be responsible for releasing information concerning 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. The Chief Admissions Officer will be responsible for authorizing the release of student information.

• 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 Chief Admission Officer is authorized to release student information.

• 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, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. The Director will be responsible for authorizing release of information to the military.

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

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of **[\$ 5.00 ]** per copy. Students may request special processing of a transcript for an additional \$5.00 rush fee.

### **Use of Social Security Numbers**

Effective January 1, 2007, 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 or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; 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 the right to stop the use of his/her 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.

### **~~❖ From current Lassen College Policy 5300 titled Confidentiality of Student Records~~**

~~The Office of Admissions and Records maintains documents and information required to prepare records of students' academic performance. The confidentiality of student~~



~~records shall be maintained in accordance with the Education Code and in compliance with federal regulations as outlined in the Family Education Rights and Privacy Act.~~

~~❖ **From current Lassen College Policy 5310 titled Policy Governing Release of Information**~~

~~No instructor, official, employee, or Governing Board member of Lassen Community College shall release any information concerning any student past or present, to any person or organization except under judicial process or with the authorization of the designated records' officer.~~

~~Information concerning a student may be released under the following circumstances:~~

- ~~1. To a student currently enrolled or previously enrolled – access to that student's records.~~
- ~~2. To in-house college employees with legitimate educational interests.~~
- ~~3. In connection with a student's application for or receipt of financial aid.~~
- ~~4. To state and local officials or authorities for which such information is specifically required to be reported or disclosed pursuant to Education Code sections 76243 and 76244.~~
- ~~5. To parents or legal guardians of a dependent student who is currently enrolled or previously enrolled, to that student's records.~~
- ~~6. Where the student gives written authorization for release of information. This must be notified that transmittal of this information to others is prohibited.~~
- ~~7. Subject to regulations of the federal government in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.~~
- ~~8. For directory information, which includes name, athletic honors, scholastic honors, Associated Student Body activities and extracurricular activities. Public notice if directory information must be given at least annually of the categories listed, and students must be informed that they have the right to refuse release of one or more of these categories.~~
- ~~9. No information pursuant to a student's records shall be released by telephone.~~

~~All such information received by an authorized recipient listed above must be kept confidential by that recipient and must not be further released by such recipient.~~

~~In compliance with California law, a student will be given the right to challenge the accuracy of his/her records.~~

~~❖ **From current Lassen College Policy 5320 titled Transcripts**~~

~~Transcript requests shall be made in writing to the Office of Admissions and Records.~~

~~The first two transcripts are free.~~

~~The Governing Board authorizes the Office of Admissions and Records to assess a charge of \$3.00 for additional transcripts and to charge an additional fee of \$5.00 for "express transcript service".~~

~~Transcripts will be withheld for any indebtedness due the District until satisfactory repayment arrangements are made with the District's Business Office. [\(See AP 5035 titled Withholding of Student Records\)](#)~~

~~Office of Primary Responsibility: Admissions Office/Chief Student Services Officer~~

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5300 titled Confidentiality of Student Records adopted on 3/17/87 and revised on 11/10/98 and 6/27/06; Policy 5310 titled Policy Governing Release of Information Concerning Students adopted on 2/29/76 and revised on 3/17/87, 11/10/98, and 6/27/06; and Policy 5320 titled Transcripts adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policies 5300, 5310, and 5320)*

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

**References:**

Education Code Sections 76222 and 76232;

Title 5 Section 54630

~~*Note: These procedures are legally required. Local practice may be inserted if it substantially complies with the following elements, which reflect the minimum requirements of the Education Code.*~~

**Challenging Content**

~~Any student may file a written request with the [Chief Student Services Officer] to correct or remove information recorded in his/her 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 [Appropriate Chief Administrator] 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 [Appropriate Chief Administrator] shall then sustain or deny the allegations.~~

~~If the [Appropriate Chief Administrator] sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the [Appropriate Chief Administrator] 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 [to the Superintendent/President].~~

~~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 Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or his/her designee, to immediately correct or remove and destroy the information. The decision of the 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 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 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; or
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the **[Chief Admissions 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.

~~**Note:** If the District decides to include provisions related to the security of student records that information can appropriately be included here.~~

**Office of Primary Responsibility:** Admissions Office/Chief Student Services Officer

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

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#### **Date Approved:**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*

**Recommended by Consultation Council 12/08/11**

**BP 5052 OPEN ENROLLMENT**

**Reference:**

Title 5 Section 51006

*Note: ~~The Board is required to adopt by resolution the statement, or a comparable one, contained in the first paragraph. If the Board has already adopted a resolution, this policy is legally advised, but not legally required.~~*

❖ ~~From current Lassen College Policy 5200 titled Open Enrollment~~

~~It is the District policy The policy of the Lassen Community College District is that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is reported for state apportionment aid, whenever offered and maintained by District, shall be fully open to enrollment and participation by any person who has been admitted to the College 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 5 of the California Code of Regulations. Title V of the California Administrative Code, Sections 59300 et seq. Additionally, except as permitted by statute, the establishment or offering of classes or programs to specialized groups or populations is strictly prohibited.~~

**Alternative (comparable) language:**

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 and schedule of classes.

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5200 titled Open Enrollment adopted on 3/17/87 and revised on 11/10/98 and 3/9/06.

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**Date Adopted:**

*(Replaces current Lassen College Policy 5200)*

**Student Services**

**Recommended by Consultation Council 12/08/11**

**AP 5052 OPEN ENROLLMENT**

**References:**

Title 5 Sections 51006, 58106, and 58108

~~Note: This procedure is **legally advised**. Local practice may be inserted, but should reflect the following.~~

~~All courses of the District shall be open to enrollment in accordance with **[Board Policy 5052]** and a priority system consistent with AP 5055 titled Enrollment Priorities. Enrollment may be limited to students meeting properly-validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the **[Counselor]**.~~

~~No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities and **[gunsmithing and nursing.]**~~

~~Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 5055 titled Enrollment Priorities and **[gunsmithing and nursing.]**~~

~~A student may challenge an enrollment limitation on any of the following grounds:~~

- ~~• The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;~~
- ~~• The District is not following its enrollment procedures; and/or~~
- ~~• The basis for the limitation does not in fact exist.~~

~~Note: Insert local procedures on how students may challenge an enrollment limitation.~~

~~Students seeking to challenge an enrollment limitation should use the grievance and appeals process outlined in AP 5530.~~

Office of Primary Responsibility: \_\_\_\_\_

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**NOTE:** The **red type** signifies **legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(This is a new procedure recommended by the  
CC League and the League's legal counsel)*

**Student Services**

**Recommended by Consultation Council 12/08/11**

**AP 5070 ATTENDANCE ACCOUNTING**

**References:**

Title 5 Sections 58000 et seq.

*The Lassen Community College District complies with all attendance accounting requirements as mandated by Title V regulations. Pursuant to the provisions of Section 58051, the units of full-time equivalent student (FTES) for apportionment purposes shall be computed for courses based on the type of course, the way the course is scheduled, and the length of the course.*

- The Board of Trustees shall select and establish a primary term length for credit courses.*
- In compliance with regulations from the CCC Chancellor's Office, the Institutional Research Officer will be responsible for reporting of FTES during the "first period" (between July 1 and December 31), "second period" (between July 1 and April 15), and "annual" (between July 1 and June 30).*
- The Lassen Community College District will maintain compliance with census procedures prescribed by the CCC Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.*
- The Chief Admission Officer will prepare census day procedure tabulations using the District's Administrative computing system.*
- The Chief Admissions Officer will report actual student contact hours of attendance procedure tabulations using the District's Administrative computing system. The actual student contact hours of attendance will be reported as verified by the instructor of the course.*
- The Chief Admissions Officer will prepare support documentation regarding all course enrollment, attendance and dis-enrollment information and maintain records in accordance with State audit regulations.*
- The District will insure that computation of FTES includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.*
- As established by the Academic Calendar Committee, approved by the Board of Trustees, and reported to the CCC Chancellor's office, the District will maintain at least 175 days during the fiscal year, including flex days.)*

~~**Note:** This procedure is **legally required.** Local practice may be inserted, but must reflect the requirements of Title 5 and the Budget and Accounting Manual regarding attendance accounting. Requirements include the following broad areas:~~

- ~~• Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course~~
- ~~• Selection of a single primary term length for credit courses~~
- ~~• Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15)~~
- ~~• Compliance with census procedures prescribed by the state Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis~~
- ~~• Preparation of census day procedure tabulations~~
- ~~• Preparation of actual student contact hours of attendance procedure tabulations~~
- ~~• Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations~~
- ~~• Preparation of support documentation regarding all course enrollment, attendance and disenrollment information~~
- ~~• Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she served~~
- ~~• Maintenance of the colleges in the District for at least 175 days during the fiscal year~~

❖ ~~**From current Lassen College Policy 4117.5 titled Enrollment Management and Attendance Accounting**~~

~~Members of the certificated unit are extended all the rights and privileges embodied in academic freedom (Board Policy 4116.1 [See BP/AP 4030 titled Academic Freedom](#)). Consistent with attendance accounting standards prescribed by Title 5, Chapter 9, Subchapter 1: Attendance, the assurance of all attendance accounting shall be the responsibility of the assigned Instructor of Record. The Instructor of Record shall ensure that attendance accounting procedures are followed and that all student attendance is reported properly to the Office of Admissions and Records and in accordance with established timelines.~~

~~Failure to comply with proper student attendance accounting procedures by certificated personnel may be the basis for decertification of contact hours generated. For this reason, courses offered by the District, but lacking proper attendance records shall not be submitted for apportionment.~~

~~Certificated personnel failing to provide proper attendance accounting forms and assurances may be found to be “not faithfully performing all the duties prescribed.” (Education Code Section 87828)~~



Office of Primary Responsibility: *Admissions Office/Chief Student Services Officer*

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 4117.5 titled *Enrollment Management and Attendance Accounting* adopted on 12/19/06. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policy 4117.5)*

**Student Services  
Recommended by Consultation Council 12/08/11**

**AP 5075 COURSE ADDS AND DROPS**

**References:**

[Title 5 Sections 55024 and 58004](#)

❖ ~~From current Lassen College Policy 5220 titled Adding Classes~~

~~Students may add classes that are not closed through the end of the first calendar week of instruction without the instructor's approval. After that period of time, the student may add only with the instructor's approval.~~

~~A student must be officially enrolled to attend classes. Each student must attend the first three class meetings or the student's name may be removed from the class roll.~~

~~A student may add a closed class with the approval of the instructor.~~

❖ ~~From current Lassen College Policy 5325 titled Student Attendance~~

~~An enrolled student is a student who has been admitted to college and is officially enrolled in one or more courses. Students must recognize their responsibility to attend the classes in which they are enrolled. Although the responsibility for withdrawing from a course rests with the student, students must realize that instructors may drop a student for non-attendance. Should the student find it necessary to be absent from class, prior arrangements should be made with the instructor to complete all assignments.~~

**No Shows**

~~An enrolled student who has not attended one or more courses at any time.~~

~~Reference: T5 58004 (c) (1)~~

**Drops**

~~An enrolled student who has canceled enrollment in a course or for whom such disenrollment has been initiated by the instructor or other college authority in accordance with Title V Section 55202 [applicable law or regulation](#) and college [Board](#) policy for failure to meet adequate preparation or pre/co-requisite requirements.~~

~~Reference: Administration, Title V 58004, 58202, 58508~~

**Student Withdrawal (from a course)**

~~A withdrawal in this context has the same meaning as a drop (as indicated above) initiated by the student.~~

**Withdrawal from College**

~~Withdrawal is defined as an enrolled student who has initiated action to cancel enrollment in all courses or who has had such action initiated by college personnel in accordance with college procedures.~~

~~**Note:** *The following language meets legal minimum requirements.*~~

**Withdrawals**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. **[Withdrawal from a class or from the college is defined as the cancellation of enrollment in classes in which the student is enrolled. Responsibility for withdrawal rests with the student.]**

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. Faculty will complete the Census roster using one of the following codes:

NS (No Show) for students who have not attended or taken part in the course.

LC (Last Class) for students who are actively attending the course

DROP (With Date Provided) is used for students who should be dropped from the course

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

When a student withdraws from a course three times, or less depending on District policy, the student will be referred to counseling to help determine what is causing the need for repeated withdrawals. A fourth withdrawal may be permitted consistent with certain requirements.

#### **Withdrawal Policies 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 or dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

Office of Primary Responsibility: Admissions Office/Chief Student Services Officer

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5220 titled Adding Classes adopted on 3/17/87 and revised on 11/10/98 and 6/27/06 as well as Policy 5325 titled Student Attendance adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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#### **Date Approved:**

*(Replaces current Lassen College Policies 5220 and 5325)*

**Student Services  
Recommended by Consultation Council 12/08/11**

**AP 5120 TRANSFER CENTER**

**References:**

Education Code Sections 66720-66744;

Title 5 Section 51027

*Note: This procedure is legally required. Local practice may be inserted. The following provides minimum standards.*

The District has a Transfer Center Plan that complies with the requirements of Title 5. The Plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Chief Student Services Officer will work with appropriate Transfer Center staff and appropriate counseling staff to annually update the Transfer Center plan.

*Note: ~~Insert local practice about how the plan is maintained and updated and by whom.~~*

Office of Primary Responsibility: *Counseling/Chief Student Services Officer*

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(This is a new procedure recommended by the  
CC League and the League's legal counsel)*

**Student Services**

**Recommended by Consultation Council 12/08/11**

**BP 5500 STANDARDS OF CONDUCT**

**References:**

[ACCJC Accreditation Standard II.A.7.b;](#)  
[Education Code Sections 66300 and 66301](#)

❖ ~~From current Lassen College Policy 5380 titled Student Rules of Conduct~~

Lassen Community College students are expected to conduct themselves, both on campus and at off-campus functions, in an exemplary manner. Breaking of state and federal laws will be reported to the police. Police and court action will not eliminate college sanctions for breaking college policies and procedures regulations. The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal regulations. 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 of Trustees shall consider any recommendation from the Superintendent/President 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 procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student. Misconduct, for which students are subject to disciplinary action, includes but is not limited to the following:

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
2. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, community service activities, extra and co-curricular activities, or other authorized events.
4. Physical abuse of any person or conduct, which threatens or endangers the health or safety of any such person. Causing, attempting to cause, or threatening to cause physical injury to another person.
5. Theft of or damage to college property, its officers, employees, students or visitors. Causing or attempting to cause damage to District property or to private property on campus.

6. Unauthorized entry into or misuse of District facilities.
7. Violations of college policies and procedures, including those concerning the registration of a student organization, the use of college facilities, or the time, place, and manner of public expression.
8. Intoxication or the 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.
9. Failure to comply with directions of college officials acting in performance of their duties.
10. Gambling on college property.
11. Hazing or any act that injures, degrades, or disgraces any person in attendance at the college.
12. 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.
13. 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 Superintendent/President.
14. Committing or attempting to commit robbery or extortion.
15. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
16. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
17. Committing sexual harassment as defined by law or by Board policies and procedures (see BP/AP 3430 titled Prohibition of Harassment).

18. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
19. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
20. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
21. 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 District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
22. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
23. 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 Board Policy or administrative procedure

**Computer-related crimes:** A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code or as specified in District policies and regulations. Such crimes include, but are not limited to, the following:

- a. Knowingly access without permission, or alter, damage, delete, destroy or otherwise use any data, computer, computer system or computer network in order to devise or execute any scheme or artifice to defraud, deceive or extort, or wrongfully control or obtain money, property or data.
- b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or resident internal or external to a computer, computer system or computer network.
- c. Knowingly and without permission use or cause to be used computer services.
- d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.

- e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user or a computer, computer system or computer network.
- f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
- g. Knowingly induce any computer contaminant into any computer, computer system or computer network.

[Also see BP/AP 3720 titled Computer and Network Use](#)

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**NOTE:** The **red type** signifies **legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5380 titled Student Rules of Conduct adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06. The information in **blue ink** is additional language to consider including in this policy.

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**Date Adopted:**

*(Replaces current Lassen College Policy 5380)*



**AP 5510 DORMITORY STANDARDS OF CONDUCT**

**References:**

[Education Code Sections 66300 and 66301;](#)

[ACCJC Accreditation Standard II.A.7.b](#)

- ❖ ~~**From current Lassen College Policy 5382 titled Dormitory Rules of Conduct and Discipline**~~

**A. Rules of Dormitory Conduct**

Students who reside in the college-operated residence hall are expected to exhibit good behavior and conform to the residence hall rules and regulations. Breaking of state and federal laws will be reported to the police. Police and court action will not replace college sanctions for breaking college regulations.

Misconduct for which students are subject to disciplinary action include the following:

1. Physical abuse, fighting, threat of bodily harm, or abusive language or behavior which threatens the health or safety of any person.
2. Possession of alcohol, or intoxication from the use of alcohol or the unlawful distribution or sale of alcohol on college property.
3. Possession of unlawful drugs or being under the influence of unlawful drugs or unlawful distribution or sale of drugs on college property.
4. Theft of property from the college, its offices, employees, students, employees, or visitors.
5. Vandalism to college property or the property of students, employees, or visitors to the college.
6. Unauthorized entry or use of college facilities, including the dormitory, by a student or a student's guest.
7. Failure to maintain health and safety standards in the dormitory room or common area.
8. Possession of firearms, weapons, or explosives, except as provided for in Board Policy 6900—~~Firearms Policy~~.
9. Failure to pay residence hall billings.

10. Other behavior, which in the view of the Director of Student Life and the Associate Dean of Student Services, poses danger or threat to other students, the college, its property, and staff.

~~B. Types of Disciplinary Action~~

~~The Associate Dean of Student Services shall exercise direct supervision over the conduct of students living in college-operated residence hall. In addition to the disciplinary action described below, students responsible for the theft, damage, or vandalism acts will be required to make restitution.~~

~~The types of disciplinary action will depend on the severity of the misconduct, and may include any or all of the following:~~

- ~~1. Warning — Written notice to the student that continuation or repetition of specified conduct may be the cause for further disciplinary action. The notice may be given by the Associate Dean of Student Services, or designee.~~
- ~~2. Letter of Reprimand — from the Associate Dean of Student Services. Written notice to the student stating that the behavior is unsatisfactory.~~
- ~~3. Suspension of Campus Privileges — Written notice from the Associate Dean of Student Services which: restricts a student's participation in campus-sponsored activities and use of recreational facilities; and excludes the student from visiting the residence hall.~~
- ~~4. Exclusion from the Dormitory — Written notice from the Associate Dean of Student Services permanently excluding a student from the residence hall. The student must vacate the premises within 48 hours of the receipt of this notice. After that time any possessions remaining in the dormitory will be stored. Students excluded from the dormitory may not visit the dormitory.~~

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Office of Primary Responsibility: \_\_\_\_\_

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*NOTE: The **red type** signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5382 titled Dormitory Rules of Conduct and Discipline adopted on 2/7/89 and revised on 11/10/98 and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.*

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**Date Approved:**

*(Replaces current Lassen College Policy 5382)*

**AP 5530 STUDENT RIGHTS AND GRIEVANCES**

**References:**

Education Code Section 76224(a);  
Title IX, Education Amendments of 1972

~~*Note: This procedure is **legally required**. Local practice may be inserted. The following is an illustrative example that meets legal requirements, especially for Title IX requirements.*~~

~~The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a District decision or action has adversely affected his/her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:~~

- ~~• Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972~~
- ~~• Sexual harassment~~
- ~~• Financial aid~~
- ~~• Illegal discrimination~~
- ~~• Course grades, to the extent permitted by Education Code Section Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.~~
- ~~• The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.~~

~~This procedure does not apply to:~~

- ~~• Student disciplinary actions, which are covered under separate Board policies and administrative procedures.~~
- ~~• Academic grievances, which are covered under separate Administrative Procedure (AP 5540)~~
- ~~• Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.~~

## **DEFINITIONS**

**Student** -- A currently enrolled student, a person who has filed an application for admission to the District, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**College Friend** - An active employee or student at the College. This individual serves to provide support and cannot provide input at the hearing.

**Respondent** -- Any person claimed by a grievant to be responsible for the alleged grievance.

**Day** -- Unless otherwise provided, day shall mean a day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**Grievance Officer** – The designated administrator listed on page 2 and 3 of this document who is responsible for advising students’ rights and responsibilities. The Grievance Officer will review the student’s statement of grievance and determine if a formal grievance committee is necessary or if an appointed mediator could be used to bring resolution to the grievance.

## **Non-Academic Grievances and Challenges**

### **INFORMAL RESOLUTION**

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to submitting a “statement of grievance” form to the appropriate grievance officer and shall attempt to solve the problem with the person with whom the student has the grievance or that person's immediate supervisor as indicated in the table below. The student may also seek the assistance of a college friend in attempting to resolve a grievance informally.

Non-academic grievances and challenges include:

<b>Area</b>	<b>Informal Resolution</b>		<b>Formal Process</b>	
	<b>First Step for Assistance - Informal</b>	<b>If resolution cannot be reached, next contact</b>	<b>Type of Grievance Hearing Committee</b>	<b>Grievance Officer</b>
<b>Book Loan and Rental Program</b>	Bookstore Supervisor	Dean of Administrative Services	General	Dean of Administrative Services
<b>Campus Book Store</b>	Bookstore Supervisor	Dean of Administrative Services	General	Dean of Administrative Services
<b>Classroom Facilities</b>	Maintenance Staff	Director of Maintenance	General	Director of Maintenance
<b>Child Development Services</b>	Director of Child Development	Dean of Student Services	General	Dean of Student Services
<b>Disabled Students</b>	DSPS Director	Dean of Student Services	General	Dean of Student Services
<b>Fee Payments &amp; Refunds</b>	Student Accounts	Dean of Administrative Services	General	Dean of Administrative Services

<b>Financial Aid</b>	Director of Financial Aid	Dean of Student Services	Financial Aid Appeals	Director of Financial Aid
<b>Health Services</b>		Dean of Student Services	General	Dean of Student Services
<b>Grounds</b>	Director of Maintenance	Dean of Administrative Services	General	Dean of Administrative Services
<b>Matriculation:</b> Advising, Assessment, Orientation	Matriculation Coordinator	Dean of Student Services	General	Dean of Student Services
<b>Registration and Records:</b> Procedures & Residency	Admissions and Records Supervisor	Dean of Student Services	General	Admissions and Records Supervisor
<b>Student Housing</b>	Residence Hall Manager	Dean of Student Services	General	Residence Hall Manager
<b>Sexual Harassment</b>	HR Director	Superintendent/President	General	Superintendent/President or Designee
<b>Student Dining Services</b>	Bookstore Supervisor	Dean of Administrative Services	General	Dean of Administrative Services
<b>Student Govt. &amp; Clubs</b>	ASB Advisor	Dean of Student Services	General	ASB Advisor

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute. Solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. This informal process and outcome will need to be detailed on the Statement of Grievance form.

~~Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local District administration.~~

~~The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.~~

~~Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.~~

~~Any student who believes he or she has a grievance shall file a Statement of Grievance with the Grievance Officer within [number] days of the incident on which the grievance is based, or [number] days after the student learns of the basis for the grievance,~~

~~whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance Form.~~

~~If at the end of [number] days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing~~

❖ **From current Lassen College Policy 5515 titled Student Grievance and Appeals**

~~The Governing Board of Lassen Community College District authorizes the establishment of procedures through which students can resolve issues concerning violations of their rights relating to alleged misinterpretation, misapplication, or violation of specific District policies. These procedures are available and administered by the Associate Dean of Student Services.~~

- ~~1. Within ten (10) school days of the occurrence, the student meets with the Associate Dean of Student Services to discuss the issue which constitutes the basis of the alleged violation. Every attempt should be made to resolve the grievance at this meeting. The Associate Dean of Student Services shall render a decision at this time.~~
- ~~2. If the student is not satisfied with the decision, the Associate Dean of Student Services will require that the student put the complaint in writing, citing the specific rights violated, the persons involved, and a recommendation regarding solution of the complaint: The written grievance must be delivered to the Associate Dean of Student Services no later than ten (10) school days after the meeting in Step 1. The Associate Dean will render a decision no later than ten (10) school days after receiving the written complaint.~~
- ~~3. If the student is not satisfied with the decision rendered in Step 2, he/she may request in writing that the Associate Dean convene the Grievance/Appeals Committee to review the case. This must be done within ten (10) school days of the decision rendered in Step 2. The student has the right to appear before the Grievance/Appeals Committee at some point during its deliberations, and to bring witnesses to appear before the Committee, in order to present information relevant to the grievance.~~

~~The Associate Dean of Student Services will serve as an ex-officio member of the committee. The committee shall render a decision within ten (10) School days of its meeting. The decision of the committee shall be final.~~

~~**Note: The following is optional.**~~  
~~**Grievance Hearing Committee**~~

The Superintendent/President shall at the beginning of each semester, including any summer session, establish a standing panel of [number] members of the District community, including [number] students, [number] faculty members and [number] administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit [number] names to the Superintendent/President for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include [number] students, [number] instructors, and [number] District administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President who shall determine whether cause for disqualification has been shown. If the Superintendent/President feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

### **Request for Grievance Hearing**

Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing within [number] days after filing the Statement of Grievance as described above.

Within [number] days following receipt of the request for grievance hearing, the Superintendent/President shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;

- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee Chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within [number] days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the District Grievance Officer shall schedule a grievance hearing. The hearing will begin within [number] days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than [number] days notice of the date, time, and place of the hearing.

*Note:—A hearing must comply with principles of due process, including the right to confront and cross-examine witnesses. The following procedure is **legally advised**.*

#### **Hearing Procedure**

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than [number] days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President's any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.



~~Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than [number] days prior to the date of the hearing.~~

~~In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.~~

~~The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.~~

~~All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.~~

~~Within [number] days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.~~

#### **Superintendent/President's Decision**

~~Within [number] days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Superintendent/President shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions, and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/President does not accept the decision or a finding or recommendation of the Hearing Committee, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final, subject only to appeal as provided below.~~

#### **Appeal**

~~Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President within [number] days of that decision. The Superintendent/President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in~~

~~these procedures, but shall not consider any other matters. The Superintendent/President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~

### **Time Limits**

~~Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.~~

## **FORMAL PROCESS FOR NON-ACADEMIC GRIEVANCES & CHALLENGES**

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

### **Step 1. Filing a Grievance**

- a. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance with the Grievance Officer within 30 days of the incident on which the grievance is based. If not filed within 30 days then the grievance option is no longer available.
- b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

### **Step 2. Review of Grievance**

- c. Within ten days following receipt of the Statement of Grievance Form from the Grievance Officer, as identified in the chart above, shall advise the student of his or her rights and responsibilities under these procedures. At this time, the Grievance Officer will work with the student to determine if a formal grievance committee is necessary.
- d. In general, the requirements for Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:
  - The statement containing what the student believes is true and if true, would constitute a grievance under these procedures. In order for a grievance hearing to be called the student must clearly state which status, right or privilege has been violated and the grievance officer must concur.
  - The grievant is a student as defined in these procedures, which include applicants, enrolled students and former students;
  - The grievant is personally and directly affected by the alleged grievance;
  - The grievance was filed in a timely manner (within 30 days of the incidence);
  - The grievance is not clearly frivolous or clearly without foundation or clearly filed for purposes of harassment. If the grievance officer determines any of these conditions exist the grievance process will immediately end.
- e. After the Grievance has been accepted by the Grievance Officer the parties involved in the situation must be given the Statement of Grievance within 3 days of its receipt and be given 5 days to provide a written response to be provided to the Grievance Committee
- f. If at the end of 10 days following the student's first formal meeting with the Grievance Officer, there is no informal resolution of the complaint the student shall have the right to request a grievance hearing provided there is adequate attempts to resolve the issue informally. The hearing will begin within 15 days following the decision to grant a Grievance Hearing. All

parties to the grievance shall be given no less than 1 days notice of the date, time and place of the hearing.

### **Step 3. Grievance Hearing Committee Members**

a. Membership: There are two types of Grievance Hearing Committees used to respond to the formal non-academic grievances. They include:

- Financial Aid Appeals Committee - One Faculty, One Student, One Classified Staff Member, One Manager/Confidential Employee
- General Grievance Committee - One Faculty, One Student, One Classified Staff Member, One Manager/Confidential Employee

b. Appointment: The committees are appointed through the Lassen College Governance Process via a list of possible members and alternates established annually.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Grievance Officer. The Grievance Officer shall remove the challenged member or members and substitute from the appropriate governance group if the challenge has merit. The Grievance Officer has seven days to assign a suitable replacement from the list of possible grievance committee members established annually.

c. Grievance Officer shall organize the Grievance Hearing Committee. This individual shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversarial role or take a biased role in the entire process.

### **Step 4. Grievance Committee Hearing Process**

a. Prior to the scheduled Grievance Hearing, the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.

b. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

d. Formal rules of evidence shall not apply. Any relevant information shall be admitted.

e. The decision of the Grievance Hearing Committee shall end the grievance process. The decision is forwarded to the Grievance Officer for implementation.

The following is the procedure for the hearing:

a. Presentations

1. Each party to the grievance shall be permitted to make an opening statement.

2. Thereafter, the grievant or grievant(s) shall make the first presentation, followed by the respondent or respondents.

3. The grievant(s) may present rebuttal information after the respondent(s) information. The burden shall be on the grievant or grievant(s) to prove by substantial information that the facts alleged are true and that a grievance has been established as specified above.

4. The respondent can then respond.

b. Participants

Each party to the grievance represents him or herself, and may also be accompanied by a college friend (active employee or student of the college) of his or her choice; except that a party shall not be represented by an attorney. Hearings shall be closed and confidential.

c. Witnesses

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

d. Recording

The hearing will be recorded either by tape recording or detailed notes, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.

e. Attendance

If the individual filing the grievance fails to appear at the hearing, the grievance process ends.

f. Committee Decision

Within 5 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the ~~Designated Administrator~~ Grievance Officer a written decision. This shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

### Step 5. Decisions

a. For Financial Aid Appeals and General Grievances, the committee's decision is final.

b. Within 5 days following receipt of the Grievance Hearing Committee's decision, the Grievance Officer shall inform in writing all relevant parties of the decision of the Hearing Committee.

c. The Grievance Officer will forward all collected documents, hearing committee notes and the committee hearing audio tape to the office of the Dean of Students who will archive these notes and tapes for a period of at least 3 years.

**Office of Primary Responsibility:** *Chief Student Service Officer*

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 5515 titled Student Grievance and Appeals adopted on 3/17/87 and revised on 2/7/89, 11/10/98, and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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### Date Approved:

*(Replaces current Lassen College Policy 5515)*

**BP 5700 INTERCOLLEGIATE ACTIVITIES & ATHLETICS**

**References:**

Education Code Sections 66271.6, 66271.8, 67360 et seq., and 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 Superintendent/President 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.

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**Student Services  
Recommended by Consultation Council 12/08/11**

## **AP 5700 INTERCOLLEGIATE ACTIVITIES & ATHLETICS**

### **References:**

Education Code Sections 66271.6, 66271.8, 67360 et seq., and 78223;  
Title IX, Education Amendments of 1972

~~*Note: This procedure is **legally advised**. Local practice may be inserted here. Rules for participation in intercollegiate athletics should be developed in accordance with Education Code Sections 67360 et seq. and BP 5700, which states that the District shall comply with rules and regulations adopted by voluntary associations, one of whose purposes is to govern intercollegiate athletics (e.g. the Commission on Athletics). The authority for developing, implementing and monitoring these procedures should be stated, and should reference appropriate assistance required from the Academic Senate.*~~

❖ ~~**From current Lassen College Policy 6650 titled Intercollegiate Activities**~~

The college shall provide a well-rounded program of intercollegiate activities for both men and women in accordance with the Lassen Community College Mission Statement.  
~~*(Note: The highlighted sentence (above) parallels the first sentence in new Board Policy 5700 titled Intercollegiate Activities & Athletics. Recommend deleting it here.)*~~

All activities and participants are regulated by their own particular national, state, regional, local and/or conference organizations:

Associated Student Body: ~~Constitution and Bylaws~~

Athletics: California Commission on Athletics

Livestock Judging: National Junior College Coaches Association

Rodeo: National Intercollegiate Rodeo Association (NIRA)

The following basic principles pertain to all matters of eligibility:

1. Students shall not represent their college in any intercollegiate **athletic** activity unless they are enrolled in a minimum of twelve units of regular work in a regular or special course as defined in the curricula of this institution. Scholastic checks shall be made each census period to ensure that each student is currently enrolled in 12 units.
2. In meeting the unit-of-work requirement, subjects which have been failed may be repeated but those that have been completed with a passing mark may not be repeated and included in meeting this requirement.
3. In order to be eligible, students who have previously participated must have completed 24 units of work with a minimum GPA of 2.0 before they are eligible for a second season, semester, year.

4. Students that participate in Lassen Community College Intercollegiate activities will complete a Student Education Plan no later than their second semester as a full time student.

**Athletic Drug Testing**

~~Note: Athletic Drug Testing is not mandated.~~

Office of Primary Responsibility: Chief Student Services Officer

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**NOTE:** The **red type** signifies **legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 6650 titled Intercollegiate Activities adopted on 2/22/77 and revised on 5/5/87 and 9/8/98. The information in **blue ink** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policy 6650)*

**Vocational Nursing**  
**2011 Instructional Program Review**  
**Executive Summary and Prioritized Recommendations**

The Vocational Nursing program of Lassen Community College is very successful regardless of the challenges we face. With 93% pass rate on the NCLEX this year, with increased test difficulty. It is becoming more difficult to partner with clinical sites due to the number of registered nurse programs and the fact that few acute care facilities hire vocational or practical nurses. We completed the process for continuing accreditation with no deficiencies and have received continuing accreditation from the Board of Vocational Nursing and Psychiatric Technicians to May, 2014. Vocational nursing is good start to a long, and progressively advancing of education for anyone wishing to enter the field of nursing.

A more pressing challenge is the lack of instructors to accommodate the full 30 students allowed by our accreditation. To accept that many students we need two full-time instructors, rather than the one we have been allowed for the past 3 years. With 30 students the tasks for the Instructional Assistant will be increased and her hours have been doubled to 20 hours per week. The program is a 12 month program and as such deserves a full-time Director. Previously, the Director was a full-time instructor with 40%-60% release time for Director's duties. We need to return to that and make the position a 12 month position. This past July, the Administration did provide a one-month contract for the Director to fill that gap in July when the program is operational, but previously had no one responsible for it. The need for the Director's position to be more than a 25% position has been documented for many years. The need for a full-time director as we expand our health care occupations programs and explore the possibility of a registered nurse program is even more imperative.

We have dedicated and knowledgeable staff who have educated and trained most of the nurses working in our local hospital and health care facilities. Much of our equipment is broken and/or outdated and needs replacing. The technology of health care delivery is changing every day and we need to include some of that technology in our program. The BVNPT allows programs to use some simulation (with scenarios) as part of clinical education, but the curriculum needs to be revised to accommodate this. Only one of the current instructors has received training on our electronic simulation manikin (and that was over 3 years ago) so we are unable to take full advantage of this tool. We need to replace much of our equipment due to age and function. We also need to add more up to date equipment that is comparable to what our students find in clinical sites and as they begin working. One physical plant to house all health care occupations programs, equipment, and supplies would facilitate an ideal of having one person oversee it all, and eliminate expenditures on duplication of equipment and supplies.

The California Department of Labor estimates the need for an additional 3000 Licensed Vocational Nurses per year through 2018. This is the entry level to a career pathway that offers many opportunities for everyone who chooses it, even to a Ph.D. or Doctor of Nursing Science degree. The need for Vocational Nurses in our area continues to be high and may increase with changes to the needs of the prisons in our area.



## **Prioritized Recommendations**

1. Hire another full-time instructor, looking for one with a Bachelor of Science degree in nursing.
2. Hire 2 part-time instructors.
3. Complete the requirements for accreditation of HO 80A as a CNA program.
4. Hire an instructor for CNA program.
5. Make the Director position either full-time director to oversee all the VN program and all Health Occupations classes and to develop more allied health programs or a third full-time instructor position with a minimum of 50% release time for director duties until more programs are added to the curriculum and then make the position full-time Director.
6. Eliminate HO 54, Human Structure and Function, as the prerequisite for Anatomy and Physiology and replace it with Biology 25 and Biology 26, two terms of anatomy and physiology, as meeting the requirement.
7. Add HO 3, Medical Terminology, as a prerequisite. This course could be challenged.
8. Develop a mathematics course for health care workers that emphasizes the math requirements for dosage calculations. This course could be challenged.
9. Obtain accreditation from DHS for the CNA program.
10. Fund the HO 80A class for classroom and instructor to complete accreditation process for the program.
11. Purchase 3 new IV arms. If we add a phlebotomy program, we will need 10 IV arms.
12. Provide funding for staff to be trained to utilize the simulation manikins to the optimal use.
13. Acquire adequate classroom and clinical laboratory space, either on campus or off campus.
14. In the meantime, store our temperature sensitive supplies and equipment in a safe manner.
15. Store our delicate equipment and supplies in an appropriate setting with minimal dust and stable temperatures above 10 degrees Celsius.
16. Develop a plan to incorporate practicing the use of technology found in the workplace by exposing students to current and future computerized learning equipment by incorporating electronic documentation in the first term during laboratory classes and specific simulations on the Sim-Man. This would include simulation manikins, computerized documentation software and training, and electronic monitoring equipment.
17. Update all MOU's to reflect current utilization of the sites.
18. Update and re-file all Facility Approval forms with BVNPT to reflect our actual utilization of clinical sites.
19. Develop MOU with more facilities by continuing to seek new clinical sites in Northern California.
20. Begin now to combine all EMT, HO, VN programs and courses under one umbrella with a director of allied health who works closely with the Division chairman advising him/her regarding the peculiarities of the health care careers.
21. Revise and update current curriculum to include simulation training during clinical hours.

22. Develop a plan to incorporate practicing the use of technology found in the workplace by exposing students to current and future computerized learning equipment by incorporating electronic documentation in the first term during laboratory classes and specific simulations on the Sim-Man. This would include simulation manikins, computerized documentation software and training, and electronic monitoring equipment.
23. Staff adequately according to projected FTEs for 30 students.
24. Budget funds to cover duplication costs of tests, handouts, forms, information sheets for 30 VN students and 30 CNA students.
25. Increase travel budget to allow for 2 instructors to travel out of town for clinical instruction.
26. Include money in the budget for on-going staff development to take advantage of the many conferences and seminars available, including travel and hotel costs. This would include training for any simulated manikins we have or will acquire.
27. Purchase an electronic vital sign monitor to be comparable to those found in clinical sites.
28. Purchase an ear thermometer.
29. Develop a plan for replacing broken, worn out, and out dated capital equipment and begin replacing what is essential immediately.
30. Develop a plan for adding more electronic simulation manikins to our equipment.
31. Budget for adding small clinical equipment utilizing modern technology.
32. Increase laundry budget to cover laundry for 30 VN students and 30 CNA students.
33. Purchase a second electric transfer lift to accommodate the increase in total students served.
34. Purchase 2 beds per year until the program has a total of 10 beds comparable to what is found in local healthcare facilities.
35. Purchase a third manual wheelchair due to the increase in total students utilizing the equipment.
36. Purchase a pediatric simulated manikin, not new-born, and accompanying software to facilitate learning care of childhood diseases and accidents.
37. Purchase an obstetric simulated manikin and accompanying software to facilitate learning care of obstetrical patients and accompanying software.
38. Purchase a copier for use in our new site.
39. Maintain the clinical days at 7-8 hours per day.
40. Create a computer lab with medical software, to facilitate the students' learning electronic data gathering and documentation. At least 5 computers are needed with one or two shared printers.
41. Purchase 3-4 manikins per year for 3 years to provide workable vehicles for practicing clinical skills.
42. Develop a plan to house all health care occupation programs in one physical plant.
43. Equip new site with adequate retro-fittings to accommodate electrical equipment used, and simulation for oxygen delivery and suction, as noted above.

44. As we shift the start of our program to the fall term of the academic year, special thought will be given the scheduling of our 15 week terms. We have to function when the campus is open, but allow the students breaks between terms.
45. We are revising the prerequisites for the program to insure higher success rates, with fewer failures in the first term so we need to follow through with this endeavor.
46. Develop a tracking system for information and statistics regarding placement of our graduates, whether in the work force or in a registered nurse program. In this day of statics and accountability, casual knowledge of placement is not sufficient to give validity to our request for more funds for equipment and staff.
47. The institution should consider and adopt an appropriate software package for managing student learning outcome assessments at course, program and institutional levels.
48. Develop system for assessing degree and certificate learning outcomes.
49. Develop and implement ongoing systematic assessment of each of the program and course student learning outcomes.
50. Consistently assess student learning outcomes for all classes.
51. Strive to develop more clinical sites with more diversified patient issues.
52. Keep the program cost on the college website current and easily accessed by prospective students.
53. Provide a link to the BVNPT's website chart of NCLEX pass rates at each accredited VN program in California and to the National Council of State Boards of Nursing's (NCSBN) documentation of pass rates in the nation.
54. Authorize exploration and development of an LVN to RN upgrade program by the Administration. This will involve extra time on the part of the Director. The VN Professional Advisory Board suggests that we might not be able to support a yearly program, but possibly offer it in alternate years if that will meet the approval of the Board of Registered Nursing.
55. Develop suggested programs, adding classes to curriculum and hiring staff appropriately.
56. Create continuing professional development opportunities for health care professionals.
57. Develop new allied health programs, including LVN to RN upgrade.
58. Develop phlebotomy certification course and a pharmacy technician course.
59. Develop additional Continuing Education classes.
60. As new programs are developed, seek approval as continuing education provider for those occupations, also.