

**SOLANO COMMUNITY COLLEGE DISTRICT****DEFINITION OF A SOLANO COMMUNITY COLLEGE STUDENT****5000**

**POLICY:** A Solano Community College student is defined as a person who is currently enrolled in a course or program, other than a community service class, in the Solano Community College District or one who is applying for Admission to the College.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 68015

**ADOPTED:** November 15, 1971

**REVISED:** December 3, 1986; November 1, 2006;  
Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### ADMISSION ELIGIBILITY

**5010**

**POLICY:** Solano Community College shall admit all students who meet one of the following requirements and who are capable of profiting from the instruction offered.

- Any person over the age of 18 and/or possessing a high school diploma or its equivalent.
- Other persons over the age of 18 who, in the judgment of the Superintendent-President or designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.
- Any eligible full-time or part-time special admit student (K-12 student).

**REFERENCES/  
AUTHORITY:**

California Education Code, Sections 4880, 76000-02;  
Labor Code Section 3077

**ADOPTED:** November 15, 1971

**REVISED:** December 3, 1986; June 10, 1991; November 1, 2006;  
January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**  
**STUDENT SERVICES PROCEDURES**

**ADMISSION ELIGIBILITY**

**Policy #5010**

All students must submit an application for admission prior to enrolling in classes. The Office of Admissions and Records will review the application to determine residency and matriculation status.

Admissions to Solano College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older, and who shows evidence of being able to benefit from instruction.

Students who are over 18 with or without a high school diploma may apply online or use the paper Application for Admission.

Students who are not California residents will be admitted to the College as non-residents unless legally disallowed to be admitted. Non-residents will be required to pay non-resident tuition.

Applicants will be advised of their residency status via email no later than one week after applying. If no email is provided, applicants will be advised of their residency status via a letter through regular mail.

Students not exempt from matriculation may be required to participate in orientation, assessment testing, and counseling prior to enrolling in classes.

Special Admit students (K-12) must submit a completed Special Admissions Application in addition to their application for admission.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**  
**STUDENT SERVICES PROCEDURES**

**ADMISSION ELIGIBILITY**

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Governing Board Review: January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT ATTENDANCE AND PARTICIPATION REQUIREMENTS

5020

**POLICY:** Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear are withdrawn from class rolls by the professors of the classes and replaced by waiting students who meet the prerequisite requirements of the courses, if applicable.

Regular attendance and participation is required of all students enrolled in course work at Solano Community College. This includes regular attendance, completion of examinations, completion of assignments and participation in class activities and discussion.

Students have the responsibility for adding or dropping classes and verifying their enrollment status. Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should not exceed the number of hours that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes or having their grades lowered. Students who fail to attend their classes may be dropped by their instructors. Students who withdraw from classes are responsible for initiating the drop process by the appropriate deadlines.

**REFERENCES/  
AUTHORITY:**

Solano Community College District Governing Board

**ADOPTED:**

March 17, 1975

**REVISED:**

November 19, 1986; December 6, 1995; December 19, 2001; March 21, 2007; January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### SPECIAL ADMISSION OF K-12 STUDENTS

5030

**POLICY:** Solano Community College may admit any part-time or full-time special admit student who, in the opinion of the Superintendent-President or designee, can benefit from advanced scholastic or vocational course instruction.

The intent of this policy is to provide an educational enrichment opportunity to a limited number of eligible students who fulfill special admission standards. The College may authorize those students, upon recommendation of the principal, and with parental consent, to attend any session or term as special part-time or full-time students.

Any student whose age or class level is equal to grade K-12 is eligible to attend as a special part-time or special full-time student for advanced scholastic or vocational courses.

The College reserves the right to exclude or limit the enrollment into courses or programs where health, safety, instructional methodology, facility constraints, funding limitations or legal requirements imposed by statute are deemed inappropriate for special admission students.

Special admission students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.

Claims for state apportionment submitted by the district based on enrollment of K-12 pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

**REFERENCES/  
AUTHORITY:**

California Education Code, Sections 48800, 48800.5,  
76001 (b), 76002

**ADOPTED:** November 15, 1971

**REVISED:** December 3, 1986; June 20, 2001; November 1, 2006;  
January 18, 2012

## **I. ENROLLMENT ELIGIBILITY AND REQUIREMENTS**

- A. To be considered for admission as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800, 48800.05, and 76001.
- B. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their school of attendance. Courses in which K-12 students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.
- C. Students must complete and submit the Special Admission Form and Application for Admission according to published deadlines. The special admission form shall include the signed consent of the parent or legal guardian, and approval of the school Principal, or designee. The Special Admission Form indicates that the student possesses the intellectual and emotional ability to satisfactorily participate in a college environment, is capable of profiting from college level instruction. Admission is subject to seat availability.
- D. A parent or guardian of a student who is not enrolled in a public or private school may directly petition the Superintendent-President or designee, for authorization to enroll in advanced scholastic or vocational work at the College as a special part-time or full-time student.
- E. Eligible students must meet all College academic standards and prerequisite requirements. Students may be required to complete specific assessment tests for purposes of determining enrollment eligibility, course placement, or general advisement.
- F. All new students under grade 9 and their parent or guardian must attend an interview with a college official, such as college deans, college vice-presidents, counselors, or subject matter instructors, to determine enrollment eligibility, course placement, or to receive general advisement.
- G. In all cases, eligibility for enrollment is subject to the judgment of the Superintendent-President, or designee, who will determine whether or not the student can benefit from the College's advanced scholastic or vocational programs.
- H. If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and

the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

- I. Students can be dropped after enrolling if all requirements have not been met.

## II. SPECIAL ADMISSION ENROLLMENT STATUS

- A. Part-time students may be admitted who are concurrently enrolled in a public or private school. The school Principal, or designee, will determine if the student has the abilities and sufficient preparation to benefit from college level instruction and college staff will determine final admittance.
- B. Full-time students may be admitted if so authorized to attend community college by the Governing Board of the school district in which the student is enrolled, and if such admission conforms to the eligibility requirements deemed appropriate by the Superintendent-President, or designee. If a full-time applicant is not enrolled in a public or private school, the parents may directly petition the College for admission on the grounds that the student would benefit from advanced scholastic or vocational work.
- C. In Summer session, students may be admitted if they have demonstrated adequate preparation and have availed themselves of all opportunities to enroll in equivalent courses at their district of attendance.

## III. SPECIAL ADMISSION FEES

- A. All part-time special admission students taking courses at Solano Community College shall have their enrollment fees waived. All special admission students admitted as full-time students will be assessed enrollment fees. Full-time special admit students may be considered for a BOG Fee Waiver.

## IV. CURRICULUM/PROGRAM ELIGIBILITY

- A. Enrollment is subject to seat and/or program availability. Priority is given to regular college students.
- B. Each department and division dean will determine if certain courses are not appropriate for special admission students in general, or specific categories of special students on an annual basis. The list of excluded courses will be available at registration. See Title 5, 58106.

- C. The College reserves the right to restrict enrollment in any given academic term for any class that it deems inappropriate for special admission students due to health and safety reasons, facility limitations, faculty workload, the availability of qualified instructors or other substantive reasons.
- D. The College reserves the right to establish admissions and/or enrollment limitations that prevent special admission students below a certain age or grade level from being admitted or from enrolling in certain courses or programs.
- E. Enrollment of special admission students in Physical Education courses will be limited to 10% of each section or current state regulations.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****ADMISSION OF INTERNATIONAL STUDENTS****5040**

**POLICY:** Solano Community College is approved by the United States Department of Justice as an institution of higher learning for non-immigrant F-1 Visa students. Specific guidelines concerning international student admission and residency may be obtained from the Office of Admissions and Records.

**REFERENCES/**

**AUTHORITY:** Education Code 76141, 76142; Title 5, Section 54045; Title 8, U.S.C. Section 1101. et seq.

**ADOPTED:** November 15, 1971

**REVISED:** December 3, 1986; February 7, 2001; November 1, 2006;  
Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### ADMISSION OF INTERNATIONAL STUDENTS

### Administrative Procedures 5040

#### Enrollment Eligibility and Requirements

International students on an F-1 Visa may be admitted for the Fall and Spring semesters provided that the following documents are on file in the Office of Admissions and Records no later than April 1 for the Fall semester and October 1 for the Spring semester. International students can be admitted to the summer term on a case-by-case basis upon review by the Dean of Enrollment Services or designee.

#### International Students Must:

1. Apply for Admission online or by submitting a completed paper Application for Admission.
2. Submit official transcripts from all secondary schools, universities, or professional schools. Transcripts must be accompanied by an official English translation.
3. Submit scores from the Test of English as a Foreign Language (TOEFL.) A minimum score of 500 on the paper-based test, or a score of 173 on the computer-based test is preferred for admission.
4. File a current declaration and certification of finances.
5. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.
6. Provide a local address.
7. Prior to the start of the term to be attended, present a valid I-94 to the Designated School Official.
8. Non-resident tuition is determined annually by the Governing Board. All fees are subject to change by the Board of Governors. Payment of fees including non-resident tuition and enrollment fees is required upon registration. Students who wish to seek a deferment of fees must submit their request in writing to the Director of Admissions and Records. Decisions will be made on a case by case basis.
9. Maintain enrollment in at least 12 semester units of academic work each semester and meet with the Designated School Official prior to enrollment to review academic progress.

See Governing Board Policy 5040, *Admission of International Students*

**REFERENCES/**

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

**Adopted:** November 15, 1971

**Reviewed:** December 3, 1986, February 7, 2001, November 1, 2006, January 18, 2012

**Revised:** September 11, 2019

**SOLANO COMMUNITY COLLEGE DISTRICT****ENROLLMENT PRIORITIES****5055**

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

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

**REFERENCES/**

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

**ADOPTED:** April 16, 2008; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### **ENROLLMENT PRIORITIES**

**Policy #5055**

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See Board Policy 6023 regarding prerequisites and co-requisites).

Enrollment may also be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional Planning
- Legal Requirements
- Contractual Requirements

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

Effective summer 2014, students will have the following registration priority, in the order of priority listed below:

Registration priorities for the College are needed to provide for a fair and equitable registration process, and to ensure space for students with the greatest determined need.

- |                   |   |
|-------------------|---|
| <b>PRIORITY 1</b> | Students who are eligible as a member of the armed forces or a veteran pursuant to Education Code Section 66052.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9 and who have not been on academic or progress probation for two consecutive terms and who have completed orientation, assessment, and developed student education plans; |
| <b>PRIORITY 2</b> | Students who are eligible and receiving services through Disabled Student Programs and Services (DSP) or Extended Opportunity Program and Services (EOPS) and who have not been on academic or progress probation for two consecutive terms and who have completed orientation, assessment, and developed student education plans.  |
| <b>PRIORITY 3</b> | Students participating in Intercollegiate Athletics during the semester of active team participation and students enrolled in Summer Bridge and   |

ASSC student government members who have not been on academic or progress probation for two consecutive terms and who have completed orientation, assessment, and developed student education plans;

**PRIORITY 4** Continuing Solano College students who have not been on academic or progress probation for two consecutive terms. Continuing student priority is based on the total number of Solano College units completed:

Continuing students register in order based on number of units completed as follows:

- 1 Equal to or greater than 40 units
- 2 Equal to or greater than 30.0 and less than 39.9
- 3 Equal to or greater than 12.0 and less than 29.9
- 4 Less than 12.0 units

**PRIORITY 5** First time students who have completed orientation, assessment, and developed student education plans.

**PRIORITY 6** Returning and transfer students

**PRIORITY 7** Early College & K12 Special Admission/Concurrent Enrollment Students

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

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

- Is placed on academic or progress probation or any combination thereof as defined in Board Policy and Administrative Procedure 5100 for two consecutive terms; or
- Has earned 90 or more degree-applicable semester units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 6410. The 90 unit limit does not include units for non-degree applicable English as a Second Language or basic skills course. Students enrolled in high unit majors may also be exempted from the 90 unit requirement based on Appeal.

Beginning in the Spring 2013 term, the District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. Beginning in the summer 2014 term the District shall notify students who have earned 75% or more of the 90 unit limit, that enrollment priority will be lost when the student reaches the unit limit.

### Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, significant academic improvement or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. To appeal, students should complete an Appeal Petition and attach supporting documentation. Students may visit Admissions & Records to obtain an Appeal Petition or access it online via Admissions & Records.

These enrollment priorities will be effective in the Summer 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

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BP5055procedures

Shared Governance Review: June 19, 2013

## SOLANO COMMUNITY COLLEGE DISTRICT

### RESIDENCY DETERMINATION

5060

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

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

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

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

### REFERENCES/

**AUTHORITY:** California Education Code, Sections 68040; 76140,  
California Code of Regulations, Title 5, Sections 54000, et  
seq.

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; November 1, 2006; January 18, 2012

1. Each student must file a residency questionnaire upon admission or readmission to the College. Students that are public safety employees have the option of providing the address of their place of employment in lieu of their home address on the application for admission to the college.
2. Residency is determined based on guidelines outlined in the California Code of Regulations and the California Education Code by the Office of Admissions and Records.
3. Residency determination date: The residency determination date is the day immediately proceeding the first day of instruction for any session during which the student proposes to attend.
4. Students must be notified of their residence determination within 14 calendar days of submission of application.
5. 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 the final decision of residence classification by the Director of Admissions and Records, may make written appeal to the Executive Vice President of Academic and Student Affairs within 30 calendar days of notification of final decision by the college regarding classification. The Executive Vice President of Academic and Student Affairs will send a written determination to the student within 30 calendar days.
6. A student previously classified as a non-resident may be reclassified as of any residence determination date. Petitions for reclassification are reviewed by the Office of Admissions and Records.

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. The Office of Admissions and Records will make a determination, based on the evidence and notify the student no later than 14 days of receipt of the petition for reclassification. Students have the right to appeal according to the procedures above.

7. The College may 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 requirement, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he or 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;
- the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Governing Board Review: January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### NONRESIDENT TUITION

5070

**POLICY:** 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 Governing Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College attendance Accounting Manual.

The Superintendent-President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

### REFERENCES/

**AUTHORITY:** California Education Code, Sections 68050, 68051, 68130, 76141; California Code of Regulations, Title 5, Section 54045.5

**ADOPTED:** November 15, 1971

**REVISED:** December 3, 1986; December 10, 1991; November 1, 2006; January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### FEES

5080

#### POLICY:

The Board 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 and updated as needed on the college Website.

#### Enrollment Fee: Education Code Section 76300

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

#### Auditing Fees: Education Code 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.

#### Health Fee: Education Code Section 76355

The District shall charge each student a fee of \$13.00 during Spring/Fall terms and \$5.00 during Summer terms for health supervision and services.

#### Parking Fee: Education Code Section 76360

Students shall be required to pay a fee, in an amount not to exceed \$20.00 per Spring/Fall terms and \$6.00 per Summer terms for parking services.

To encourage ridesharing, a student may request, by certifying in writing at the time of payment of the fee, and be eligible for a waiver of parking fees if he or she regularly has two or more passengers commuting with him or her. Students seeking this waiver should contact the Student Development Office.

## SOLANO COMMUNITY COLLEGE DISTRICT

### FEES

5080

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.

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 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. Rush process transcripts (same day) are assessed a fee of \$7.50 each. Regular process transcripts (ready within ten (10) business days) are assessed a fee of \$2.00 each.

### REFERENCES/

**AUTHORITY:** California Education Code, Sections 66025.3, 70902(b)(9), 76223, 76355, 76360, 76365, 76395, 76370, 76300, et seq.; Title 5, Section 51012, 59400, et seq.; California Community College Chancellor's Office (CCCCO) Student Fee Handbook

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; November 1, 2006; January 18, 2012

## **I. REQUIRED FEES**

- A. Enrollment Fee – Each student shall be charged a fee as set forth by the Legislature of the State of California for enrolling in credit courses (Education Code Section 76300; Title 5 Sections 58500 and 58509).
- B. Nonresident tuition – Nonresident students shall be charged nonresident tuition for all units enrolled. Permissive exemptions may be made on a case-by-case basis as deemed appropriate by the Vice President of Finance and Administration and Executive Vice President of Academic and Student Affairs or their designees, when compliant with state law (Education Code Sections 76140 and 76140.5).

## **I. OPTIONAL FEES**

- A. The Superintendent-President, or designee, shall present to the Governing Board for approval optional fees for services or other fees authorized by law.
- B. Instructional Material Fees-Students may be required to provide instructional and other materials fees required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the College.

## **III. COLLECTION AND REFUND OF FEES**

All fees are processed electronically. Upon a student's status changing in a manner that results in a credit balance, a refund will be generated and a check mailed to the student. All students, resident and non-resident, are responsible for the payment of Enrollment Fees. Non-resident students are also responsible for the payment of Non-resident Tuition.

### **A. Enrollment Fee-Full Term Courses**

Through the second week of instruction, 100% of the Community College Enrollment Fee will be refunded. Refunds will not be approved after the second week of instruction.

B. Enrollment Fee-Short Term Courses and Summer Session Courses

Through 10% of a course, which is calculated using the number of course meetings, 100% of the Community College Enrollment Fee will be refunded.

C. Non Resident Tuition Refunds

Nonresident Tuition is refunded to students who drop classes by the Last Day to Drop for Refund which is roughly 10% of a class.

D. Parking Fee Refund

The Parking Fee is refundable through the second week of instruction for fall and spring terms and through the first week of instruction for summer term. Requests for parking fee refunds require submission of the parking decal which must be returned to the Office of Admissions and Records by the stated deadlines.

E. Photo ID Fee Refund

The Photo I.D. Fee is refundable if the I.D. has not been issued to the student. The student must submit a Request for Refund form with the original no later than the Last Date to Enroll.

F. Health Fee Refund

The Health fee is refundable if all classes are dropped prior to the start of the term.

G. Student Center Fee Refund

The Student Center fee is refundable if all classes are dropped prior to the start of the term.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****WITHHOLDING OF STUDENT RECORDS****Policy 5085**

**POLICY:** 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.

**REFERENCES/  
AUTHORITY:** California Code of Regulations, Title 5, Section 59410

**ADOPTED:** November 1, 2006; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT SERVICES PROCEDURES****WITHOLDING OF STUDENT RECORDS****5085**

The Director of Admissions and Records may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the College. The student shall be given written notification and the opportunity to 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 College.

Students are notified at least annually of any outstanding financial obligation due to the College. Students have the right to make a written appeal to the appropriate department for a waiver of the financial obligation if they have documented extenuating circumstances.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT SERVICES PROCEDURES****WITHOLDING OF STUDENT RECORDS****5085**

The Director of Admissions and Records may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the College. The student shall be given written notification and the opportunity to 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 College.

Students are notified at least annually of any outstanding financial obligation due to the College. Students have the right to make a written appeal to the appropriate department for a waiver of the financial obligation if they have documented extenuating circumstances.

Governing Board Review: January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STANDARDS FOR PROBATION AND DISMISSAL

5100

**POLICY:** Students failing to maintain acceptable standard academic achievement shall be placed on academic probation, progress probation, academic dismissal or progress dismissal.

For purposes of probation and dismissal, only consecutive, primary semesters are counted. The semester in which a student's performance causes them to be placed on probation is the first probationary semester. Summer is not a primary semester.

#### Academic Probation

##### A. Placement on Academic Probation

A student shall be placed on academic probation for the following reasons:

1. A student has attempted at least 12 total semester units and has achieved a cumulative grade point average (g.p.a.) of less than 2.0.

##### B. Removal from Academic Probation

A student on academic probation is removed when his/her cumulative g.p.a. is 2.0 or higher.

#### Progress Probation

##### A. Placement on Progress Probation

A student shall be placed on progress probation for the following reason:

1. A student has attempted at least 12 total semester units and received transcript entries of "W", "I", or "NP" representing 50% or more of all units attempted.

##### B. Removal from Progress Probation

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**STANDARDS FOR PROBATION AND DISMISSAL (Continued)**

**5100**

A student will be removed from progress probation when the student has received transcript entries of “W”, “I”, or “NP” for less than 50% of all units attempted.

Dismissal

Dismissal prohibits the student from enrolling until one primary semester has passed and the student has met with a counselor and/or attended a probation/dismissal workshop.

**A. Placement on Dismissal**

A student will be dismissed for one or more of the following reasons:

1. A student achieves a cumulative average g.p.a. of less than 2.0 for three consecutive primary semesters.
2. A student receives 50% or more of transcript entries as W, I, or “NP” for three consecutive, primary semesters.

**B. Removal from Dismissal**

A student will be removed from Dismissal for any of the following reasons:

1. A student’s cumulative g.p.a. is 2.0 or better and a student’s transcript entries of “W”, “I”, or “NP” are less than 50% of all units attempted.
2. Satisfactory Progress After Dismissal:

A student who meets the requirements for readmissions after dismissal and achieves a semester g.p.a. of 2.25 or greater, but does not have an overall cumulative g.p.a. of 2.0 or greater, shall remain on academic probation until the cumulative

## SOLANO COMMUNITY COLLEGE DISTRICT

### STANDARDS FOR PROBATION AND DISMISSAL (Continued)

5100

g.p.a. is 2.0 or better. (This condition only overrides A.1. above.)

If semester g.p.a. falls below 2.25 and/or student qualifies for progress probation, student will be academically and/or progress dismissed.

#### Appeals

Students who are dismissed may file an appeal to contest the requirement of sitting out a primary semester with the Executive Vice President of Academic and Student Affairs or designee if extenuating circumstances exist which caused the substandard grades. To appeal, students complete the Readmit after Dismissal petition and indicate on it that they are appealing the requirement of sitting out a primary semester.

#### REFERENCES/ AUTHORITY:

California Code of Regulations, Title 5, Sections 55030-55034

California Education Code Section 70902(b) (3)

#### ADOPTED:

July 17, 1996

#### REVISED:

February 7, 2001  
March 20, 2013

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### **STANDARDS FOR PROBATION AND DISMISSAL**

**Policy No. 5100**

#### **I. PROCEDURES**

- 1) Students will be placed on Academic Probation once the total units enrolled are 12 or more and for which grades of A, B, C, D and F received at Solano Community College calculate to a cumulative grade point average (g.p.a.) of less than 2.0.
- 2) Students will be placed on Progress Probation once the total units enrolled are 12 or more and for which entries of I, W, or NP (no pass) equals or exceeds 50%.

(For purposes of Progress Probation, transcript entries of A, B, C, D, F, W, I, P and NP (no pass) are counted for units enrolled.)

- 3) Students placed on probation will be notified via U.S. mail and/or Solano College e-mail.
- 4) The students on probation should see a counselor and may be required to attend a probation/dismissal workshop to review academic standards for maintaining satisfactory progress.
- 5) Students will be dismissed for one or more of the following reasons:
  - a) A probationary student's cumulative g.p.a. at Solano Community College remains below 2.0 for three consecutive semesters.
  - b) A probationary student receives 50% or more of transcript entries as W, I, or NP for three consecutive semesters.
- 6) Students who wish to seek Readmission after Dismissal must submit a completed Readmit after Dismissal petition. The petition requires the student to meet with a counselor who will review academic standards with the student and recommend readmission after the student has been on dismissal for a primary semester.

Summer is not a primary semester. Dismissed students may not attend summer if they have not sat out spring and are not permitted to count summer as the semester they sat out.

Students should petition to be readmitted into a particular semester well in advance of the semester start date to allow for sufficient processing time and to have a better opportunity to get into desired classes.

Students will be notified of the outcome of their petition within 2 weeks of submission.

If approved and barring any other holds, they will be cleared to register electronically via MySolano. They may be limited to a specific number of units per the outcome of their petition.

#### Appeals

Students who are dismissed may file an appeal to contest the requirement of sitting out a primary semester with the Executive Vice President of Academic Affairs and Student Affairs or designee if extenuating circumstances exist which caused the substandard grades. To appeal, students complete the Readmit after Dismissal petition and indicate on it that they are appealing the requirement of sitting out a primary semester.

- 7) Students that have been readmitted after dismissal and achieve a semester g.p.a. of 2.25 or greater with no transcript entries of W, I or NP (no pass) and whose cumulative g.p.a. remains under 2.0, will be automatically readmitted for the ensuing term.
- 8) For purposes of progress probation, the total units enrolled will begin to accumulate with the Summer 1996 term.

#### **REFERENCES/**

**AUTHORITY:**            **California Code of Regulations, Title 5, Sections 55030-55034**

**Revised:**                **March 6, 2013**

## SOLANO COMMUNITY COLLEGE DISTRICT

### ARTICULATION

5120

**POLICY:** The Superintendent-President or designee shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

Courses approved at Solano Community College shall be forwarded to appropriate articulation officers of four-year colleges to request acceptance as transfer courses. The College Catalog shall reflect accurate information regarding transferability of courses.

The College shall establish articulation relationships with high schools to provide information about College entrance requirements, student services and educational programs.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

### REFERENCES/

**AUTHORITY:** California Administrative Code, Title 5, Section 51022 (b)

California Education Code, Section 71070

**ADOPTED:** November 19, 1986

**REVISED:** December 19, 2001; March 21, 2007; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### RELEASE OF STUDENT INFORMATION

5140

**POLICY:** The Dean of Admissions and Records shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

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

Solano Community College shall not 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 SCC Board Policy 5160 and information sought pursuant to a court order or lawfully issued subpoena, or 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, and that they may limit the information.

### REFERENCES/

**AUTHORITY:** California Code of Regulations, Title 5, Sections 54600 et seq.

California Education Code, Sections ~~49061~~, 76200 et seq.

The Family Educational Rights and Privacy Act of 1974

US Patriot Act: Civil Code Section 1798.85

CFC:lg

BP5140

Executive Council Review: April 3, 2006

Shared Governance Review: October 11, 2006

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; February 7, 2001;  
November 1, 2006; Reviewed January 18, 2012

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.
- "Directory Information" may be released in accordance with the definitions in Board Policy 5160.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records may be released to 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 intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225.j

#### Challenging Content

Any student may file a written request with the Dean of Admissions and Records to correct or remove information recorded in his or 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 Dean of Admissions and Records shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the community college District. The Dean of Admissions and Records shall then sustain or deny the allegations.

If after investigation the Dean of Admissions and Records determines that the records are accurate and removal of the information is not warranted, the student may, within 30 days file a written appeal to the Vice President of Student Services who will make a decision within 30 days.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or 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.

#### Access Log

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

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

The log or record shall be open to inspection only by the student and representatives of the Admissions and Records Office, 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.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT RECORDS RETENTION AND DESTRUCTION****5150**

**POLICY:** The Superintendent-President or designee shall establish administrative procedures to assure the lawful retention and destruction of District records including electronically stored information as defined by the Federal Rules of Civil Procedure in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

**REFERENCES/**

**AUTHORITY:** Title 5, Sections 16022-27, 59020, et seq., Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

California Education Code, Section 76220

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; January 18, 2012

## **I. CLASSIFICATION OF RECORDS**

- a) The Director of Admissions and Records or designee shall review documents and papers received or produced during the prior academic year and classify them as Class I-Permanent, Class II-Optional or Class III-Disposable.
- b) Whenever an original Class I-Permanent Record is microfilmed or optically scanned, the copy thus made is hereby classified as Class I-Permanent. The original record, unless classified as Class II-Optional, may be classified as Class III-Disposable, and may then be destroyed in accordance with this chapter if the following conditions have been met:

### **Class I-Permanent Records**

The original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class I-Permanent Record and shall be retained indefinitely, unless microfilmed or optically scanned in accordance with subsection (e) of Section 59022.

The following annual reports:

Average daily attendance (FTES), including Period 1, Period 2 and Period 3 reports.

The following student records:

The records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include but need not be limited to:

- A. Name of student.
- B. Date of birth.
- C. Place of birth.
- D. Name and address of a parent having custody or a guardian, if the student is a minor.
- E. Entering and leaving date for each academic year and for any summer session or other extra session.
- F. Subjects taken during each year, half year, summer session or quarter.
- G. If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.

### **Class II-Optional Records**

Any record worthy of further preservation but not classified as Class I-Permanent may be classified as Class II-Optional and shall then be retained until reclassified as Class III-Disposable.

### **Class III-Disposable Records**

All records, other than Continuing Records, not classified as Class I-Permanent or Class II-Optional, shall be classified as Class III-Disposable, including, but not limited to, detail records relating to:

- a) Records Basic to Audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
- b) Periodic reports, such as daily, weekly and monthly reports, bulletins and instructions.

### **Retention Period**

- a) Generally, a Class III-Disposable Record, unless otherwise specified in this chapter, should be destroyed during the third school year after the school year in which it originated (e.g., 1976-77 plus 3= 1979-80.)
- b) With respect to records basic to an audit, a Class III-Disposable Record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 58308 of this part, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.
- c) With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class III-Disposable.

Governing Board Review: January 18, 2012

**POLICY:**

The Superintendent-President, or designee, 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.

Currently enrolled and former students of the District have a right to access any and all of their records 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.

The following categories of information about students are considered directory information: student's name, date and place of birth, field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards received, and high school of graduation of athletic team members. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students.

Directory information may be released at the discretion of the College to persons or agencies which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification by the student must be delivered personally to the Office of Admission and Records.

Information other than directory information will not be released without the student's written consent unless the College is required to do so by law.

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Section 54600, et seq.

California Education Code, Section 76200, et seq.

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; November 1, 2006, January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****ACCESS TO STUDENT INFORMATION (COURT ORDER COMPLIANCE) 5170**

**POLICY:** Student information shall be furnished in compliance with court orders or a lawfully issued subpoena. If lawfully possible within the requirements of the judicial order, the College shall make a reasonable effort to notify students in advance of such compliance.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 76244

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****DEGREES AND CERTIFICATES OF ACHIEVEMENT****5180**

**POLICY:** Solano Community College may grant Associate in Arts Degrees and/or Associate in Science Degrees to students who have completed the minimum general education requirements, appropriate major course work, residence requirements, unit requirements and achieved a cumulative minimum grade point average of 2.0.

Certificate of Achievements may be granted when the required major course work has been satisfactorily completed with at least six (6) units in residence.

**REFERENCES/**

**AUTHORITY:** California Code of Regulations, Title 5, Sections 55800, 55806, 55809

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****COURSE ATTENDANCE ACCOUNTING****5190**

**POLICY:** Attendance shall be recorded and kept by faculty and the Office of Admissions and Records according to rules and regulations prescribed by the Board of Governors of the California Community Colleges and printed in the Student Attendance Accounting Manual by the Fiscal Policy Office.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 84500

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****ACADEMIC COUNCIL****5200**

**POLICY:** The Academic Council deals with all matters that pertain to problems that students are having with their academic performance, enrollment status, graduation status evaluations and financial matters that pertain to the registration process.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**  
**STUDENT SERVICES PROCEDURES**

**ACADEMIC COUNCIL**

**Policy #5200**

1. The Academic Council consists of the following membership: Executive Vice President of Academic and Student Affairs or designee (Chairperson), Academic Dean, Director of Admissions and Records, one counselor, two faculty members (appointed by the Academic Senate), and one classified staff member from Student Services. In the event that the Executive Vice President of Academic and Student Affairs, or designee, is unavailable, an additional Academic or Student Services Dean will be appointed to serve in his/her place.
2. Students may petition the Academic Council concerning any matter that pertains to their academic performance, enrollment status or registration/withdrawal procedures.
3. The Academic Council reviews the scope and content of each student's petition.
4. Students may obtain Academic Council petitions from the Office of Admissions and Records, Counseling Department, the Vallejo and Vacaville Centers or online.
5. Students shall submit their completed form(s) to the Office of Admissions and Records.
6. All Academic Council actions are decided by majority vote. If there is a tie vote, the Executive Vice President of Academic and Student Affairs or designee may vote to break the tie.
7. The Academic Council meets to review disqualification petitions for the upcoming term and on an as-needed basis.
8. Students who submit petitions that pertain to academic disqualification must have their petitions reviewed and signed by a counselor before the Academic Council will consider their requests for readmission. The counselor may be asked to present any student petition to the Council. Students may be required to provide medical/legal or other documentation to support their petition.
9. Each student who petitions the Academic Council is notified in writing, by Admissions & Records or the Executive Vice President of Academic and Student Affairs or designee concerning the action taken by the Academic Council on his/her petition.
10. As this is an appeal process, all decisions of the Academic Council are final and may not be appealed to the Superintendent/President or the Governing Board.

11. The Office of Admissions and Records is notified, and maintains a record of all Academic Council decisions. Coordinators of special programs (e.g. EOPS, DSP, etc) will be notified of Academic Council decisions regarding students who are participants in a special program.
12. The Academic Council Petition for each student is filed in his/her permanent electronic academic records file with a copy of the Academic Council's action.

Governing Board Review: January 18, 2012

**POLICY:**

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn.

Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

### Section 1 General Provisions

#### 1. Academic Violations

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

- c) Solano Community College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to being submitted for textual similarity review to an electronic database.
- d) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- e) 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 computer generated class notes, except as permitted by any college policy or administrative procedure.

## 2. General College Violations

- a) Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c) Engaging in an expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college.

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

### 3. Computer Usage Violations

Students are to conduct themselves in accordance with Governing Board Policy 2067 and Human Resources Procedures 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:

- a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another person's identification and password.

- d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f) Use of computing facilities to interfere with normal operation of the college computing system.
- g) Use of computing facilities for student's personal financial gain or for solicitation of any kind.

#### 4. Behavior Violations

- a) Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of, college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
- b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c) Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
- d) Gambling on District property.
- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f) Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.
- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel,

or persistent, serious misconduct where other means of correction have failed to bring about proper conduct

- h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i) Committing or attempting to commit robbery or extortion.
- j) Committing sexual harassment as defined by law or by college policies and procedures.
- k) Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

#### 5. Substance Violations

- a) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.
- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

#### 6. Weapons Violations

- a) 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 writing by the college Superintendent/President.

- b) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.
7. Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 66017,  
66300-01,  
76030-31, 76033, 76034-35, 76037

California Code of Regulations, Title 5,  
Section 41301

California Penal Code, Section 626.2

Business and Professional Code, Section  
4240

California Health and Safety Code, Sections  
11014.5; Chapter 2, Section 11053

Accreditation Standard II.A.7.b

**ADOPTED:** October 5, 1970

**REVISED:** March 1, 1971, December 3, 1986, October 18, 1995, February 7, 2001, November 1, 2006; January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### MATRICULATION

**5210**

**POLICY:** Solano Community College shall provide matriculation services for the purpose of further equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Superintendent-President, or designee, shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Section 55500 et. seq.

California Education Code, Sections 78210 et. seq.

**ADOPTED:** December 2, 1992

**REVISED:** February 7, 2001; November 1, 2006, January 18, 2012

Matriculation is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objectives. The agreement acknowledges the responsibilities and rights of both parties. As part of its ongoing Matriculation Program, Solano Community College provides a full range of easily used services, including:

- Admission to the College
- Assessment testing in Writing, Reading and Computation
- Orientation to the College
- Assessment of abilities and interests
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

Each student has the following responsibilities regarding matriculation services:

- A. to express at least a broad educational intent upon admission to the College,
- B. to identify a specific educational goal after completion of 15 semester units of degree-applicable, credit coursework,
- C. to diligently attend class and complete assigned coursework,
- D. to complete courses and maintain progress toward the specified educational goal according to standards established by the College and State, and
- E. to meet with a Counselor to ensure that the educational plan is updated to correspond to any change in educational goal.

Matriculation services include, but are not limited to, all of the following:

- Processing of the application for admission
- Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following —
- Administration of assessment instruments to determine student competency in computational and language skills (Note: Multiple measures will be used for the basis of the assessment process and the College shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.)

- Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
- Evaluation of student study and learning skills
- Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services; programs that teach English as a second language; and disabled student services
- Advisement concerning course selection.
- Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

Students have the following rights regarding matriculation services:

- A. to change a specified educational goal,
- B. to read or be provided with written procedures established by the College to challenge matriculation regulatory provisions, appeal requirements of any prerequisite or corequisite based on unavailability of the necessary course, and file complaints concerning matriculation service components.

Modified or alternate services for ethnic and language minority students and students with learning or physical disabilities will be provided, if necessary, within each matriculation component that directly serves students.

The College will inform students of their responsibilities and rights regarding matriculation services and direct students to or provide them with written procedures upon request.

Procedures for implementing the various components of the College's on-going matriculation process are contained in the College/District Matriculation Plan, approved by the Chancellor's Office and on file in the offices of the Solano Community College Superintendent/President, Executive Vice President of Academic and Student Affairs or designee, and the Matriculation Coordinator.

Students appealing requirements of any prerequisite or corequisite based on unavailability of the necessary course should file a written complaint with the Solano Community College Executive Vice President of Academic and Student Affairs or designee. If the necessary course cannot be made available, the Executive Vice President of Academic and Student Affairs or designee must waive the requirement for the student.

Students may file written complaints concerning matriculation service components with the Solano Community College Executive Vice President of Academic and Student Affairs or

designee, whose responsibility it will be to contact the manager in charge of the component to investigate the complaint and, if warranted, direct any corrections to be made. The Executive Vice President of Academic and Student Affairs or designee will report to the student concerning the disposition of the complaint and action taken, if any.

The Solano Community College Matriculation Coordinator will ensure that an explanation of student rights and responsibilities regarding matriculation services is included in the College Catalog, the Schedule of Classes, and other print and non-print materials, as appropriate.

Students challenging the matriculation regulatory provisions should follow the steps established in Solano Community College STUDENT SERVICES PROCEDURES #5350, Student Grievance Procedures.

Procedures for implementing the various components of the College's on-going matriculation process are contained in the College/District Matriculation Plan, approved by the Chancellor's Office and on file in the offices of the Solano Community College Superintendent/President, Executive Vice President of Academic and Student Affairs or designee, and the Matriculation Coordinator.

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The Solano Community College Matriculation Coordinator will ensure that an explanation of student rights and responsibilities regarding matriculation services is included in the College Catalog, the Schedule of Classes, and other print and non-print materials, as appropriate.

Students challenging the matriculation regulatory provisions should follow the steps established in Solano Community College STUDENT SERVICES PROCEDURES #5350, Student Grievance Procedures.

Governing Board Review: January 18, 2012

**POLICY:**

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn.

Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

### Section 1 General Provisions

#### 1. Academic Violations

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

- c) Solano Community College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to being submitted for textual similarity review to an electronic database.
- d) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- e) 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 computer generated class notes, except as permitted by any college policy or administrative procedure.

## 2. General College Violations

- a) Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c) Engaging in an expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college.

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

### 3. Computer Usage Violations

Students are to conduct themselves in accordance with Governing Board Policy 2067 and Human Resources Procedures 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:

- a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another person's identification and password.

- d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f) Use of computing facilities to interfere with normal operation of the college computing system.
- g) Use of computing facilities for student's personal financial gain or for solicitation of any kind.

#### 4. Behavior Violations

- a) Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of, college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
- b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c) Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
- d) Gambling on District property.
- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f) Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.
- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel,

or persistent, serious misconduct where other means of correction have failed to bring about proper conduct

- h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i) Committing or attempting to commit robbery or extortion.
- j) Committing sexual harassment as defined by law or by college policies and procedures.
- k) Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

#### 5. Substance Violations

- a) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.
- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

#### 6. Weapons Violations

- a) 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 writing by the college Superintendent/President.

- b) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.
7. Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 66017,  
66300-01,  
76030-31, 76033, 76034-35, 76037

California Code of Regulations, Title 5,  
Section 41301

California Penal Code, Section 626.2

Business and Professional Code, Section  
4240

California Health and Safety Code, Sections  
11014.5; Chapter 2, Section 11053

Accreditation Standard II.A.7.b

**ADOPTED:** October 5, 1970

**REVISED:** March 1, 1971, December 3, 1986, October 18, 1995, February 7, 2001, November 1, 2006; January 18, 2012

The purpose of these procedures is to provide for the orderly administration of the Student Conduct Code. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless actual prejudice to a student may result.

This procedure will be used in a fair and equitable manner. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. This process can proceed simultaneously, in advance, during or after any criminal or civil proceedings.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by state and federal constitutions, and by Education Code 76120, and will not be used to punish expression that is protected.

### Definitions

District – The Solano Community College District.

Student – Any person currently enrolled as a student at any site or in any program offered by the District.

Instructor – Any full-time or part-time academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-Term Suspension – Exclusion of the student by the Executive Vice President of Academic and Student Affairs or designee for good cause from one or more classes for a period of up to ten (10) consecutive days of instruction.

Long-Term Suspension – Exclusion of the student by the Executive Vice President of Academic and Student Affairs or designee from one or more classes for the remainder of the school term, or from all classes and activities of the college from one or more terms.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the Executive Vice President of Academic and Student Affairs or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Upon receiving information that the Student Code of Conduct may have been violated, written notification to the student or students will be sent outlining the allegations, and instructing them to confirm an appointment with the Executive Vice President of Academic and Student Affairs or designee. Failure to comply with direction from the Executive Vice President of Academic and Student Affairs or designee to meet could result in further disciplinary action. With the exception of a

minor, who must be accompanied by a parent or guardian, the student shall not be permitted to have an advisor or legal representation at this meeting unless approved/permitted by the Executive Vice President of Academic and Student Affairs or designee.

The Superintendent-President provides the following sanctions for violation of the Student Code of Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties. This procedure should be administered by the Executive Vice President of Academic and Student Affairs or designee. Previous violations of Student Conduct Code will be considered when determining appropriate sanctions for violations.

### NON-APPEALABLE SANCTIONS

The following sanctions may be imposed for violation of the Student Code of conduct. These sanctions are not exclusive. In addition to the sanctions set forth below, the Executive Vice President of Academic and Student Affairs or designee may impose other sanctions up to suspension or expulsion for violation of the Student Code of Conduct as he/she deems appropriate. These sanctions may not be appealed.

1. Official Warning

An oral or written statement to the offender that the student has violated District rules. This will be documented with a letter to the student(s).

2. Reprimand

A reprimand is a warning stating that the continued conduct of the type described in the reprimand may result in a subsequent formal action against a student by the District.

- (a) A written notification to a student by the Executive Vice President of Academic and Student Affairs or designee to cease and desist from behavior determined to violate the standards of student conduct. Written reprimands may become part of a student's permanent record at the College.

3. Temporary Suspension by Instructor

- (a) An instructor may suspend for cause any student from his/her class for the day of suspension and the class following.
- (b) The instructor shall immediately report the suspension (verbally and subsequently in writing) to his/her dean and Executive Vice President of Academic and Student Affairs or designee. A decision will then be made concerning further disciplinary action.

- (c) The student shall not return to the classroom from which he/she was suspended during the temporary suspension by instructor, without the concurrence of the instructor, the instructor's dean and the Executive Vice President of Academic and Student Affairs or designee.
- (d) No instructor shall be allowed to suspend a student without first apprising the student of the reason for suspension and permitting such student to present his/her version of the incident causing suspension.
- (e) If the student is a minor, the instructor shall ask the parent or guardian of the student to attend a parent conference regarding the suspension as soon as possible. A College administrator shall attend the conference if the instructor or parent or guardian so requests.
- (f) Nothing herein will prevent the Vice President of Academic and Student Affairs or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal, or of the student's previous violations.
- (g) Every effort will be made to inform the instructor who was directly involved with the incident of the student discipline outcome as allowable by law and College policies.

4. Administrative Withdrawal From Class

Administrative withdrawal from class prohibits a student's continued presence in the class if his/her behavior is disruptive of the class and interferes with the ability of other students in the class to learn or in any way endangers himself/herself or others. When this sanction is applied, the student will be administratively withdrawn by the Executive Vice President of Academic and Student Affairs or designee.

5. Disciplinary Probation

Disciplinary probation is a formal action of the district against a student for a specified period of time. The student must meet certain conditions as imposed. The conditions imposed may include being removed from all College organization offices and being denied the privilege of participating in all College or student sponsored activities included athletics and public performances. Any subsequent violations by the student during the term of the probation or the student's failure to comply with any condition of probation imposed will result in additional sanctions under this policy.

6. Short-Term Suspension

Short-term suspension prohibits the student from attending classes or entering onto any District property for a period of one (1) to ten (10) days as determined by the Executive Vice President of Academic and Student Affairs or designee.

7. Restitution

Financial compensation for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages. The failure to pay restitution for damage to or misappropriation of property may result in holds placed on student academic records and registration activities and/or restrict access to College events and activities..

8. Campus Community Service

In-kind campus community service may be imposed for violations of the code of conduct.

9. Withdrawal of Consent to Remain on Campus/Short Term Suspension

The Executive Vice President of Academic and Student Affairs or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Executive Vice President of Academic and Student Affairs or designee, a written report must be promptly made to the student and to the student's discipline file.

The person from whom consent has been withdrawn may submit a written request for a meeting on the withdrawal within the period of the withdrawal. The request (for a meeting) shall be granted not later than ten (10) instructional days from the date of receipt of the request.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

10. Mental Health Clearance

Mental Health clearance may be required before a student who has been disciplined for dangerous, abnormal or erratic behavior is readmitted to a particular class or allowed to come onto District property. The Executive Vice President of Academic and Student Affairs or designee must receive a letter from a licensed mental health professional providing reasonable assurances that in his/her professional judgment the student will no longer continue the behavior which gave rise to the Executive Vice President of Academic and Student Affairs or designee taking disciplinary action against him/her or that the student's

continued presence on campus is not a threat to himself/herself or others. The mental health professional must be licensed by the State of California, and the Executive Vice President of Academic and Student Affairs or designee must verify that the mental health professional is credentialed to render a professional opinion. The student shall bear the cost and expense of obtaining mental health clearance.

### APPEALABLE SANCTIONS

#### 1. Suspension

- (a) Suspension from any or all classes of the College and from use of any District facilities. The College Superintendent-President or the Executive Vice President of Academic and Student Affairs or designee may suspend a student for good cause as follows:
  - From one or more classes for a period of up to ten (10) days of instruction.
  - From one or more classes for the remainder of the school term.
  - From all classes of the college for one or more terms. During the period of suspension, a student shall not be permitted to enroll in classes at the College. (California Education Code Section 76031).
  - From the use of District facilities and all available services.
- (b) In all cases of suspension, the student shall receive official notice from the Executive Vice President of Academic and Student Affairs or designee by “Certified Mail – Return Receipt Requested,” or by hand-delivery with a signed receipt. If delivery is refused or mail deemed nondeliverable by USPS, the written notification will be considered as being received, and the suspension will go forward.
- (c) The suspension of any student from the College for a period of more than ten (10) instructional days shall be accompanied by a prompt hearing. If an immediate suspension is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended student for a hearing within ten (10) instructional days of the suspension. (California Education Code Section 66017).

#### 2. Expulsion

- (a) The expulsion of a student must be accompanied by a hearing before the College Review Board. (See Appeals Involving Maximum Suspensions).
- (b) In cases of expulsion, the Superintendent-President shall recommend action to the Board of Trustees after receiving the Executive Vice President of Academic and Student

Affairs' or designee recommendation(s) and supporting documentation, including College Review Board recommendations.

- (c) After the Board of Trustees' action, the Superintendent-President shall notify the student by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery or mail is refused, the written notification will be considered as being received, and the Board action will go forward. The expulsion may be imposed for a specified or unspecified time, and shall include all programs, services, and activities of the College.
- (d) For expulsions imposed for an unspecified time, the student may, after a reasonable time (not less than one year), request in writing that the District Superintendent-President removes the expulsion. If approved by the District Superintendent-President, he/she shall make that recommendation to the Board of Trustees. The Superintendent/President shall notify the student of the Board's decision.

## APPEALS INVOLVING SUSPENSION AND EXPLUSION

### 1. Filing an Appeal

The student may accept the discipline imposed by the Executive Vice President of Academic and Student Affairs or designee without admitting that he/she engaged in the conduct charged. Should the student not accept the discipline, he/she may file an appeal. The appeal must be in writing and shall be sent by certified mail to the Executive Vice President of Academic and Student Affairs office within ten (10) days of the date of the notice to the student regarding the determination of suspension or expulsion. Any appeal that is not postmarked within ten (10) days shall be deemed untimely and shall constitute a waiver of the student's right to an appeal.

### 2. College Review Board

The College Review Board for any disciplinary action shall be composed of one administrator, who is appointed by the Superintendent-President; one faculty member, who is appointed by the Academic Senate; one classified staff, who is appointed by CSEA; and one student, who is appointed by ASSC. A quorum of three members must be present for the hearing to take place. An alternate faculty, classified and student board member shall also be appointed to participate on the College Review Board in the event the original appointee is unavailable.

No administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner

shall serve on the College Review Board. All members of the hearing panel will be asked to sign a written statement attesting to their neutrality.

3. College Review Board Chair

The Executive Vice President of Academic and Student Affairs or designee shall appoint one member of the panel to serve as the chair. The decision of the College Review Board chair shall be final on all matters relating to the conduct of the hearing, unless there is a vote by both other members of the panel to the contrary.

4. Conduct of the Hearing

- (a) Students will be notified, in writing, of the date, time, and place of the hearing. They must advise the Executive Vice President of Academic and Student Affairs or designee, in writing, if they will be present. The hearing will occur whether they attend or not.
- (b) The members of the hearing panel shall be provided with a copy of the allegation(s) against the student and any written response provided by the student before the hearing begins.
- (c) The facts supporting the allegation(s) shall be presented by a College representative who shall be the Executive Vice President of Academic and Student Affairs or designee.
- (d) The College representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. The student shall not have any other representation, except as provided in item g).
- (e) Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- (f) Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make their first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove, by substantiation of evidence, that the facts alleged are true.
- (g) The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The College Review Board may also request

legal assistance; any legal advisor provided to the panel 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.

- (h) Hearings shall be closed and confidential.
- (i) Witnesses shall not be present at the hearing when not testifying.
- (j) The hearing shall be recorded by the College, either by tape recording or electronic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give statements. In the event the recording is by tape recording, the College Review Board 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. Tape recording shall remain in the custody of the college, at all times, unless released to a professional transcribing service. The student may request (in writing) a copy of the tape recording.
- (k) Within five instructional days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent-President a written decision. The decision shall include specific factual findings regarding the allegation(s), and shall include detailed conclusions regarding whether any specific section of the standards of student conduct were violated. The decision shall include a specific disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original allegation(s), the written response, if any, of the student, and the oral and written evidence produced at the hearing. If the student is determined to have violated standards, previous student violations of the conduct code can be considered at the time of imposing disciplinary sanctions.

## 5. Superintendent-President's Decision

### (a) Long-Term Suspension

Within five instructional days following receipt of the College Review Board's recommended decision, the Superintendent-President shall render a final written decision. The Superintendent-President may accept, modify, or reject the findings, decisions, and recommendations of the College Review Board. If the Superintendent-President modifies or rejects the College Review Board's decision, the Superintendent-President shall review the record of the findings and conclusions, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Superintendent-President shall be final.

(b) Expulsion

Within five instructional days following receipt of the College Review Board's recommended decision, the Superintendent-President shall review their recommendation. The Superintendent-President may accept, modify, or reject the findings, decisions, and recommendations of the College Review Board. If the Superintendent-President modifies or rejects the College Review Board's decision, 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 Superintendent-President's decision shall be forwarded to the Board of Trustees in cases in which the expulsion is upheld.

## 6. Board of Trustees Decision

- (a) The Board of Trustees shall consider any recommendation from the Superintendent-President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
- (b) The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting. Any such request must be made, in writing, no less than five instructional (5) days prior to the date of the meeting. (Education Code Section 72122).
- (c) The student shall be notified in writing, by registered or certified mail or by personal service, at least three instructional days prior to the meeting, of the date, time, and place of the Board's meeting. If mail delivery is refused, the recommendation will be submitted to the Board, regardless of whether the student is present.
- (d) The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public hearing. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right of privacy of any student, other than the student requesting the public meeting, in closed session.
- (e) The Board may accept, modify, or reject the findings, decisions, and recommendations of the Superintendent-President. If the Board modifies or rejects the decisions, the Board 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 Board shall be final.
- (f) The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the district.

Governing Board Review: January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### LOST OR DAMAGED PROPERTY

5310

**POLICY:** The District shall require financial reimbursement or equivalent replacement for damage to or loss of District-owned or leased property (equipment, supplies, books, vehicles, etc.).

If it is necessary to cancel the registration of students for failure to reimburse the District for lost or damaged property, the students may be reinstated immediately upon clearing their financial obligations. The District Administration may authorize the Director of Admissions and Records to withhold grades, transcripts, registration privileges and degrees of students who have financial obligations to the College.

### REFERENCES/

**AUTHORITY:** California Education Code, Section 19500

Solano Community College District Governing Board

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; February 7, 2001; January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****HAZING****5320**

**POLICY:** As defined by law, hazing shall be strictly prohibited at Solano Community College.

**REFERENCES/  
AUTHORITY:** California Education Code, Sections 32050-51

**ADOPTED:** January 3, 1973

**REVISED:** December 3, 1986; February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****TRANSFER CENTER****5340**

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

The Executive Vice President of Academic and Student Affairs and Dean of Counseling and Special Services will work together to implement a transfer center plan that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with laws and regulations.

**REFERENCES/**

**AUTHORITY:** California Administrative Code, Title 5, Section 51027;  
Education Code Section 66720-66744.

**ADOPTED:** November 1, 2006

**REVISED:** January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**  
**STUDENT SERVICES PROCEDURES**

**TRANSFER CENTER**

**Policy #5340**

Solano Community College 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

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****COUNSELING****5345**

**POLICY:** Counseling services are an essential part of the educational mission of Solano Community College. Counseling services shall include, but not be limited to, academic counseling, career counseling, and personal counseling that is related to the student's education.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 72620

California Administrative Code, Title 5, Section 51018

**ADOPTED:** November 1, 2006; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT GRIEVANCE (NON-CIVIL RIGHTS)****5350**

**POLICY:** Students may seek redress through the formal grievance procedure when they believe that their individual rights or rights to due process, as provided for by college policies, state laws, and/or federal laws, have been denied them. Specific guidelines and forms for filing grievances may be obtained from the Office of the Executive Vice President of Academic and Student Affairs.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** December 3, 1986

**REVISED:** December 2, 1992; February 7, 2001; January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### **STUDENT GRIEVANCE (NON-CIVIL RIGHTS)**

**Policy #5350**

A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her education rights. It may arise when a student believes he/she has been denied education rights provided by college, state and federal policies, rules, or laws. A student may seek redress through the following procedures:

Step 1. The complainant will first attempt to resolve his/her grievance by discussion with the person or group directly involved in the matter within five (5) working days after the occurrence of the alleged grievance.

Step 2. If the issue is not resolved to the satisfaction of the complainant, there shall be a conference within five (5) working days of Step 1. This conference shall include the principals involved i.e., the complainant, the accused, and the immediate supervisor. Prior to arranging the meeting, the supervisor shall check with the accused to ensure that the complainant has met with the accused.

The supervisor shall hear from both parties and seek to resolve the matter. The supervisor shall then provide a written summary of findings to the Executive Vice President of Academic and Student Affairs or designee, complainant and respondent.

Step 3. If the issue has not been resolved satisfactorily after the complainant has completed the procedures outlined in Step 1 and Step 2, the complainant shall declare that a grievance exists and shall submit a written statement to the Executive Vice President of Academic and Student Affairs or designee. The grievance must be submitted on the Grievance Report Form within five (5) working days of Step 2. The form may be obtained from the Office of the Executive Vice President of Academic and Student Affairs or designee.

Step 4. With the receipt of the complainant's written grievance and the supervisor's Summary of Findings, the Executive Vice President of Academic and Student Affairs or designee will ensure that the grievance issues contained on the complainant's Grievance Form are consistent with those issues contained in the supervisor's Summary of Findings. The Executive Vice President of Academic and Student Affairs or designee may dismiss a grievance that has been determined to be inconsistent.

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### **STUDENT GRIEVANCE (NON-CIVIL RIGHTS) (Continued)**

**Policy #5350**

Step 5. If needed, the Executive Vice President of Academic and Student Affairs or designee shall set the time, date, and location for a formal grievance hearing. The hearing shall be held within ten (10) working days of the grievance being submitted.

#### **Grievance Hearing**

1. The grievance hearing shall involve the complainant, the accused, the appropriate supervisor, and the Executive Vice President of Academic and Student Affairs or designee. The principals involved in the matter may have one representative present at the grievance hearing.
2. Individuals participating in the grievance hearing shall discuss the charge(s), hear testimony, receive all available evidence pertaining to the charge(s), and when appropriate, examine witnesses. Either party will be notified in advance of the hearing if witnesses will be present.
3. The complainant shall assume the burden of proof.
4. The Executive Vice President of Academic and Student Affairs or designee shall judge the testimony and evidence and limit the investigation strictly to the complainant's charge(s).
5. A record of the proceedings shall be maintained by the Executive Vice President of Academic and Student Affairs or designee. A transcript of the hearing will be provided to the complainant and to the accused.
6. Within ten (10) working days after the grievance hearing, the Executive Vice President of Academic and Student Affairs or designee shall submit his/her recommendation(s) to the Superintendent/President. If the Superintendent-President is involved in the dispute, the recommendation(s) shall be forwarded to the District Governing Board.
7. Within five (5) working days of the receipt of the Vice President of Student Service's recommendation, the Superintendent/President shall render a decision and shall forward it to the complainant and to the accused.

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT SERVICES PROCEDURES****STUDENT GRIEVANCE (NON-CIVIL RIGHTS) (Continued)****Policy #5350****Appeal Procedure**

The complainant or accused may appeal the Superintendent-President's decision to the District Governing Board. The appeal shall be considered by the District Governing Board at its next regular meeting, unless it finds cause to justify a delay. The District Governing Board shall have the authority to make a final determination in all grievance appeals.

**Records**

All records of the grievance proceedings shall be retained in a grievance file by the Executive Vice President of Academic and Student Affairs or designee. Only the principals, who are directly involved in the grievance,

The Superintendent-President, the Executive Vice President of Academic and Student Affairs or designee, and the appropriate campus supervisor, shall have access to the file.

Governing Board Review: June 10, 1991; February 7, 2001; January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT EQUITY****5355**

**POLICY:** The Solano Community College Governing Board is committed to assuring student equity in educational programs and college services. The Superintendent-President or designee shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

**REFERENCES/**

**AUTHORITY:** California Code of Regulations, Title 5,  
Section 54220

California Education Code, Sections 66030;  
66250, et seq; 72010 et seq.

**ADOPTED:** November 1, 2006

**REVISED:** January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### **STUDENT EQUITY**

**Policy #5355**

The College shall adopt a Student Equity Plan. The Plan shall be filed, as required, with the Chancellor's Office for the California Community Colleges, following approval by the Governing Board.

The College's Student Equity Plan shall be developed under the leadership of the Vice President of Student Services, who is responsible for its implementation, oversight, regular review.

The Student Equity Plan shall address the following:

- Institutional barriers to equity
- Goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group
- Activities most likely to be effective in attaining the goals, including coordination of existing student equity related programs
- Sources of funds for the activities in the Plan
- A schedule and process for evaluation of progress towards the goals
- An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the College will undertake to achieve the goals, the resources budgeted for that purpose, and the College officer or employee who can be contacted for further information

The Plan shall be written by an ad hoc committee composed of representatives from the Academic Senate, educational administrators, classified staff, and students. Members of this Committee shall be appointed because of their work responsibilities, their personal interest in the goals of student equity, and/or their ability to articulate the perspective and concerns of historically underrepresented groups. A similarly constituted group will be used to evaluate and update the Plan.

The Student Equity Plan shall be predicated on campus-based research findings that concern the extent of student equity. Evaluation of the Plan's effectiveness shall be based on similar campus-based research data. The Director of the Office of Research & Planning shall be responsible for providing research support for the ongoing review and evaluation of this Plan.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****EQUAL OPPORTUNITY FOR STUDENTS****5360**

**POLICY:** Solano Community College is an equal opportunity educational institution. The College shall make every attempt to eliminate artificial barriers that cause under-representation of minority, disabled, economically, educationally and/or socially disadvantaged students.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; November 1, 2006; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### DISABLED STUDENTS PROGRAMS AND SERVICES

5365

#### **POLICY:**

It is the policy of Solano Community College District to provide equal educational opportunities for students with disabilities in accordance with state and federal law and regulations including Title 2 of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Code of Regulations. Pursuant to Title 5, Sections 56000-56076, the District has developed the Disabled Students Programs and Services (DSP&S) to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids. It is the intent of the District that such individuals be served by regular classes and programs whenever possible. To that end, students with disabilities shall be admitted to courses and programs and matriculate through such courses and programs on an equal basis with all other students. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from Solano Community College, despite an earnest effort on the part of the student to complete the course and despite provision of academic accommodations and/or auxiliary aids, a course substitution or waiver of the course requirement shall be considered.

The District will maintain specific criteria and procedures to implement this policy.

#### **REFERENCES/**

#### **AUTHORITY:**

Title 2 of the Americans with Disabilities Act of 1990

Federal Rehabilitation Act of 1973, Section 504

California Education Code, Section 56000, 67310, 84850

California Code of Regulations, Title 5, Section 56000-  
56076

Solano Community College District Governing Board

**ADOPTED:** December 20, 1995

**REVISED:** February 7, 2001; November 1, 2006; January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### **DISABLED STUDENTS PROGRAMS AND SERVICES**

**Policy #5365**

#### **Introduction**

The Governing Board shall adopt further procedures as may be necessary to ensure that students with disabilities are provided with the necessary support services and the academic accommodations needed to reach their academic potential while enrolled at Solano Community College. This procedure provides the reader with an overview of the federal and state laws that protect the rights of individuals with disabilities; student eligibility; responsibility of students requesting academic accommodations; responsibility of the Executive Vice President of Academic and Student Affairs or designee; the responsibility of the Academic Accommodations Committee; and the hearing procedures.

#### **I. LEGAL REQUIREMENTS FOR AN ACADEMIC ACCOMMODATIONS POLICY AND PROCEDURE (FEDERAL):**

The following is an overview of Federal Law, which include Section 504 of the Americans with Disabilities Act as it relates to post secondary institutions.

Section 504 of the Rehabilitation Act of 1973, and its implementing regulation found at 34 Code of Federal Regulations (C.F.R.) Part 104, and Title 2 of the Americans With Disabilities Act of 1990, along with its implementing regulation at 28 C.F.R. Part 35, are the Federal civil rights that protect the rights of individuals with disabilities.

Solano Community College comes under the guidelines of Section 504, Part 104 and Title 2, Part 35. The following section is taken directly from Section 504. The only changes are the substitution of the word “disabled” for the word “handicapped” and the insertion of “Solano Community College” behind the word “recipient.” The parallel Title 2 regulatory citations can be found at 28 C.F.R. Section 35.101, 35.102, 35.104, and 35.130.

#### **SECTION 504, SUBPART A: GENERAL PROVISIONS**

##### **1. 104.1 Purpose**

The purpose of this section is to effectuate Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

## 2. 104.2 Application

This section applies to each recipient of Federal financial assistance from the Department of Education and to each program or activity that receives or benefits from such assistance.

## 3. 104.3 Definitions

For the purpose of these procedures, the following words and terms are defined as follows:

- a. The word “recipient” shall mean any state or its political subdivision, any instrumentality of a state or its political subdivision, any public or private agency, institution, organization, or other entity, or any person to which Federal financial assistance is extended directly or through another recipient, including any successor, assignee, or transferee of a recipient, but excluding the ultimate beneficiary of the assistance.
- b. The term “applicant for assistance” shall mean one who submits an application, request, or plan required to be approved by a Department official or by a recipient as a condition to becoming a recipient.
- c. The term “Federal financial assistance” shall mean any grant, loan, contract (other than a procurement contract or a contract of insurance or guaranty), or any other arrangement by which the Department provides or otherwise makes available assistance in the form of: funds, services of Federal personnel, or real and personal property or any interest in or use of such property.
- d. The term “qualified disabled person” shall mean:
  - (1) With respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.
  - (2) With respect to public preschool, elementary, secondary, or adult educational services, a disabled person (i) of any age during which non-disabled persons are provided such services, (ii) of any age during which it is mandatory under state law to provide such services to disabled persons, or (iii) to whom a state is required to provide a free appropriate public education under Section 612 of the Education of the Disabled Act; and

- (3) With respect to postsecondary and vocational education services, a disabled person who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity.

#### **4. 104.44 Academic Accommodations**

- a. Academic Requirements: A recipient (Solano Community College) to which this subpart applies shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified disabled applicant or student. Academic requirements that the recipient (Solano Community College) can demonstrate are essential to the program or instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modification may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.
- b. Other Rules: A recipient (Solano Community College) to which this subpart applies may not impose upon disabled students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings, that have the effect of limiting the participation of disabled students in the recipient's (Solano Community College) education program or activity.
- c. Course Examinations: In its course examinations or other procedures for evaluating students' academic achievement in its program, a recipient (Solano Community College) to which this subpart applies shall provide such methods for evaluating the achievement of students who have a disability that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represents the students' achievement in the course, rather than reflecting the students' impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).
- d. Auxiliary Aids:
  - (1) A recipient (Solano Community College) to which this subpart applies shall take such steps as are necessary to ensure that no disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the educational program or activity operated by the

recipient (Solano Community College) because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

- (2) Auxiliary aids may include taped text, interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions. Recipients (Solano Community College) need not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

## **II. SOLANO COMMUNITY COLLEGE’S COMMITMENT TO SECTION 504 AND TITLE 2 OF THE AMERICANS WITH DISABILITIES ACT**

Solano Community College will ensure to the best of its ability that the provisions of Section 504, 34 C.F.R. Part 104.44, and Title 2, 28 C.F.R. Part 35.104, are enforced in all of its programs and activities.

## **III. LEGAL REQUIREMENT FOR AN ACADEMIC ACCOMMODATIONS POLICY (CALIFORNIA STATE LAW)**

- A. The following is an overview of the responsibilities of the disabled students, Solano Community College, and the college faculty and staff as outlined in California Code of Regulations, Title 5 and DSP&S Policy.

### **1. Academic Accommodations: California Code of Regulations, Title 5, Section 56027**

Each community college district receiving funding pursuant to this such chapter shall establish a policy and procedure for responding to, in a timely manner consistent with Section 53203 of this division, accommodation requests involving academic adjustment. This procedure shall provide for an individualized review of each request. The procedure shall also permit the Section 504 Coordinator, or other designated district official with knowledge of accommodation requirements, to make an interim decision pending a final resolution.

### **2. Student Eligibility: California Code of Regulations, Title 5, Section 56006**

A student is eligible for academic accommodations if there is a documented disability, and a DSP&S faculty member has determined that functional limitations of the disability require such accommodation.

### **3. Student Responsibility: Solano Community College's DSP&S Office**

It is the responsibility of the student to discuss the need for accommodations for his/her disability with a faculty member in the Disabled Students Programs and Services (DSP&S) Office. Once specific academic accommodations are identified and discussed, the student will communicate this information to his/her instructor by making arrangements to meet with the instructor in his/her office during office hours.

A disabled student may request that a letter be sent by the DSP&S Office to the instructor verifying the need for the accommodation. Also, on some occasions, a student may request that DSP&S faculty personally meet with the instructor to confirm the required accommodation.

### **4. Responsibility of College Faculty and DSP&S Staff: California Code of Regulations, Title 5, Section 56022**

The DSP&S faculty member determines the student's eligibility for academic accommodations and the appropriate accommodation for each student. In addition, the DSP&S faculty/staff will perform the following:

- a. A DSP&S faculty member will assist the student in understanding his/her disability and the accommodation needed.
- b. Other college personnel, including faculty and instructional assistants, will cooperate to provide the required accommodations when needed.

### **5. Academic Accommodation Services Provided (Solano Community College)**

Academic accommodations are individually determined according to the functional limitations of the disability. Accommodations may include, but are not limited to:

- a. The use of equipment and materials in the classroom and/or for meeting class assignments, such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker.

- b. The use of personnel such as readers, interpreters, note takers, scribes, mobility assistants, attendants, and guide dogs in the classroom.
- c. Testing accommodations, which may include:
  - 1) A change in the location of the test to a quiet, private room.
  - 2) An extension of the time provided for the test, to time and one half or double time.
  - 3) An alternative method of administration of the test by use of a reader, “talking” computer, or tape recorder.
  - 4) The use of equipment such as a calculator, spelling checker, computer, or closed-circuit TV.
  - 5) An alternative method for the student to demonstrate proficiency, such as taped answers or use of a scribe.
  - 6) Modification of the test response format, including alternatives to the Scantron answer sheets, i.e. oral instead of written, essay in lieu of multiple choice, multiple choice in lieu of essay, etc.
- d. Substitution or waivers of specific courses required for the completion of degree requirements.

#### **IV. PROCEDURE FOR OBTAINING ACADEMIC ACCOMMODATIONS AT SOLANO COMMUNITY COLLEGE**

The goal of providing academic accommodations including auxiliary aids to disabled students is to minimize the effects of the disability on the educational process. The intent is not to lower academic standards by giving the student reduced assignments that are not comparable in content or complexity. The disabled student needs to be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject.

- A. The following are the steps involved in obtaining academic accommodations at Solano Community College:

### Step 1

- (a) The disabled student will first meet with a faculty member in the Disabled Students Program and Services Office where specific academic accommodations will be identified and discussed. If the student agrees with the recommended academic accommodation made by the DSP&S faculty member, the student will communicate this information to his/her instructor by making arrangements to meet with the instructor in his/her office during office and then proceed to Step 2.
- (b) If the student is in disagreement with the DSP&S staff regarding the recommended academic adjustment to be provided, the student should proceed to Step 3, Section (b).

### Step 2

If the instructor grants the student the requested academic accommodation, then the remainder of this policy does not apply.

### Step 3

- (a) If the instructor does not agree that the requested academic adjustment is appropriate and reasonable for the student with a disability, or otherwise refuses to allow the adjustment, the student should immediately contact DSP&S staff who will in turn meet with the instructor and student to discuss the necessity of the requested adjustment.
- (b) If the dispute cannot be resolved, DSP&S staff will contact the District 504 Compliance Officer who, as the college representative, will determine what accommodation the college will provide.

### Step 4

- (a) If, after consultation with DSP&S staff and the instructor, the Section 504 Compliance Officer determines that the requested adjustment is appropriate, the instructor will provide the adjustment. If the instructor disagrees with the decision, he/she may file an appeal with the Academic Accommodations Committee. If such an appeal is filed, the approved accommodation will be provided to the student pending the outcome of the appeal process.

- (b) Correspondingly, if the Section 504 Compliance Officer determines that the requested adjustment is not appropriate, and the student disagrees with the decision, he/she may file an appeal with the Academic Accommodations Committee. The requested adjustment need not be provided pending the outcome of the appeal process. However, if another adjustment is deemed appropriate by the Section 504 Compliance Officer, that service will be provided in the interim.

#### B. The Academic Accommodations Committee Composition

The Academic Accommodations Committee will consist of the Section 504 Compliance Officer, the Executive Vice President of Academic and Student Affairs or designee, a faculty member from the Disabled Students Program and Services, an academic senator or representative, and a subject matter instructor and/or counselor who is knowledgeable in the area of the student's program of study.

#### C. The Academic Accommodations Hearing Procedure

If the instructor disagrees with the decision of the Section 504 Compliance Officer or if the student disagrees, either party may request a hearing by the Academic Accommodations Committee.

The following are the steps involved in obtaining an Academic Accommodations hearing:

- Step 1      The grieving party must complete the Academic Accommodations Hearing Request form and file it with the Executive Vice President of Academic and Student Affairs or designee. The Executive Vice President of Academic and Student Affairs or designee will convene the panel within five (5) instructional days following receipt of Academic Accommodations Hearing Request form.
- Step 2      The Executive Vice President of Academic and Student Affairs or designee will also act as the facilitator and is responsible for ensuring that the formal process has been attempted, the instructor and student are informed of their rights and responsibilities, the Academic Accommodations Committee members are notified, and all arrangements for a formal process are in place.

- Step 3      The full Academic Accommodations Committee must be present for the hearing to proceed. The Section 504 Compliance Officer will be the chairperson and will inform the participants of the procedures to be followed in the hearing.
- a. Both the instructor and student may call witnesses and introduce oral and/or written testimony relevant to the issue of the accommodation.
  - b. The Executive Vice President of Academic and Student Affairs or designee will assist both parties in the securing of witnesses.
  - c. Any relevant evidence which reasonable people are accustomed to will be considered in dealing with a serious matter.
  - d. Parties may represent themselves and will also have the right to be accompanied by a person of their choice who may act as their advisor. Parties will notify the Executive Vice President of Academic and Student Affairs or designee of their choice of representation, no later than three (3) instructional days prior to the hearing.
  - e. The Hearing may be closed and confidential. Both parties and the Academic Accommodations Committee must agree to this condition before the request may be granted.
  - f. In a closed hearing, witnesses will be present only when testifying, unless both parties and the Academic Accommodations Committee agree to the contrary. A taped record will be maintained by the Executive Vice President of Academic and Student Affairs or designee and, in the case of a confidential hearing, will be the only taped record maintained.
  - g. A majority vote by the committee is needed to make a decision.

**D. Hearing Procedures for Student Request for Course Substitution or Waiver**

The Academic Accommodations Committee shall also hear cases brought by students with disabilities seeking course substitutions or waivers under the following conditions:

1. The student having made an earnest effort to complete the required course in question and having availed him/herself of the accommodations recommended by the DSP&S faculty member has been unable to satisfactorily complete the course due to the disability.

In this case the committee must first decide if the student has made an earnest effort to complete the class. If the committee decides that an earnest effort has been made, the committee will then determine if the course in question is essential to the student's individual course of study. If the committee decides the course in question is essential, the substitution (or, in the most extreme cases, waiver) request shall be denied to protect the integrity of the program and to protect the student's best interests in pursuing that program. If the course in question is found to be peripheral to the student's plan of study, the committee will seek to provide an appropriate course substitution. If no appropriate substitute course can be found, a waiver may be approved by the committee.

2. The student and the appropriate DSP&S faculty member agree that given the severity of the disability attempting the course, even with accommodations, is futile.

In this case the committee will determine if the course in question is essential to the student's individual course of study. If the committee decides it is, the substitution (or, in the most extreme cases, waiver) request shall be denied to protect the integrity of the program and to protect the student's best interest in pursuing that program. If the course in question is found to be peripheral to the student's plan of study, the committee will seek to provide an appropriate course substitution. If no appropriate substitute course can be found, a waiver may be approved by the committee.

### **ACADEMIC ACCOMMODATIONS COMMITTEE'S DECISION**

The Academic Accommodations Committee's decision will be based only upon the evidence presented at the hearing in conjunction with the relevant sections of State and Federal law.

The Executive Vice President of Academic and Student Affairs or designee will prepare a written decision for the Superintendent-President. This document will include the accommodation(s) under dispute, a summary of the evidence, and the panel's recommendation(s).

### **SUPERINTENDENT-PRESIDENT'S DECISION**

Within five (5) instructional days following receipt of the Academic Accommodations Committee's decision, the Superintendent-President will submit to all parties his/her written decision. The Superintendent-President may accept or reject the findings and recommendations of the Academic Accommodations Committee. The findings and recommendations of the Academic Accommodations Committee will be accorded great weight. If the Superintendent-President accepts the recommendation of the Academic Accommodations Committee, he/she will approve the document and return it to the Academic Accommodations Committee. If the Superintendent-President does not accept the recommendation of the Academic Accommodations Committee, the Superintendent-President's reason will be communicated in writing to the Academic Accommodations Committee, stating why the decision was not accepted.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****COMMUNICABLE DISEASE CONTROL****5370**

**POLICY:** The Governing Board and College Administration shall cooperate with the local health officer in any measures which are necessary for the prevention and control of communicable diseases on campus.

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 76403

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****LABORATORY USE REGULATIONS****5380**

**POLICY:** Regulations have been established for the proper use of campus laboratories. Students who violate laboratory regulations shall be subject to disciplinary action.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****PROHIBITED USE OF ELECTRONIC LISTENING OR RECORDING DEVICES 5390**

**POLICY:** Students may not use any type of electronic listening or recording device in a classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this policy shall be guilty of a misdemeanor.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 78907

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT HEALTH FEE****5415**

**POLICY:** Students shall be required to pay a Student Health Fee in accordance with California Education Codes, Section 76355 in order for the College to provide student health services.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 76355

**ADOPTED:** March 20, 1991

**REVISED:** February 7, 2001; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### STUDENT HEALTH FEE

5415

Solano Community College will endeavor to strengthen the educational process by facilitating the physical, emotional, and social well-being of students through health services that are accessible and of high quality. These services are part of the college's overall student services and help to protect both the students' and the state's investment in higher education.

Since the California Community College system does not have sufficient funds to provide adequate student health services, the burden of supporting a student health center will be shared by all Solano Community College students through a general fee.

All students enrolling in one or more credit classes, except those that qualify for a fee waiver, are required to pay a Health Services fee.

Separate Funds and Accounting Procedures. Student health fees will be collected along with other fees at the time of registration. These fees shall be deposited in the Student Health Fee Account in the Restricted General Fund of the district. All monies in this fund will be expended only to provide health services as specified in regulations adopted by the Board of Governors.

Proper Use of Funds. The programs and services for which the student health fee funds are expended must be sufficiently broad to meet health care needs of the general student body. Programs and services directed at meeting the health care needs of a select few to the exclusion of the general student body shall not be supported through student health fees. The district will use the shared governance process to obtain input on the operation of the program.

All charges to the student health fee fund must directly benefit the student health service program. Where the expense is not exclusively for the student health program, only the prorated portion applicable to the student health service program may be charged against this fund.

Allowable expenditures include health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

Unallowable charges to the student health fee fund are as follows:

- (1) Salaries of personnel not directly involved in the delivery of student health services;
- (2) Administrative salaries (assistant dean level or its equivalent and above);
- (3) Athletic trainers' salaries;
- (4) Athletic insurance for the intercollegiate athletic team;
- (5) Medical supplies for athletes;

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### STUDENT HEALTH FEE

5415

- (6) Physical examination for intercollegiate athletics;
- (7) Ambulance services and salaries for health professionals for athletic events;
- (8) Any deductible expenses for accident claims filed for athletic team members.

#### Exemptions

Exemptions to payment of the mandatory health fee fund will be entered in the student fee collection system. The following students are exempt from paying the required fee:

- (1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- (2) Students who are attending a community college under an approved apprenticeship training program.
- (3) Students who receive Board of Governors Enrollment Fee Waivers (BOGW), including students who
  - (a) demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid, and
  - (b) students who demonstrate eligibility according to income standards established by the Board of Governors of the California Community Colleges and contained in Section 58620 of Title 5 of the California Code of Regulations.

Notwithstanding the provision stated above in (c), the California Education Code Section 76355 was amended to delete the low-income student exemption, the District has not exercised the option of withdrawing this exemption.

#### Fee Charges and Increases

Education Code Section 76355 provides the governing board of Solano Community College District the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

The Student Health Fee currently charges \$13.00 per semester for Fall and Spring and \$5.00 for the summer session. Pursuant to California Education Code Section 76355, the District is presently allowed to charge a maximum of \$13.00 per semester and \$10.00 for the summer session.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT ATHLETIC INSURANCE****5420**

**POLICY:** The Governing Board shall provide that appropriate accident insurance is carried at District expense, for all students who participate on intercollegiate athletic teams. The insurance shall cover on-campus and off-campus events.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

5430

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

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

The Superintendent-President, or designee, shall ensure that the Extended Opportunity Programs and Services conforms to all requirements established by relevant law and regulations.

**REFERENCES/  
AUTHORITY:**

California Education Code, Sections 69640-69656

California Code of Regulations, Title 5, Sections 56200, et seq.

**ADOPTED:** November 1, 2006; Reviewed January 18, 2012

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **STUDENT SERVICES PROCEDURES**

#### **EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

**Policy #5430**

The Extended Opportunity Programs and Services (EOPS) at Solano Community College provides ancillary services that may include, but are not limited to, outreach, recruitment, orientation, assessment, counseling, retention, transfer services, and career advising.

##### Eligibility Criteria

Students are selected for the program by a committee comprised of EOPS Counselors and the EOPS/CARE Specialist with the Dean of Special Services participating on an “as needed” basis. Eligibility is based upon the criteria outlined in Title 5, Sections 56200 et seq.

##### Staffing, Program Management and Reporting

The Director of EOPS oversees the staffing, program management and reporting in compliance with the State Chancellor’s Office. An evaluation report of the program’s activities is completed and sent at the end of each academic year to the Chancellor’s Office. Demographic data on the EOPS cohort is transmitted each academic year via the Chancellor’s MIS reporting system.

##### Student Responsibility Requirements

Upon admission to the program, students are provided with an immersion program through a formal orientation and given an “EOPS Program Information Student Handbook.” Students sign a “Mutual Responsibility Contract” that delineates specific requirements and student responsibilities.

##### Direct Aid

Book vouchers or book services are available to all eligible students at the beginning of each semester.

##### Ancillary Services

Tutoring services are available by referral from EOPS Counselors and the Career Center.

##### EOPS Advisory Committee

The EOPS Advisory Committee meets once per academic year in compliance with Title 5, Sections 56200 et seq.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****FINANCIAL AID****5440**

**POLICY:** Solano Community College participates in the Federal Student Financial Aid programs under Title 5 Higher Education Amendments, CFR Section 668. On behalf of the District, the Superintendent-President or designee shall ensure that the Student Financial Aid Programs conform to all requirements established by the relevant laws and regulations.

**REFERENCES/**

**AUTHORITY:** 20 U.S.Code Sections 1070, et seq.

Title 5, Higher Education Amendments, 34 Code of Federal Regulations (CFR) Section 668

California Education Code Section 76300

**ADOPTED:** November 1, 2006

**REVISED:** January 18, 2012

### Financial Aid Program Participants

Solano Community College participates in the following financial aid programs:

- Federal Pell Grant
- Federal Educational Opportunity Grant
- Federal Work Study
- Federal Family Education Loan (FFELP)-Stafford
- Federal Parent Loans for Undergraduate Students (Plus)
- State Cal Grant Program
- State Fee Waiver Program (Board of Governors Grant-BOGG, A, B, C)
- State Extended Opportunity Programs and Services Aid
- State Chafee Grant

### Application Procedures

At Solano Community College all students are encouraged to apply for the array of financial aid programs that are offered. Students are made aware of these offerings and the filing deadlines through the federal and state student guides and handbooks, campus catalog, class schedules, the Solano Community College website, posters placed throughout the campus, public service announcements, news articles in local newspapers, at information tables on campus, and at workshops given on and off campus. Students are advised to use either an electronic or paper version of the Free Application for Federal Student Financial Aid (FAFSA).

### Student Eligibility

Consistent with federal regulations, Solano Community College uses the Federal Need Analysis Methodology formula to determine student eligibility.

### Payment Procedures

Students are provided with an Award Notification and disbursement schedule. Grant checks are mailed to students twice a semester. Loans are distributed in person at the Fiscal Services office. EOPS book services are provided at the beginning of each semester.

### Overpayment Recovery

Title 5 Procedures are in place in accordance with federal regulations for the recovery of any of overpayment to students.

### Accounting Requirements

Federal requirements are procedurally conformed to by maintaining a separation of duties regarding eligibility of students, award determination and release of student aid funds.

Satisfactory Progress

Solano Community College monitors the academic progress of financial aid recipients each semester using quantitative and qualitative measurements.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT GOVERNMENT****5500**

**POLICY:** The Solano Community College District shall have one Associated Students organization. The Governing Board has provided the Associated Students of Solano College (ASSC) with the privileges, opportunities, duties, and responsibilities of self-government. The ASSC shall function under the general guidance of the District.

Both day and evening student representation shall be encouraged. The ASSC shall keep an account of its meetings, expenditures, authorizations, and policies established. A simple majority of the voting members of the ASSC governing body shall constitute a quorum.

**REFERENCES/  
AUTHORITY:**

Education Code Section 76060

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; February 7, 2001; November 1, 2006; Reviewed January 18, 2012

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **STUDENT SERVICES PROCEDURES**

#### **STUDENT GOVERNMENT**

**5500**

The Associated Students of Solano College (ASSC) is recognized by the Solano Community College District as the Associated Students organization with the privileges, opportunities, duties, and responsibilities of self-government. The ASSC will make every effort to provide day and evening student representation.

The ASSC will function under the general guidance of the Dean of Student Development who serves as the ASSC Advisor. Official actions of the ASSC will be in accordance with the ASSC's Constitution, Bylaws, Election Code, or other duly approved ASSC policies. The ASSC Office and ASSC Conference Room will be housed in the Solano Student Union.

The ASSC's accounting of its meetings, expenditures, authorizations, and governing policies will be maintained in the Student Development Office.

References/Authorities:      Education Code Section 76060, Board Policy 5500, ASSC Constitution and Bylaws

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****ASSOCIATED STUDENTS ELECTIONS****5505**

**POLICY:** The Associated Students of Solano College (ASSC) shall conduct annual elections to elect the following officers: President, Vice President, Legislative Advocate, and Student Trustee. The elections shall be conducted in accordance with procedures established by the Associated Students of Solano College Election Code.

Any student elected as an officer shall meet both of the following requirements: (1) the student shall be enrolled in the District at the time of filing for candidacy, during the election, and throughout his or her term of office, with a minimum of six semester units or the equivalent, and (2) the student shall meet and maintain a minimum cumulative grade point average of 2.3 in all coursework taken at Solano Community College.

**REFERENCES/**

**AUTHORITY:** California Education Code Section 76061

**ADOPTED:** November 1, 2006; Reviewed January 18, 2012

## Election Code

### Article I. The Election Committee

1. The Election Committee shall be chaired by the Student Services Senator. If the Student Services Senator is a candidate in the election, the Student Senate shall elect a senator to be the Election Committee chair. The Student Services Senator may decline the appointment as Election Committee Chair; in such case, the Student Senate shall elect a senator to be the Election Committee Chair.
2. The Student Senate shall appoint no more than six members of the ASSC to sit on the Election Committee. Members of the Election Committee shall not be candidates for any office in that election. The ASSC Advisor will be an ex-officio member of the Election Committee.
3. No member of the Election Committee may actively campaign for any candidate in the election. Violators of this section shall be removed from the Election Committee by the Chair.
4. Any member of the Election Committee, including the chair, may be removed from the committee by a majority vote of the Student Senate.
5. The Election Committee shall have the power to interpret and enforce this election code. Appeals to the decisions made by the Election Committee may be brought before the ASSC Advisor (see Art. XII. Sec. 5).
6. It shall be the responsibility of the Election Committee to publicize the election in cooperation with the Public Relations Officer.
7. Discussion during Election Committee meetings may be limited to members of the committee at the discretion of the chair.
8. The Election Committee may meet in closed session only when discussing alleged violations of the Election Code.
9. The Election Committee Chair shall appoint a secretary who shall take the minutes of all Election Committee meetings.

## Article II. The Election Calendar

1. The Election Committee shall present to the Spring Semester's Student Senate at least two months before the scheduled date for elections, a calendar that shall include the filing period, the deadline for filing, a mandatory candidates' meeting, the election assembly, the election dates, the day for counting the ballots, and dates for run-off election if needed.
2. The election calendar shall be approved by a majority vote of the Student Senate, and the Student Senate shall have the right to make changes to the calendar as required.

## Article III. Declarations of Candidacy

1. Declaration of candidacy forms shall be made available to members of the ASSC no less than ten working days prior to the deadline for filing.
2. The Election Committee shall present to the ASSC Advisor the applications, who shall then verify the candidates' qualifications, as defined by the ASSC Bylaws, Article I, Section I, Part C. If the candidate is not qualified, the Election Committee shall deny them candidacy.
3. If no candidate for a position is qualified, then applications for that position shall be reopened by the Student Senate.
4. By signing the declaration of candidacy form, the candidate agrees to abide by the ASSC Election Code, Bylaws, Constitution, and rules of the Election Committee.

## Article IV. The Election

1. The exact date and locations of the elections shall be determined by the Election Committee and approved by the Student Senate.
2. The polls shall be opened during four days and four nights.
3. The persons hired to work the polls during the elections shall be paid the current Solano Community College minimum wage and shall not actively campaign for any candidate.
4. Voters must be currently registered as students of Solano Community College at the time of voting.

5. Voters must show some form of picture identification in order to receive a ballot, (i.e. Student ID card, Driver's License, Military ID card, etc.)

#### Article V. Ballots

1. Ballots must state incumbency.
2. Ballots may not state political affiliation.
3. The Election Committee Chair shall submit a draft ballot to the Student Senate for approval prior to the election.
4. The position of names on the ballot shall be determined by drawing numbers in both the general and the run-off elections.
5. There shall be a space for write-in votes for each office.
6. Candidates running unopposed shall be elected by a "yes/no" vote. If a candidate does not receive a simple majority of yes votes (50% + 1), then applications shall re-open for that position and the previous candidate may not run unopposed.

#### Article VI. Pre-Election Meeting

1. A mandatory pre-election candidates' meeting shall be held after the deadline for filing and before the beginning of the campaigning.
2. All guidelines shall be clearly defined by the Election Committee and shall be completely understood by all candidates before any campaigning begins.
3. One member of a President/Vice-President unit may be absent from the mandatory meeting provided that the other member is present. Candidates for President or Vice President shall be responsible for information given to their partners or for violations by their partners.
4. Non-attendance of any candidate at the mandatory pre-election meeting shall result in immediate disqualification from the election. Non-attendance includes being tardy or leaving the meeting prior to official adjournment.

5. Additional candidate meetings may be scheduled by the Election Committee Chair. Meetings shall be announced 72 hours before the meeting. The meetings shall be optional; however each candidate will be responsible for the information given during the meeting. Candidates may select a representative to attend the meetings on their behalf.

#### Article VII. Presidential/Vice Presidential Candidates

1. Candidates for President and Vice-President must run as a team.
2. If a candidate for President or Vice-President withdraws or is disqualified, their partner shall also be disqualified.
3. Candidates for President or Vice President shall be held responsible for information given to their partners or for violations by their partners.

#### Article VIII. Withdrawal

1. A candidate may withdraw from the selection by indicating so in writing and delivering it to the Election Committee Chair and the ASSC Advisor.
2. If a candidate withdraws from the election, his or her name shall be marked off of each ballot. That candidate shall not be a valid write-in candidate for the position for which he or she withdrew.

#### Article IX. Write-Ins

1. Any student who meets the candidate qualifications of Article 1, Section 1, Part C of the ASSC Bylaws may be a write-in for any position.
2. Candidates for President or Vice-President running without a running mate shall not be valid write-ins.
3. In the race for President/Vice President the first name of a unit written-in shall be considered the candidate for President.
4. Write-ins shall only be valid if they include the first and last name.

5. Ballots for unqualified write-in candidates shall be counted as void for that position.
6. Members of the Election Committee shall not be valid write-in candidates.
7. Write-in candidates must obey the same campaigning and posting rules as candidates who have filled out declaration of candidacy forms.
8. Voters may vote for write-in candidates by placing stickers distributed by write-in candidates on the ballot, provided that the sticker does not cover any other name on the ballot.

#### Article X. Election Assembly

1. The Election Committee will make provisions for an Election Assembly to be held on Wednesday and Thursday of Campaign Week.
2. Participants in the assembly will deliver their speeches in the same order that their names will appear on the ballot. Time limits will be decided by the Election Committee.
3. Participation in the assembly is mandatory. Candidates that do not attend, are tardy, or leave the election assembly prior to official adjournment will be disqualified from the election.
4. Write-in candidates may participate in the assembly.
5. The Election Committee shall have the power to create additional rules to manage the Election Assembly.

#### Article XI. Campaigning

1. The distribution of the services and materials shall be administered and regulated by the Election Committee.
  - a) All campaign materials (i.e. signs, posters, buttons, and flyers) must be approved by an Election Committee Member or the ASSC Advisor before they are printed, posted or distributed.
  - b) Candidates may use up to 20 feet of butcher paper and 16 poster boards provided by the ASSC.

- c) Candidates may have up to 1000 copies of campaign literature printed on campus in the Graphic Arts Center. (No campaign materials may be printed in the Student Development Office.) Candidates shall turn the material over to the Election Committee Chair who shall have the material printed on behalf of the candidates.
- d) Candidates may not use SCC equipment, resources, or staff/faculty for their campaigning, with the exception of facilities, tables, chairs, and any resources expressly authorized in the Election Code. Candidates may request staff assistance when using a ladder to hang campaign materials in the 1400 Building.
- e) Write-in candidates are not eligible to use campus and ASSC materials and services.
- f) No new materials may be printed after the election polls open and for the duration of the election.

2. Posting and Distribution of Campaign Materials

- a) No campaign materials may be posted on the outside of any building.
- b) No campaign materials may be posted on any trees.
- c) No more than three signs larger than legal sized paper may be posted in any building other than the Student Center, Building 1400.
- d) No more than ten signs, legal sized or smaller, may be posted in any building other than the 1400 building.
- e) All materials for distribution must be distributed by hand. No campaign literature may be left unattended.
- f) No posters or signs currently on a wall may be moved or removed to make way for campaign material. If the material is from an organization or club, it may be removed only with written permission from the club or organization. The Election Committee does not have the authority to remove signs.
- g) No campaign material will be allowed within 20 feet of the polls during elections.
- h) The removal of all election signs and posters shall be the responsibility of the individual candidate and shall be done within one week of the announcement of the election results.

- i) Only thumb tacks may be used on walls and bulletin boards and only tape on wood surfaces.
  - j) Staples may not be used in posting any campaign materials.
  - k) Campaign materials will not be allowed in nor will they be posted in the Student Development/Associated Students Offices, including the Rooms 1403-1409.
  - l) No campaign materials may be posted in any classroom.
  - m) No campaign materials may be posted in any bathroom.
  - n) No campaign materials may be posted in the Solano College cafeteria or the Solano College Bookstore.
3. Candidates may distribute or post campaign materials raised by their own finances. Such materials shall be subject to the regulations under Article XI, Section 1 and 2 of this Election Code.
  4. Candidates may not campaign during any class. Campaigning in a classroom between classes is subject to the discretion of the instructor(s).
  5. No campaigning will be permitted within 20 feet of the polls during the elections.
    - a) Candidates and those people campaigning for them may approach the polls only to vote.
    - b) The only people allowed to sit at the polls shall be those working or voting.
    - c) Candidates or individuals campaigning for candidates *may not* communicate with anyone (mainly voters) inside the 20 foot limit. Those candidates wishing to communicate with a poll worker may use the system designated by the Election Committee to gain their attention. Direct communication is not allowed.
  6. No campaigning may occur inside the Solano Community College cafeteria.
  7. Candidates must submit to the Election Committee a written list of individuals who will be working on their respective campaigns no later than 5:00 p.m. on the Friday immediately following the Mandatory Pre-Election Candidates' Meeting. Any changes must be provided to the Committee prior to individual(s) officially campaigning on their behalf.

Article XII.  
Penalties For Violations

1. Candidates shall receive written warning(s) with regards to any violation of the Election Code.
2. Candidates who intentionally and repetitively violate the campaigning rules shall be disqualified by the Election Committee.
3. The number of violations required to be disqualified shall be determined by the Election Committee and shall be announced at the candidates meeting prior to campaigning.
4. Candidates who have been disqualified may appeal the decision according to Article I, Section 5 of the Election Code.
5. Complaints: Candidates must follow the following protocol when filing an election complaint. Candidates must file a formal complaint directly with the Election Committee Chair and/or the ASSC Advisor. The complaint must contain the names of any witnesses and may not be based on hearsay; include all relevant evidence; and be submitted within 24 hours of the incident. Any new evidence or information that arises and is submitted, after the complaint has been filed, will be accepted by the Committee at their discretion.
6. No complaints and/or appeals will be accepted after the polls have closed. Exception: Any complaints directly related to the ballot process itself must be filed within 24 hours after the polls have closed. The Election Committee shall respond to ballot-related complaints within 48 hours after the complaint is received.
7. Appeals to the decisions made by the Election Committee must be filed within 24 hours of the Committee's action and addressed to the ASSC Advisor. A response will be provided within 48 hours. Notwithstanding Art. 1, Sec. 5 of the Code, all decisions of the Advisor shall be final.

### Article XIII. Tabulation

1. The ballots shall remain locked up for the duration of the election.
2. Each candidate may only have one representative present during the tabulation of the ballots.
3. The results of the election shall become effective upon approval of the Student Senate.
4. Voided ballots shall be those ballots that have votes for more than one candidate for a position, those write-in ballots for ineligible candidates, write-in ballots that are not filled out properly, and blank ballots.
5. Ballots that are void for the election for one position may be valid for other positions on the ballot.
6. Voided ballots shall not be used to compute the majority needed to win the election.

### Article XIV. Supremacy

1. This Election Code shall be inferior to the ASSC Constitution, the policies of the Solano Community College District, the laws of Solano County, the State of California, and the United States of America (including the U.S. Constitution). Notwithstanding language in ASSC governing documents, the Superintendent-President shall be the only person with the authority to declare the election null and void.
2. This Election code shall have supremacy over conflicting sections of the current ASSC Bylaws.

### Article XV. Ratification

This Election Code shall be ratified by a majority vote of the Associated Students of Solano College Student Senate.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT CLUBS AND ORGANIZATIONS****5510**

**POLICY:** A group whose active membership is limited to students attending the college and full or part-time staff members may become an officially recognized student club or organization by complying with the established application, approval, charter development, and sponsorship procedures required by the District.

**REFERENCES/  
AUTHORITY:**

Solano Community College District Governing Board

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; February 7, 2001; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### ASSOCIATED STUDENTS FINANCE

**5515**

**POLICY:** The Associated Students of Solano College (ASSC) budget shall be adopted as provided for in the Constitution of the ASSC and shall be presented to the Governing Board for review and informational purposes.

The funds of the ASSC shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the ASSC, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended: (1) the Superintendent-President or designee, (2) the employee who is the designated advisor of the ASSC, and (3) a representative of the student body organization.

The funds of the ASSC shall be subject to an annual audit.

**REFERENCES/  
AUTHORITY:**

California Education Code, Sections 76063-76065

**ADOPTED:** November 1, 2006

**REVISED:** January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT POLITICAL ORGANIZATIONS****5530**

**POLICY:** Student political organizations affiliated with official youth divisions of any political party listed on the ballot of the State of California may hold meetings on campus and may distribute bulletins and circulars concerning its meetings, provided that there is no official endorsement of such an organization by campus personnel and no interference with the regular educational program of the College.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 76067

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****PETITIONS****5540**

**POLICY:** Students or campus organizations wishing to acquire signatures for initiative, referendum or recall measures pertaining to campus, local, county, state or national issues, shall be permitted to obtain petition signatures on the Solano Community College campus.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****OFF-CAMPUS STUDENT ACTIVITIES****5550**

**POLICY:** The Governing Board may permit the scheduling and implementation of off-campus student activities that are carried on in the name of the College.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****TRANSPORTATION FOR OFF-CAMPUS ACTIVITIES****5560**

**POLICY:** Staff members may make transportation arrangements for administratively approved off-campus student activities.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** January 17, 1972

**REVISED:** December 3, 1986; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****SPEECH: TIME, PLACE, AND MANNER****5580**

**POLICY:** Students, employees, and members of the public shall be free to exercise their rights of free expression, and advocacy subject to the requirements of this policy.

Solano Community College is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Superintendent-President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

Solano Community College shall provide an area (“Hyde Park” location) where peaceful assembly may take place for the purpose of free expression and exchange of ideas by students and staff of the College.

Speech, with or without electronic amplification, shall not interfere with nor disrupt the orderly operation of the College including, but not limited to, classroom instruction, registration procedures, public programs, and athletic events.

The administrative procedures promulgated by the Superintendent-President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

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

**SOLANO COMMUNITY COLLEGE DISTRICT****SPEECH: TIME, PLACE, AND MANNER****5580**

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66402(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California State Constitution. Students may be disciplined for harassment, threats, intimidation, unless such speech is constitutionally protected.

**REFERENCES/****AUTHORITY:**

Education Code Sections 66402(e), 66301, 76120

**ADOPTED:**

January 3, 1972

**REVISED:**

December 3, 1986; February 7, 2001; November 1, 2006; January 18, 2012

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

Solano Community College is a non-public forum, except for the following area which is lawful: the “Hyde Park” area. This area is chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- The area is for public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

The use of those areas reserved and open for expressive activities is subject to the following:

- Persons using and/or distributing material in the area shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas generally available to students and the community shall touch, strike, or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes.

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District through the Student Development Office three business days in advance of the activities in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted, no activities which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated area.

Posting: Bulletin boards for use in posting materials at campus locations convenient for use by students, staff, and members of the public.

#### Procedures for Posting

1. All materials must be stamped with approval from the Student Development Office.
2. All materials must be posted with thumbtacks or push pins. Any materials that are stapled will be removed immediately.
3. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Development Office.
4. Posted materials ~~are~~ shall be removed after the passage of 30 days.
5. The maximum number of copies allowed to be posted is twenty (20) for on-campus events and ten (10) for off-campus events.
6. Materials must be posted on kiosks or bulletin boards.
7. Posters must be no larger than 20" X 14" to insure equal access to bulletin boards.

Posters and informational material of a non-commercial nature will be permitted on campus with the following provisions:

1. A map describing appropriate locations for posting and a copy of these rules will be provided by the College for use by persons wishing to post materials.
2. Bulletin boards on interior walls and kiosks will be provided by the College for use by persons wishing to post materials. Locations of bulletin boards and kiosks are in areas frequented by students and insure maximum visibility for posted materials.
3. Posters will be limited in number and size so as to insure maximum opportunity for all students interested in posting informational materials. To insure accessibility, one poster per location will be allowed.
4. All bulletin boards and kiosks will be cleared of all material once each month.
5. Posting of materials will not be permitted where defacement of buildings would result. Exposed exterior walls will not be used for posting. Posting of materials will not be permitted on glass doors.

#### Procedures for Banners

Banners of a non-commercial nature will be posted on campus with the following provisions:

1. Banners must not be larger than 10 feet long.

2. Banners will be hung in the Solano Student Union. Student Development Office staff must review the banner prior to posting and assist in determining there is adequate space for the banner.
3. Priority for space will be given to Solano Community College students.
4. Banners will be hung for a period of not more than four weeks to insure accessibility of space to interested students. Should a waiting list exist, banners will be hung for a period not to exceed two weeks.
5. No more than two banners per group will be allowed in order to insure equal access to space.

#### Distribution of Literature and Petitions:

All persons using the area designated as a public forum shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Material distributed in the area that is discarded or dropped in or around the area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the area that day.

#### Procedures for the Distribution of Literature

1. All material distributed must contain the name and address of the sponsor and copies must be filed with the Office of Student Development prior to distribution.
2. Distribution of materials in a classroom may be permitted only with the consent of the instructor.
3. Distribution to an audience or group of spectators within a building or during a public event may be permitted only with the permission of the sponsor(s) or manager(s) of the event or production.

#### Rallies, Free Expression, and "Hyde Park" Regulations

SCC students, faculty or staff may use the "Hyde Park" free speech areas. Outside speakers and groups must provide notification to the Student Development Office at least three business days in advance of the activities and describe the nature of the planned activities.

1. "Hyde Park" activities may not significantly interfere with other programs on the Solano Community College campus.
2. The speaker's name and, where appropriate, his or her organizational affiliation shall be made known to the audience.

3. The speaker shall answer any questions from the floor which are related to the address.
4. While free speech is encouraged, illegal actions will not be tolerated.
5. The areas available for “Hyde Park” speeches are the center campus rotunda and the lobby of the Solano Student Union. These areas are available five days a week from 9 AM to 5 PM unless otherwise reserved.
6. Scheduling of an activity shall be done in advance with the Office of Student Development.
7. All printed material for any activity must be submitted to the Office of Student Development Office. Only students, faculty or staff may check out this equipment on a first-come, first-served basis. Those reserving the equipment assume responsibility for the system’s care and return.
8. Materials and equipment used during the activity are to be removed at the close of the activity.

#### Fund Raising Activities

Only auxiliary organizations sanctioned by the District, the Associated Students of Solano College (ASSC) and campus clubs authorized through the Student Development Office are allowed to hold fund raising activities on the Solano College campus. Clubs must complete a “Request to Hold an Activity” form, available from the Student Development Office.

#### Solicitations by Off-Campus Vendors

Anyone who wishes to distribute information to students must register with the Office of Student Development.

For-profit companies who wish to sell their product to our students directly from the campus must be sponsored by a student organization. The Associated Students of Solano College must approve campus vendors. There is a charge for the use of a space in the Solano Student Union (1400 Building). The amount charged to vendors is set by the Associated Students and is subject to change. Companies interested in having a table in the Solano Student Union may contact the Student Development Office for detailed information.

Nonprofit organizations who wish to distribute information to students may request a table in or around the Solano Student Union (1400 Building). The request is made to the Director of Student Development. There is no charge for these agencies. First priority for space is given to student organizations; however Solano Community College is committed to providing space for Solano County non-profit organizations.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****COMMERCIAL ADVERTISING AND ELECTRONIC MEDIA****5600**

**POLICY:** The Administration reserves the right to approve the lease/rental agreement, free use agreement, purchase and/or placement of commercial advertising or electronic media units which are situated on District-owned property.

The Administration shall require that commercial advertising media content adhere to the acceptable legal standards as stated in the California Education Code.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 81550

**ADOPTED:** January 3, 1972

**REVISED:** November 4, 1987; February 7, 2001; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### ON-CAMPUS SALES AND SOLICITATIONS

5610

**POLICY:** Student clubs, organizations or groups may conduct on-campus fund raising activities only after having received permission from the Associated Students of Solano Community College, the Director of Student Development or his/her designee and the Governing Board. Fund raising activities that have received District approval from the Student Development Office and the Governing Board may also be conducted by campus employee organizations.

Groups, organizations, individuals or business firms, not associated with Solano Community College, may not solicit funds from or sell items to students or staff on campus unless the group is sponsored by a campus club or organization and has obtained District administrative permission from the Student Development Office and the Governing Board.

### REFERENCES/

**AUTHORITY:** California Education Code, Section 76062

**ADOPTED:** January 3, 1972

**REVISED:** December 2, 1992; February 7, 2001; January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****DISTRIBUTION OF OFF-CAMPUS PUBLICATIONS****5620**

**POLICY:** Commercial off-campus magazines, newspapers, periodicals or publications may be sold and/or distributed on campus with the prior approval of the Executive Vice President of Student Services or the Director of Student Development. Specific guidelines for distributing off-campus publications may be obtained from the Office of Student Development.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** March 3, 1969

**REVISED:** December 2, 1992; February 7, 2001; January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****VENDING MACHINES****5630**

**POLICY:** The purchase, rental or operation of any vending equipment on any Solano Community College District campus is subject to the approval of the College Administration and Governing Board. If approval is granted, the equipment and/or machines shall be under the administrative control of the College on behalf of the Associated Students of Solano Community College (hereinafter referred to as the "ASSC") and the profits derived therefrom deposited to their College Account.

**REFERENCES/  
AUTHORITY:**

Solano Community College District Governing Board

**ADOPTED:** April 7, 1969

**REVISED:** December 3, 1986; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### INTERCOLLEGIATE ATHLETICS

5640

**POLICY:** The District Governing Board may direct the Administration to enforce rules and regulations relating to student athletic participation and eligibility, the implementation of athletic programs and equitable opportunities, and facilities for male and female athletes when such rules and regulations do not interfere with athletic conference by-laws or the California Community Colleges Commission on Athletics Constitution.

The Administration is directed by the Governing Board to seek membership in an appropriate community college athletic conference and to assume responsibility for participation, when possible or appropriate, in conference activities. This includes the responsibility for being a competing member, when possible in every sport sponsored by the conference.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 66271.6, 66271.8 67360 et. seq. and 78223

California Community Colleges Commission on Athletics Constitution and Sports Guides

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; February 7, 2001, November 1, 2006; January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****INTERCOLLEGIATE ATHLETICS FUNDING****5650**

**POLICY:** Insofar as practicable, the Governing Board shall apportion funds available for athletics to ensure that equitable dollar amounts will be allocated for all students, except allowances may be made for differences in the costs of various athletic programs.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 49022

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; February 7, 2001; Revised January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT HEALTH SERVICES****5660**

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

**REFERENCES/  
AUTHORITY:**

California Education Code Section 76401

**ADOPTED:** November 1, 2006; Reviewed January 18, 2012

1. Marketers of student credit cards must register with the Director of Student Development.
2. Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications. Credit card and debt education and counseling sessions shall be offered to students through the following courses: *Managing Credit and Collections (Business 204)*, and *Strategies for Re-Entry Success (Counseling 60)*.
3. There is a charge for the use of a space in the Solano Student Union (1400 Building). Companies interested in having a table in the Solano Student Union may contact the Student Development Office for detailed information.
4. The number of sites allowed on campus may be limited.

Governing Board Review: January 18, 2012

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2. Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications. Credit card and debt education and counseling sessions shall be offered to students through the following courses: *Managing Credit and Collections (Business 204)*, and *Strategies for Re-Entry Success (Counseling 60)*.
3. There is a charge for the use of a space in the Solano Student Union (1400 Building). Companies interested in having a table in the Solano Student Union may contact the Student Development Office for detailed information.
4. The number of sites allowed on campus may be limited.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****SPONSORS (CHAPERONES)****5690**

**POLICY:** Appropriate supervision shall be required for all college authorized student activities. Specific guidelines concerning appropriate sponsorship, supervision or chaperonage may be obtained from the Office of Student Development.

**REFERENCES/  
AUTHORITY:**

Solano Community College District Governing Board

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT ACTIVITIES TRANSCRIPT****5700**

**POLICY:** Solano Community College District recognizes the need to provide students with an official transcript of their participation in college-sponsored co-curricular activities, service, and leadership involvement at Solano Community College. An activities transcript, affixed with the official College Seal, shall be issued by the college, upon appropriate verification of participation in an approved activity. Specific guidelines and forms may be obtained from the Office of Student Development.

**REFERENCES/  
AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** April 4, 2001; Revised January 18, 2012

The Activities Transcript is an opportunity for students to document involvement outside of the classroom. Each time a student sends an academic transcript s/he may also request an Activities Transcript through the Student Development Office.

It is the student's responsibility to complete the attached form and submit it to the Student Development Office. The student must complete the Area of Participation, the position held or responsibility and the semester or date of involvement. Only activities and events requiring substantial planning, implementation and follow through on the student's behalf should be recorded. If listing an officer position, the student must have served for a minimum of one semester. Attending a single meeting or event is not appropriate for this document.

After submitting the student transcript for typing, it is the student's responsibility to gather the official signatures for each person named as the responsible party. Once the student has done this, the student must return the Activities Transcript to the Student Development Office for embossing of the official College Seal.

The student's original copy will be kept on file in the Student Development Office. It is the student's responsibility to request a copy to be sent with each academic transcript. Please allow ten (10) days for processing.

### Frequently Asked Questions Regarding Activities Transcripts

What is an Activities Transcript? An Activities Transcript is a document which identifies College-related activities, service and leadership involvement while the student attended Solano Community College.

How do I acquire an Activities Transcript? Pick up a form, handprint the required information and return it to the Student Development Office.

What happens next? A staff person in the Student Development Office will type the Activities Transcript in the appropriate format. The student is then responsible for taking this form, for signatures, to the people who are verifying the student's involvement.

What happens to the Activities Transcript after I have obtained the appropriate signatures? The student takes the Activities Transcript to the Student Development Office where the official College Seal will be affixed. It is the student's responsibility to pick up the transcript.

What areas may I contact for documenting activities? Any area that offers opportunities for service/volunteerism outside of the classroom setting. If the student is receiving academic credit for an activity then it cannot be included.

What will be required of the person verifying my participation? They will be expected to verify, by their signature, that the position the student held or service the student provided was true and accurate.

May I include more than one service area on the transcript? Yes! The student should aim for a complete record of the student's involvement. Simply attending an event/activity is not appropriate to place on this document.

When may my documentation of my services be requested? At any time such documentation is needed. It is important to keep an updated record because the people who can verify the student's participation may not be available at the completion of the student's academic program.

When should an activities Transcript be requested? Whenever the student need verification of the student's involvement for the purpose of transfer, scholarship opportunities or internships.

What constitutes an official copy of the Activities Transcript? One that bears the official College Seal.

Is it possible to receive additional copies of my transcript? Yes! A copy of the document will be kept on file in the Student Development Office for ten (10) years.

What is the cost of the Activities Transcript? This is a free service provided to students.

This document is only valid when it bears the official College Seal and is signed by each person responsible for verifying the areas of participation

Governing Board Review: January 18, 2012

## Solano Community College

### ACTIVITIES TRANSCRIPT

Name

Student ID #

Address

Telephone

Date

The above-named student has participated in the following co-curricular activities at Solano Community College. It is the philosophy of the College that such participation enhances student development and enriches the learning experience.

Area of Involvement	Position Held & Date Responsibility for Activity & Date	Verifying Person (Chair, Advisor, Professor, etc.) Title & Date

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENTS HELPING STUDENTS FEE****5710**

**POLICY:** Students shall have the option of paying a Students Helping Students Fee in order for the College to provide financial assistance to students toward the purchase of textbooks and course-required supplies.

**REFERENCES/****AUTHORITY:**

Solano Community College District Governing Board

**ADOPTED:**

March 20, 2002; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT SERVICES PROCEDURES

#### **STUDENTS HELPING STUDENTS FUND**

**Policy #5710**

##### **Introduction**

The Solano Community College Students Helping Students Fund is designed to provide “one time only” financial assistance to economically disadvantaged Solano Community College students in the form of a grant for textbook purchases. Funding of this program shall be provided by the students through an optional fee, as well as through solicited annual contributions by Solano College administration, faculty, and staff.

##### **Procedures**

1. The Director of Student Development shall administer these procedures and take appropriate action, subject to the approval of the Superintendent-President and the Governing Board as required by law.
2. The Students Helping Students Fund shall be advertised in college publications such as the Class Schedule as an optional fee payable at the time of registration as follows:

<b><u>Fee</u></b>	<b><u>Amount</u></b>	<b><u>Required of</u></b>	<b><u>Refunds</u></b>
Students Helping Students Fund Donation	\$1	Optional	Non-refundable

3. Fee payment shall be voluntary. The Application for Admission and RSVP script shall include the following prompt: “Yes, I want to donate \$1 toward the Students Helping Students Fund.”
4. The Fiscal Office shall transfer funds reflecting the amount of donations collected from students at the end of each semester into a Special Trust account. Faculty and staff contributions to the fund shall also be placed into this account. A contribution may be made by monthly payroll deduction, or in person at the Student Development Office.
5. The Director of Student Development shall convene a meeting of the Students Helping Students Committee, composed of faculty and staff, to review all applications and select students for awards. The meeting shall occur at the earliest possible opportunity after the first day of instruction in order to make awards no later than the last day of the 1st week of instruction for fall and spring semesters. The number of scholarships awarded is contingent upon the total amount of donations received by the College.

**SOLANO COMMUNITY COLLEGE DISTRICT**  
**STUDENT SERVICES PROCEDURES**

**STUDENTS HELPING STUDENTS FUND (Continued)**

**Policy #5710**

**6. Student Eligibility**

In order to be eligible to receive a Students Helping Students grant, a student must meet all of the following criteria:

- a. Must be a new, first-time freshman students at Solano Community College;
  - b. Must complete "Students Helping Students" Grant Application;
  - c. Must currently be enrolled in six (6) units at Solano Community College; and
  - d. Must complete a "Fee Waiver Application" and meet the income eligibility guidelines for an automatic Fee Waiver.
7. The "Students Helping Students" Grant Application and "Fee Waiver Application" must be submitted to the Financial Aid Office no later than the first day of instruction for the applicable summer.
8. The Students Helping Students Fund revenues shall be distributed to students as textbook grants of \$250 at the start of the semester on a first-come, first-serve basis. The Director of Student Development shall issue an Authorization Form, with the authorized amount of \$250, which shall be taken by student grantees to the College Bookstore to purchase books and course-required supplies and must be used within the first month of classes. All books and supplies must be purchased at one time. There shall be no credit or cash back provided if the total grant is not spent at one time.
9. In the event that contributions to the Students Helping Students Fund are insufficient to cover the amount of one award during any given semester, the funds will roll over into the following semester for distribution. Any interest earned by the fund will be applied to the principal amount for scholarship distribution.

Governing Board Review: January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT****PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL  
TRANSACTIONS****5800**

**POLICY:** Solano Community College District will provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students. The District serves as a creditor in relation to its students. The Superintendent-President will develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

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

**ADOPTED:** January 18, 2012

## I. THE PURPOSE OF THE IDENTITY THEFT PREVENTION PROGRAM

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft.

## II. DEFINITIONS

“Identity theft” is a fraud attempted or committed using identifying information of another person without authority.

A “creditor” includes government entities who defer payment for goods or services (for example, payment plans for bookstore accounts or parking tickets), issued loans or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of this ITPP.

“Deferring payments” refers to postponing payments to a future date and/or installment payments on fines or costs.

A “covered account” includes one that involves multiple payments or transactions.

“Person” means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the District and is making payments on a deferred basis for said goods, loan and/or debit card.

Detection or discovery of a “Red Flag” implicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

## III. DETECTING “RED FLAGS” FOR POTENTIAL IDENTITY THEFT

### Risk Factors for Identifying “Red Flags”

The District will consider the following factors in identifying relevant “Red Flags”:

- A. The types of covered accounts the District offers or maintains;
- B. The methods the District provides to open the District’s covered accounts;

- C. The methods the District provides to access the District's covered accounts;  
and
- D. The District's previous experience(s) with identity theft.

#### Sources of "Red Flags"

The District will continue to incorporate relevant "Red Flags" into this ITPP from the following sources:

- A. Incidents of identity theft that the District has experienced;
- B. Methods of identity theft that the District identifies that reflects changes in Identity theft risks; and
- C. Guidance from the District's supervisor's who identify changes in identity theft risks.

#### Categories of "Red Flags"

The following Red Flags have been identified for the District's covered accounts:

- A. Alerts, Notifications, or Warnings from a Consumer Reporting Agency:
  1. A fraud or active duty alert is included with a consumer report the District receives as part of a background check.
  2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
  3. A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See Section (V)(9) for specific steps that must be taken to address this situation.
  4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant, such as:
    5. A recent and significant increase in the volume of inquiries;
    6. An unusual number of recently established credit relationships;
    7. A material change in the use of credit, especially with respect to recently established credit relationships; or
    8. An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution.

Suspicious Documents:

- A. Documents provided for identification appear to have been forged or altered.
- B. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- C. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- D. Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check.
- E. An application appears to have been altered or forged, or gives the appearance of having been destroyed or reassembled.

Suspicious Personally Identifying Information:

- A. Personal identifying information provided is inconsistent when compared against external information sources used by the District. For example:
- B. The address does not match any address in the consumer report; or
- C. The Social Security Number (SSN) has not been issued, or is listed on the Social

Security Administration's Death Master File.

- A. Personal identifying information provided by a person is not consistent with other personal identifying information provided by the person. For example, there is a lack of correlation between the SSN range and date of birth.
- B. Personal identifying information is associated with known fraudulent activity as indicated by internal or third-party sources use by the District. For example:
- C. The address on an application is the same as the address provided on a fraudulent application;
- D. The phone number on an application is the same as the phone number provided on a fraudulent application;
- E. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:
- F. The address on an application is fictitious, a mail drop, or a prison; or
- G. The phone number is invalid, or is associated with a pager or answering service.
- H. The SSN provided is the same as that submitted by other persons currently being served by the District.

- I. The address or telephone number provided is the same or similar to the account number or telephone number submitted by an unusually large number of other persons being served by the District.
- J. The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- K. Personal identifying information provided is not consistent with personal identifying information that is on file with the District.
- L. The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use Of – Or Suspicious Activity Relating To – A Covered Account:

- A. A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments made.
- B. A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
  - 1. Nonpayment when there is no history of late or missed payments; or
  - 2. A material change in electronic fund transfer patterns in connection with a payment.
- C. A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active.
- D. Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person's covered account.
- E. The District is notified that the person is not receiving paper account statements.
- F. (24) The District is notified of unauthorized transactions in connection with a person's covered account.

Notices From Customers/Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses About Possible Identity Theft in Connection with Covered Accounts

- A. The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

IV. MEASURES TO DETECT “RED FLAGS”

The District shall do the following to aid in the detection of “Red Flags”:

- A. When a new covered account is open, the District shall obtain identifying information about, and information verifying the identity of, the student or other person seeking to open a covered account. Two forms of identification shall be obtained (at least one of which must be a photo identification).
- B. The following are examples of the types of valid identification that a person may provide to verify the identity of the person seeking to open the covered account: valid state-issued driver’s license, valid state-issued identification card, current passport, a Social Security Card, current residential lease, or copy of a deed to the person’s home or invoice/ statement for property taxes.
- C. Persons with covered accounts who request a change in their personal information on file, such as a change of address, will have the requested changes verified by the District.
- D. The person shall provide at least one written form of verification reflecting the requested changes to the personal information. For example, if an address change is requested, then documentation evidencing the new address shall be obtained. If a phone number change is requested, then documentation evidencing the new phone number, such as a phone bill, shall be obtained.

## V. PREVENTING AND MITIGATING IDENTITY THEFT

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to “Red Flags” that are detected.

- A. Monitor the covered account for evidence of identity theft;
- B. Contact the person who holds the covered account;
- C. Change any passwords, security codes, or other security devices that permit access to a covered account;
- D. Reopen the covered account with a new account number;
- E. Not open a new covered account for the person;
- F. Close an existing covered account;
- G. Not attempt to collect on a covered account or not sell a covered account to a debt collector;
- H. Notifying law enforcement;
- I. Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the District shall take the necessary steps to for a reasonable belief that the District knows the identity of the person for whom the District obtained a credit report, and reconcile the address of the consumer with the credit reporting agency, if the District

establishes a continuing relationship with the consumer , and regularly, and in the course of business, provides information to the credit reporting agency; or

- J. (Determine that no response is warranted under the particular circumstances.

## VI. UPDATING THE ITPP

The District shall update this ITPP on an annual basis to reflect changes in risks to persons with covered accounts, and/or to reflect changes in risks to the safety and soundness of the District from identity theft, based on the following factors:

- A. The experiences of the District with identity theft;
- B. Changes in methods of identity theft;
- C. Changes in methods to detect, prevent and mitigate identity theft;
- D. Changes in the types of covered accounts that the District maintains;
- E. Changes in the business arrangements of the District, including service provider arrangements.

## VII. METHODS FOR ADMINISTERING THE ITPP

### A. Oversight of the ITPP

- 1. Oversight by the District's Vice President of Student Services shall include:
- 2. Assigning specific responsibility for the ITPP's implementation;
- 3. Reviewing reports prepared by the staff regarding compliance of the ITPP; and
- 4. Approving material changes to the ITPP as necessary to address changing identity theft risks.

### B. Reports

- 1. In General. Staff responsible for the development, implementation, and administration of this ITPP shall report to the Governing Board on an annual basis.
- 2. Contents of Report. The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management's response; and recommendations for material changes to the ITPP.
- 3. Oversight of Service Provider Arrangements. Whenever the District engages a service provider to perform an activity in connection with one or more covered accounts the District shall take steps to ensure that the

activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the District shall require our service contractors, by contract, to have policies and procedures to detect relevant “Red Flags” that may arise in the performance of the service provider’s activities, and either report the “Red Flags” to the District, or to take appropriate steps to prevent or mitigate identity theft.

Governing Board Review: January 18, 2012