

Board Policies

Chapter 5

Student Services

(Revision Date: February 22, 2006)

Number	TITLE	PAGE	ADOPTED	LAST	REVISION
BP 5010	Admissions				
BP 5015	Residence Determination				
BP 5020	Non-Resident Tuition				
BP 5030	Fees				
BP 5035	Withholding of Student Records				
BP 5040	Student Records and Directory Information				
BP 5050	Matriculation				
BP 5052	Open Enrollment				
BP 5055	Enrollment Priorities				
BP 5110	Counseling				
BP 5120	Transfer Center				
BP 5130	Financial Aid				
BP 5140	Disabled Student Services and Programs				
BP 5150	Extended Opportunity Programs and Services (Pending)				
BP 5200	Student Health Services				
BP 5205	Student Accident Insurance				
BP 5210	Communicable Disease				
BP 5300	Student Equity				
BP 5400	Associated Students Organization				
BP 5410	Associated Students Elections				
BP 5420	Associated Students Finance				
BP 5500	Standards of Conduct				
BP 5550	Speech: Time, Place, and Manner				
BP 5570	Student Credit Card Solicitation				
BP 5700	Athletics				

Adopted: _____
 Revised: _____
 Revised: _____

Revised: _____
 Revised: _____
 Revised: _____

BP 5010 Admissions and Concurrent Enrollment

Reference:

Education Code Section 76000, 76001, 76002; Labor Code Section 3077

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

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code

Admission

- Any student whose age or class level is equal to grades *K-12* is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grades *K-12* is eligible to attend as a special full-time student
- Any student enrolled in *K-12* may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the district.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

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

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

See Administrative Procedures 5010.

Adopted: _____

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BP 5015 Residence Determination

Reference:

Education Code Sections 68040; 76140; Title 5, Sections 54000, et seq.

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

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

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

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

See Administrative Procedures 5015.

Adopted: _____
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BP 5020 Nonresident Tuition

Reference:

Education Code Sections 68050, 68051, 68052, 68130, 76141

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

No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

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

The Chancellor is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent).

Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent). Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

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

See Administrative Procedures 5020.

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BP 5030 Fees

Reference:

Education Code Sections 76300, et seq.

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

Enrollment fee:

Education Code Section 76300

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

Auditing fees:

Education Code 76370

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

Health fee:

Education Code Section 76355

The District shall charge each full time student a fee for health supervision and services as determined by state law.

The Chancellor shall present to the board for approval a fee to be charged to each full time student for student health services.

Parking fee:

Education Code 76360

The Chancellor shall present for board approval fees for parking for students.

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

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classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:

Education Code 76395

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

Student Representation Fee:

Education Code 76060.5

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

Transcript Fees:

Education Code 76223

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

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International Students Application Processing Fee:

Education Code Section 76142

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

See Administrative Procedures 5030.

Adopted: _____
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Credit by Examination Fee:

Reference:

*Title 5, Section 55753, Education Code 76300, Student Fee Handbook, California
Community Colleges Chancellor's Office*

Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee for the class that is being challenged.

Approved: June 19, 2008

See Administrative Procedures 5030.

BP 5035 Withholding of Student Records

Reference:

Title 5, Section 59410

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

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BP 5040 Student Records and Directory Information

Reference:

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

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

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

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

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

Directory information shall include:

- Student's name, address, telephone number, and date of birth.
- Major field of study, dates of attendance, and the most recent educational institution attended.
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

See Administrative Procedures 5040.

Adopted: _____
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BP 5050 Matriculation

Reference:

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

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

The Chancellor shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

See Administrative Procedures 5050.

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BP 5052 Open Enrollment

Reference:

Title 5 Section 51006

The policy of the Ventura County Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

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

See Administrative Procedures 5052.

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BP 5055 Enrollment Priorities

Reference:

Title 5, Sections 51006, 58106, 58108

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

See Administrative Procedures 5055.

Adopted: _____
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BP 5110 Counseling

Reference:

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

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

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

See Administrative Procedure 5110.

Adopted: _____
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BP 5120 Transfer Center

Reference:

Title 5, Section 51027

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

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

See Administrative Procedures 5120.

Adopted: _____
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BP 5130 Financial Aid

Reference:

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

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

See Administrative Procedures 5130.

Adopted: _____
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BP 5140 Disabled Students Programs and Services

Reference:

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

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

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

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

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

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

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BP 5200 Student Health Services

Reference:

Education Code Section 76401

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

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BP 5205 Student Accident Insurance

Reference:

Education Code Section 72506

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

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BP 5210 Communicable Disease

Reference:

Education Code Section 76403

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

See Administrative Procedures 5210.

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BP 5300 Student Equity

Reference:

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

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

See Administrative Procedures 5300.

Adopted: _____
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BP 5400 Associated Students Organization

Reference:

Education Code Section 76060

The students of the District are authorized to organize student body associations. The Board hereby recognizes that associations as the Associated Students of the District at Moorpark, Oxnard, and Ventura College.

The Associated Students organization is recognized as the official voice for the students in district decision-making processes. It may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Chancellor.

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

See Administrative Procedures 5400.

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BP 5410 Associated Students Elections

Reference:

Education Code Section 76061

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

Any student elected as an officer in the Associated Students shall meet the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standards of scholarship.

See Administrative Procedures 5410.

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BP 5420 Associated Students Finance

Reference:

Education Code Sections 76063–76065

Associated Student funds shall be deposited with and disbursed by the Chancellor.

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

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

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

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

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BP 5500 Standards of Conduct

Reference:

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

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

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

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

The procedures shall be made widely available to students through the college catalog and other means.

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president.
3. 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.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

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13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

See Administrative Procedures 5500.

Adopted: _____
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BP 5550 Speech: Time, Place and Manner

Reference:

Education Code Section 76120

The college(s) of the District is/are non-public forums, except for those areas, that are generally available for use by students or the community, which are limited public forums. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

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

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

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

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

See Administrative Procedures 5550.

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BP 5570 Student Credit Card Solicitations

Reference:

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

The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

See Administrative Procedure 5570.

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BP 5700 Athletics

Reference:

Education Code Section 78223, 66271.6, 66271.8; Title IX, Education Amendments of 1972; California Community College Commission on Athletics Constitution and Bylaws

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities. The following VCCCD Athletic Philosophy Statement shall serve as a foundation supporting District Athletic Program policies, procedures, and performance.

VCCCD Athletic Philosophy

VCCCD believes intercollegiate athletics contributes significantly to the development of participating students by encouraging fair and competitive play while providing opportunities for personal growth and fulfillment of individual and team potential. Student athletes must demonstrate responsibility by making academics a priority.

VCCCD honors the spirit of competition, but repudiates the notion of “win at all cost.” A successful athletic program builds character, teaches teamwork, instills an appreciation for fair play, promotes fitness, and enhances a student's education. Additionally, athletic programs help build a stronger sense of community at our colleges.

VCCCD expects the highest level of sportsmanship from our student athletes, coaches, and supporters. Conduct that exemplifies the highest levels of character must be demonstrated both on and off the field of competition. Participants in VCCCD athletic programs must model this high standard for our colleagues in the region and the State.

VCCCD strives to employ coaches who are outstanding individuals and expert instructors both in the classroom and in their sports. All VCCCD employees associated with an athletic program shall administer and implement their programs in a manner consistent with the District's educational goals and policies, and shall comply with regulations established by the state of California, the Board of Governors, and the Commission on Athletics (COA).

The Chancellor shall assure that the athletics programs at each VCCCD college comply with the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation. To assist in assuring compliance the Chancellor shall develop and ensure compliance with the following Administrative Procedures:

- 1) Recruitment
- 2) Eligibility
- 3) Reporting (data and compliance)
- 4) Standards of Academic Progress
- 5) Program Review (specifically including athlete academic performance data)
- 6) Funding and Fiscal Oversight

See Administrative Procedure 5700

Approved: April 18, 2006
Revised: February 10, 2009