District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

March 7, 2013 – Lakin Board Room
3:00 p.m. – 4:30 p.m.

- Approval of February 14, 2013 Meeting Notes

Old Business
- BP/AP 5055 – Enrollment Priorities – draft letter to students – feedback from counselor groups after 2.14.13 DTRW-SS meeting (Marian Carrasco Nungaray)
- BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs – feedback from EOPS Directors/Coordinators after 2.14.13 DTRW-SS meeting
- BP/AP 5500 Standards of Conduct (Pat Ewins) – revisions from 2.14.13 DTRW-I meeting

New Business
- BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations (Registrars)
- BP/AP 5040 Student Records and Directory Information (Registrars)
- BP/AP 5052 Open Enrollment (Registrars)

Business on Hold or Under Review by DCAA/Other Workgroups
- AP 4100 Graduation Requirements for Degrees and Certificates – under review by DTRW-I, Academic Senates, and DCAA.
- BP/AP 4240 Academic Renewal – under review by DCAA
- BP/AP 5013 Students in the Military – under review by DCAA
- BP/AP 5015 Residence Determination – under review by DCAA
- BP/AP 5020 Nonresident Tuition – under review by DCAA
- BP/AP 5055 Priority Enrollment – under review by DCAA

Next Meeting Date: March 7, 2013, 3 pm – Oxnard College, President’s Conference Room
Ventura County Community College District

District Technical Review Workgroup – DTRW-SS (Formerly DCSL) Meeting Notes
February 14, 2013 – DAC Lakin Board Room
3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 3.07.13 DTRW-SS MEETING

Members:
Chancellor’s Designee: Erika Endrijonas, Chair (OC)
Co-Chair: Victoria Lugo, Co-chair (VC)
Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
Registrars: Joel Diaz (OC), Gail Wirth-Currola (MC), Susan Bricker (VC)
Articulation Officers or non-instructional designee: Shannon Davis (Articulation Officer, OC), Pam Kennedy-Luna (Counselor, MC), Marian Carrasco Nungaray (Counselor VC)
Associated Student Government: ASG Rep vacant as of this meeting (OC), Kimberly Eder (MC), Daniel Chavez (VC)
Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest), David Farris (Guest, VC Counselor)

Absent:
Kimberly Eder, Clare Geisen, Jane Harmon

Recorder:
Laurie Nelson-Nusser

Notes:

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<th>Agenda Item</th>
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<tr>
<td>Welcome and Approval of January 24, 2013 Meeting Notes</td>
<td>Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm. The January 24, 2013 meeting notes were approved as presented with abstentions from Susan Bricker, Joel Diaz, Gail Wirth-Gurrola, and Karen Engelsen.</td>
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OLD BUSINESS

AP 4100 Graduation Requirements for Degrees and Certificates
This policy/procedure is currently under review by the Academic Senates and DCAA.

BP/AP 4240 – Academic Renewal
This policy/procedure is currently under review by the Academic Senates and DCAA.
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<td>Waivers from College to College (Pat Ewins)</td>
<td>Dr. Harmon was not present to provide a report from the Administrative Technology Advisory Committee (ATAC) on this issue, however, Dr. Endrijonas stated there was discussion at ATAC to get web-based licenses for SARS to enable communication between the colleges.</td>
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<td>BP/AP 5013 Students in the Military (no BP/AP exists)</td>
<td>BP/AP 5013 BP 5013: There was a motion from Ms. Bricker to approve BP 5013 as presented, Ms. Davis seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently to the full Board for approval. AP 5013: Dr. Carrasco Nungaray moved to remove the sentence which states “The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units.”, and deletion of “for here” in the 5th paragraph. Mr. Sanchez seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently to the full Board for information.</td>
<td>Make edits and agendize for 2.28.13 DCAA meeting</td>
<td>2.22.13</td>
<td>Laurie Nusser</td>
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<td>BP/AP 5015 Residence Determination (no AP exists)</td>
<td>BP 5015: Mr. Sanchez motioned to approve the Board Policy as presented, Ms. Davis seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently Board approval. Proposed AP with revisions: Ms. Lugo motioned to approve the proposed Administrative Procedure, Mr. Sanchez seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently to the full Board for information.</td>
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<td>BP/AP 5020 Nonresident Tuition (current BP/AP)</td>
<td>BP 5020: Ms. Ewins motioned to approve the Board Policy as presented, Mr. Diaz seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently Board approval. AP 5020: Dr. Carrasco Nungaray motioned to</td>
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<td>approve the Administrative Procedure as presented, Ms. Bricker seconded,</td>
<td>This will move forward to DCAA, Cabinet, and subsequently to the full Board for information.</td>
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<td>Ms. Bricker seconded, all in favor. This will move forward to DCAA, Cabinet,</td>
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<td>and subsequently to the full Board for information.</td>
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<td><strong>New Business</strong></td>
<td><strong>AP 5130 Financial Aid</strong> – Victoria Lugo</td>
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<td>Ms. Lugo stated she was assigned to BP/AP 5100 through 5500. Ms. Lugo</td>
<td>Financial Aid and provided an overview of the changes. Financial Aid Officers will review and bring back comments to DTRW-SS in March.</td>
<td>Send/review BP/AP 5130</td>
<td>2.28.13</td>
<td>Victoria Lugo/Financial Aid Officers</td>
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<td>submitted a draft of AP 5130 Financial Aid and provided an overview of the</td>
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<td>Agendize for 3.07.13 DTRW-SS meeting</td>
<td>3.01.13</td>
<td>Laurie Nusser</td>
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<td>changes. Financial Aid Officers will review and bring back comments to DTRW-</td>
<td>Suggested by the board.</td>
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<td>SS in March.</td>
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<td>**BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD</td>
<td>Ms. Lugo provided a handout of CCLC AP 5150, which will be taken back to the EOPS Directors and will return with comments to the March DTRW-SS meeting.</td>
<td>Review CCLC AP 5150</td>
<td>2.28.13</td>
<td>EOPS Coordinators</td>
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<td>AP/current BP in BoardDocs.</td>
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<td>3.01.13</td>
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<td><strong>BP/AP 5055 Priority Enrollment and Student Notification Letter</strong></td>
<td>Dr. Endrijonas clarified the ongoing discussions between DTRW-SS and DCAA regarding status of AP 5055. Notification to students must be completed by spring 2013. This procedure must be implemented by fall 2014.</td>
<td>Send to counselor groups</td>
<td>ASAP</td>
<td>Marian Carrasco Nungaray</td>
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<td>Dr. Carrasco Nungaray requested time for the colleges’ counselor groups</td>
<td>This item will come back to the March DTRW-SS with comments from those groups. This notification will be sent to currently enrolled students via portal announcement and email. Ms. Bricker commented on Banner implementation and the importance of notifying IT in time for implementation.</td>
<td>Agendize notification letter for 3.07.13 DTRW-SS meeting</td>
<td>3.01.13</td>
<td>Laurie Nusser</td>
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<td>to review the Enrollment Priority Change Notice Student Notification letter.</td>
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<td>This item will come back to the March DTRW-SS with comments from those</td>
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<td>and the importance of notifying IT in time for implementation.</td>
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<td><strong>BP/AP 5500 Standards of Conduct</strong></td>
<td>Ms. Ewins provided a VCCCD/CCLC comparison standards of conduct document, explained the changes to the document, which will be reviewed by the administrators of student services. The no</td>
<td>Send no medical marijuana notice poster to DTRW-SS</td>
<td>As soon as possible</td>
<td>Ms. Ewins</td>
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<td>medical marijuana notice poster example will be sent to the DTRW-SS group by Ms. Ewins, which is currently utilized by the Ventura College campus. Ms. Ewins will make revisions to the Standards of Conduct comparison document made at this meeting, send out to the DTRW-SS group for review at the campuses, and the revised version will go forward to DCAA.</td>
<td>SS. Make revisions, send to campus constituents, send revised version to Ms. Nusser for inclusion in the 2.28.13 DCAA agenda</td>
<td>2.22.13</td>
<td>Ms. Ewins</td>
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<td>NEXT MEETING</td>
<td>Thursday, March 7, 2013 – 3:00 p.m. – Oxnard College, President’s Conference Room</td>
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Dear (student),

The State Chancellor’s Office has approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals. These priorities will take effect in the Fall 2014 semester, and may affect your registration priority.

Your success is important to us. Please review the information below, then schedule an appointment with an academic counselor to discuss your progress and resources that may be available to you. We look forward to hearing from you and assisting you in achieving your educational goals and making good progress.

1. The following criteria must be met for students to receive registration priority:
   - New students must complete college assessment and orientation, and have an educational plan.
   - Continuing students must be in good academic standing, and must not have completed more than 75 degree applicable units.
     - The 75 unit cap includes only degree-applicable units completed at Ventura, Moorpark or Oxnard Colleges
   - If a student is placed on academic or progress probation for 2 consecutive terms and/or has completed over 75 degree applicable units, their registration priority will be adjusted to the lowest college student registration level.

2. Special population groups that are defined by state law will receive registration priority as follows, as long as the criteria in item #1 are met:
   - Active duty service members and military veterans, foster youth or former foster youth under the age of 25.
   - EOPS (Extended Opportunity Programs and Services) and DSPS (Disabled Student Programs and Services).

3. Continuing students who are in good academic standing (including those on Probation 1) may appeal the loss of their priority enrollment status if they have verifiable extenuating circumstances and/or have declared a high unit major. The registration priority waiver will be available in the counseling office. If the petition is approved, the student’s registration appointment date will be adjusted accordingly. Students who believe they may qualify for an exception should see a counselor as early as possible.
   - Extenuating circumstances are defined as cases of accident, illness or other circumstances beyond the control of the student. Verifying documentation will be required.
   - High unit majors include those majors that require 30 or more units of coursework in the major or area of emphasis.

4. Continuing students who have lost their registration priority due to having been placed on academic or progress probation for 2 or more consecutive terms may be able to appeal their priority registration status if they have verifiable extenuating circumstances as defined above. The registration priority waiver will be available in the counseling office. If the petition is approved, the student’s registration appointment date will be adjusted accordingly.
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 Procedure 5130.
A student financial aid handbook, pamphlet, or other orientation and educational material are available in each college Financial Aid Office, on the college websites, in the college catalogs, and in the college schedule of classes. The guides are reviewed and updated accordingly. Websites describing financial aid procedures are also made known to students. These orientation materials address, at a minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress standards

**Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

DTRW-SS review 2.14.13 (revision submitted by Victoria Lugo)
This procedure does not apply to statement by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Revised: 7/11
AP 5150  Extended Opportunity Programs and Services

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

Note: This procedure is legally required. Local practice may be inserted. Insert local administrative procedures here and/or reference the EOPS Plan. At a minimum, the procedures, plan, or description of the program and services must address:

- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A full time director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Basic skills instruction, seminars, and tutorial assistance
- Counseling and retention services
- Career employment services
- Transfer services
- Direct aid.
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.
- Review and evaluation of the programs and services and submission of related reports.

https://www.boarddocs.com/ca/cclca/policy/Board.nsf/Private?open&login

2/7/2013
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. Students who violate any of the following standards for student conduct while on the college campus or at on or off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.

2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.

3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.

4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. This includes the use or possession of medically authorized marijuana while on school property.

5. Committing or attempting to commit robbery or extortion.

6. Causing or attempting to cause damage to District property or to private property on campus.

7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

8. Willful or persistent smoking, use of other tobacco products, or “electronic cigarettes” in any area where smoking has been prohibited by law or by regulation of the college or the District.

9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
The District’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

10. Engaging in stalking, intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation and cyberbullying.

110. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

124. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.

132. Academic dishonesty, cheating, or plagiarism.

143. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

154. Unauthorized entry to or use of District/college facilities.

165. Violation of district/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

186. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

197. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

2044. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in AP 5520.

See Administrative Procedure 5500.
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.

The Governing Board shall establish administrative procedures in accordance with state law which allow that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due the district or a college within the district.
The colleges of the District shall withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the District or a college, provided that 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 tuition and fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

The Registrar's Office, upon proper notification and justification by administrators in charge of student discipline, may withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, for students who are under suspension, academic or progress probation, or are in violation of any disciplinary contract.

Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
The Chancellor shall establish administrative procedures and safeguards in compliance with applicable federal and state laws relating to the privacy and release of student records which assure that:

- Student records are maintained and released in compliance with applicable state and federal laws 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 annually in the colleges’ catalogs and/or through other means 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 may include: student’s name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.

- Student records cannot be accessed or modified by any person not authorized to do so.

See Administrative Procedure 5040.
Pursuant to the Federal Educational Rights and Privacy Act (FERPA), the California Education Code, and the California Administrative Code Title 5, the colleges of the Ventura County Community College District shall maintain student records in a manner to ensure the privacy of all such records and shall not, except as otherwise herein authorized, permit any access to or release of information therein.

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

Release of Student Records

The colleges of the district are not authorized to permit access to student records to any person without the written consent of the student or under judicial order except to college officials and employees with legitimate educational interest, except in cases of requests for directory information or noted exceptions to law requiring response to subpoenas and court orders. The right to release student records lies only with the student in institutions of postsecondary education, regardless of the student’s age.

For purposes of this article and for use in the enforcement of FERPA procedures, a student is defined as an individual who is or has been in attendance at one of the colleges of the Ventura County Community College District. “In attendance” is defined as an individual whose application has been accepted and entered into the district student database.
No instructor, official, employee, or agent of the district 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.** by completing and submitting an Authorization to Release Information form to the Records Office.
- **The colleges of this District maintain directory information which may be released to the public without the written consent of the student.** Directory information may be released in accordance with the definitions in BP 5040 titled Student Records and Directory Information. There is no requirement to release Directory Information. No directory information shall be released regarding any student or former student who has notified the District or any college thereof in writing that such information shall not be released. Such requests shall be addressed to the Executive Vice President or designee.
  - Directory information may include: student’s name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.
  - **Directory information will be released to branches of the United States military services in compliance with the Solomon Act, the National Student Clearinghouse, and may be released to other parties in accordance with the Education Code §76240.**

- **Student records shall be released pursuant to a judicial order or a lawfully issued subpoena, following a review by legal counsel to the District.**
- **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.**
  - A school official is a person employed by the College District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- **Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an**
administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. A request to release student records to the agencies listed above must be made in writing the Records Registrar’s Office.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. A request to release student records to the agencies listed above must be made in writing the Records Registrar’s Office.

- Student records may be released to agencies or organizations in connection with a student’s application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. A request to release student records to the agencies listed above must be made in writing the Financial Aid Officer.

- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. A request to release student records to the agencies listed above must be made in writing to the Executive Vice President or designee.

- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. A request to release student records to the agencies listed above must be made in writing the Dean of Student Services or designee, Campus Police or the Records Registrar’s Office.
The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

**Student Rights to Review and Request Amendment to Records**

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review his/her own education record. Any currently enrolled or former student has a right to access to any or all student records relating to the student which are maintained by this District. The editing or withholding of such records is prohibited except as provided by law. Requests for access shall be in writing, addressed to the Executive Vice President or designee at the college of attendance, and shall clearly identify the records requested for inspection and review. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Executive Vice President or designee shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The college shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order.

Students, for a fee determined by the Board, may request copies of their records. Students may request copies of records for review. A fee of one dollar ($1) will be charged per page per copy.

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending the colleges of the Ventura County Community College District, regardless of the student’s age.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion or inference, (3) a conclusion or inference outside the observers’ areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted. Allegations which are sustained shall be expunged and the record removed and destroyed.
Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations.

Allegations which have been denied by the college may be further appealed to the Chancellor of the Ventura County Community College District and his or her designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

**Student Right to File a Complaint Alleging Violation of FERPA**

Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

**Charge for Transcripts or Verifications of Student Records**: Any student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate published in the most current catalog or college website.

**Electronic Transcripts**
The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding and to charge students a fee deemed reasonable in compliance with state law for the electronic transmission of transcripts.

**Use of Social Security Numbers**
The District shall not do any of the following:

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

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

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual’s social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.
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 section 55003 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 statement is published in the catalog(s) and schedule(s) of classes and addenda to the schedule of classes.

Enrollment in specific courses or programs may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, or legal requirements imposed by statute, regulations, or contracts. The District may use procedures that are consistent with any of the approaches described in Title 5 Section 58106 for determining enrollment into affected courses when any of the factors for enrollment limitations are present. Enrollment may also be subject to any enrollment priority system pursuant to language contained in established by AP 5055 titled Enrollment Priorities.

The Chancellor shall establish administrative procedure that includes the right of a student to challenge an enrollment limitation established pursuant to section 58106 of Division 6 of Title 5 of the California Code of Regulations.

See Administrative Procedure 5052.
All courses of the District shall be open to enrollment in accordance with Board Policy 5052 and a priority enrollment system consistent with Title 5, Section 58108 and Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations, as determined by the Chief Instructional Officer.

Enrollment in specific courses or programs may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, or legal requirements imposed by statute, regulations or contracts. The District may use procedures that are consistent with any of the approaches described in Title 5 Section 58106 for determining enrollment into affected courses when any of the factors for enrollment limitations are present. Enrollment may also be subject to any the enrollment priority system pursuant to language contained in established by AP 5055 titled Enrollment Priorities.

Such procedures shall be consistent with one or more of the following approaches:

1. Limiting enrollment to a first-come, first served basis or using other nonevaluative selection techniques to determine who may enroll; or
2. Limiting enrollment using a registration procedure authorized by section 58108; or
3. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
4. Limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or
5. Limiting enrollment using any selection procedure authorized by statute; or
6. With respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 5055 and those other District programs that utilize authorized restricted enrollment.

Students are not required to participate in any preregistration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in Administrative Procedure 5055 and those other District programs that utilize authorized restricted enrollment.

A student may use Administrative Procedure 5530 to challenge an enrollment limitation on any of the following grounds:

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

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The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if upheld, the district shall waive the enrollment limitation with respect to that student. Should a challenge be upheld because it is determined that the limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner, the district shall upon completion of the challenge advise the student that he or she may file a formal complaint of unlawful discrimination. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under Title 5, section 59327 and AP 5530.

Challenges are submitted to the ????? for official consideration.