

District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

November 13, 2014 – DAC Lakin Boardroom
3:00 p.m. – 4:30 p.m.

- Approval of October 9, 2014 Meeting Notes

Old Business

- **3:00 pm (time certain) CTE Presentation – Case for revised VCCCD Credit by Exam Policy (BP/AP 4235) – Karen Nicolas/Celine Park/Kathy Schrader**
- Update: Collecting Information on Sexual Identity (for future Equity plans) – Linda Kama'ila/Joel Diaz

New Business

- Choice Act – Section 702, In State Tuition for GI Bill - Registrars

BP/AP Status Update:

At the September meeting, DTRW-SS members were assigned to review the following policies and procedures to complete the two year review cycle:

- BP/AP 5110 Counseling – Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – under review by Academic Senates
- BP/AP 5120 Transfer Center - Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – under review by Academic Senates
- BP/AP 5140 Disabled Students – Karen Engelsen, Pat Ewins – under review by Academic Senates
- BP/AP 5300 Student Equity – Mary Rees, Linda Kama'ila, Peter Sezzi – status update required
- BP/AP 5410 Associated Student Elections – Clare Geisen – status update required
- BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama'ila, Peter Sezzi – status update required
- BP/AP 5700 Athletics – Traci Allen, Tim Harrison – review new versions

Pulled from November 11 Board Agenda:

- The following item from DTRW-SS was approved by Chancellor's Cabinet on September 22, 2014, moved forward to Policy Committee on October 15, 2014, and was pulled from the November 11 Board Meeting by Business Services due to the objection of adding the underlined area below (with the following change):
 - BP/AP 5020 Non Resident Tuition – suggested revision: “The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual. and it shall reflect nonresident”

tuition in contiguous districts." (underlined verbiage is the added area from the registrars and objected to by Business Services)

Business on Hold or Under Review by Other Workgroups:

- BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor's Cabinet, returned by Chancellor's Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting, still under review at DTRW-I.
- BP/AP Distance Education - Develop New Policy/Procedure – Mary Rees – under review at DTRW-I
- BP/AP 5030 Student Activity Fee (Student Services) This item was returned (2.27.14 DTRW-SS) to the campuses for further vetting, support, and to obtain clarification regarding IT issues. Dr. Engelsen requested Ventura College ASG students to visit Oxnard College to provide an overview of the proposal.

Next Meeting Date: December 11, 2014 – 3 pm – DAC Lakin Boardroom
Submission deadline: December 5, 2014

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

October 9, 2014 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 11.13.14 DTRW-SS MEETING

Members:

Chancellor’s Designee: Lori Bennett, Chair (OC)
 Co-Chair: Graciela Casillas-Tortorelli, Co-chair (VC)
 Executive Vice Presidents: Lori Bennett (MC), Carole Bogue (OC), Patrick Jefferson (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Gloria Arevalo on behalf of Art Sandford (VC)
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)
 Associated Student Government: ASG Rep vacant (OC), vacant (MC), Victoria Brown (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Guests:

Karen Nicolas/Moorpark College Career Education Specialist, Celine Park/Ventura College CTE

Absent:

Traci Allen, Dave Anter, Lori Bennett, Marian Carrasco Nungaray, Graciela Casillas-Tortorelli, Clare Geisen, Victoria Lugo

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of September 18, 2014 Meeting Notes	Dr. Jefferson chaired the meeting in the absence of Dr. Bennett and welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm. The September 18, 2014 meeting notes were approved as presented.			
OLD BUSINESS				
BP/AP 5300 Student	Dr. Jefferson and Dr. Kama’ila will work on	Develop an	ASAP	Linda

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Equity – A new version of AP 5300 was released by CCLC – to be reviewed by DTRW-SS. There is no VCCCD AP 5300 in BoardDocs and requires development	developing an administrative procedure and review the existing Board policy. This item will return to the November meeting.	AP and review existing BP Add to the November agenda	11.07.14	Kama’ila Patrick Jefferson Laurie Nusser
Basic Skills Course – Discussion/Patrick Jefferson	This issue was referred to the Adult Education Task Force and Dr. Jefferson will notify Dr. Gillespie to take this issue to Chancellor’s Cabinet.	Notify Greg Gillespie to present to Cabinet	ASAP	Patrick Jefferson
Last Date of Attendance (LDA) Before Census – Dave Anter/Registrars	The registrars will administer follow up communication at all campuses. This item does not need to return to the November meeting.			
NEW BUSINESS				
Case for Revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation – Dave Anter/Karen Nicolas (guest)	Karen Nicolas, Moorpark College Career Education Specialist and Celine Park, Ventura College CTE, attended the earlier DTRW-I meeting on this date to present the “ <i>Case for revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation</i> ” – due to time constraints this item was tabled for the current meeting and the Career Technical Education staff will return for the November meeting for presentation. They will also present at DTRW-I.	Add to November agenda	11.07.14	Laurie Nusser
Discussion of Collecting Information on Sexual Identity (for future Equity plans) – Linda Kama’ila	There was discussion regarding sexual identity information collection at the time of registration. This data is not shared with the colleges but the information is submitted to CCCApply. Mr. Diaz will look into this issue and return with information at the November meeting.	Research issue Add to November agenda	11.13.14 11.07.14	Joel Diaz Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP/AP Status Update	<p>At the September meeting, it was decided to assign review to DTRW-SS members for the following policies and procedures:</p> <ul style="list-style-type: none"> • BP/AP 5110 Counseling – assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – new versions were provided and reviewed by DTRW-SS members. There were suggested revisions made to BP 5110. Ms. Arevalo will revise and Ms. Nusser will send to the Academic Senates for review. To return to the November meeting. • BP/AP 5120 Transfer Center - Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray –new versions were provided and reviewed by DTRW-SS members. There were suggested revisions made to BP 5110 Counseling. Ms. Arevalo will make suggested revisions and send to Ms. Nusser for distribution to the Academic Senates and campuses and then back to the November DTRW-SS for final review. • BP/AP 5140 Disabled Students – Karen Engelsen, Pat Ewins - new versions were provided and reviewed by DTRW-SS members. Suggested revisions were made during the meeting. Academic Senates will review and bring feedback to the November meeting. • BP/AP 5300 Student Equity – Linda Kama’ila provided an update regarding student equity plans and asked for input for how detailed the AP should be. A newly revised administrative procedure was released by CCLC in April 2014. Discussion ensued regarding developing a new administrative procedure. This item will 	Agendize all items returning to the November meeting	11.07.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>return to the November meeting.</p> <ul style="list-style-type: none"> • BP/AP 5410 Associated Student Elections – Clare Geisen – tabled due to time constraints. • BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi – tabled due to time constraints. • BP/AP 5700 Athletics – Traci Allen, Tim Harrison – tabled due to time constraints. <p>The following items from 9.18.14 DTRW-SS were approved by Chancellor’s Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014:</p> <ul style="list-style-type: none"> • BP/AP 4100 Graduation Requirements for Degrees and Certificates: from 9/18/14 DTRW-I – to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. • BP/AP 5010 Admissions and Concurrent Enrollment: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. • BP/AP 5015 Residence Determination: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. • BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. 			
<p>BP/AP Distance Education - Develop New Policy/Procedure – Mary Rees</p>	<p>Development of a Board policy and procedure will be reviewed by DTRW-I.</p>	<p>Add to DTRW-I agenda</p>	<p>October 3</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Business on Hold or Under Review by Other Workgroups	<ul style="list-style-type: none"> ➤ BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor’s Cabinet, returned by Chancellor’s Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting ➤ BP/AP 5030 Student Activity Fee (Student Services) This item was returned (2.27.14 DTRW-SS) to the campuses for further vetting, support, and to obtain clarification regarding IT issues. Dr. Engelsen requested Ventura College ASG students to visit Oxnard College to provide an overview of the proposal. ➤ BP/AP Distance Education - Develop New Policy/Procedure – currently under review with DTRW-I. 			
NEXT MEETING	Thursday, November 13, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline November 7, 2014			



Book VCCCD Board Policy Manual
Section Chapter 4 Academic Affairs
Title BP 4235 CREDIT BY EXAMINATION
Number BP 4235
Status Active
Legal [Title 5, Section 55050](#)
Adopted February 16, 2006
Last Reviewed May 8, 2012

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor shall, in consultation with the Academic Senates, establish administrative procedures to implement this policy.

See [Administrative Procedure 4235](#).



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4235 CREDIT BY EXAMINATION
Number	AP 4235
Status	Active
Legal	Title 5, Section 55052 Title 5, Section 55050
Adopted	July 14, 2009
Last Reviewed	May 8, 2012

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college.

Courses Eligible for Credit by Examination:

- All courses shall be open to credit by examination unless specifically exempted.
- Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of Student Learning maintains a current list of courses excluded from Credit by Examination.

Credit by Examination may be obtained by one of the following methods:

- Advanced Placement (AP): Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive 3- to 6 units of credit for each exam (3 units for one-semester courses and 6 units for two-semester courses).
- International Baccalaureate (IB): Students who complete the IB diploma with a score of 30 or above will receive 20 units of credit. Students completing IB Higher Level examinations with scores of 5, 6 or 7 will receive 6 units of credit for each exam. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.
- College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP exam will receive 3 to 6 units, depending on the exam.
- College Examinations: Students receive credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- High School to College Articulation: high school students may be granted college credit pursuant to established articulation agreements between the high school and college. Credit will be awarded as "credit by examination." The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by college faculty in collaboration with the Academic Senates and Consultation Council.

To Receive Credit for AP, IB and CLEP Examinations:

- The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor.
- Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The faculty at each college of the district will determine how the credit is used to satisfy general education and majors requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.
- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.
- Units (Credits) granted for the AP, IB or CLEP exams will not be subject to the unit limits for credit-by-exam or PASS/NO PASS grading which otherwise apply within the district.

To Receive Credit by Examination for a Locally Administered Test:

- Official transcripts of all previous coursework must be on file with the college before a petition for credit by examination is submitted to a counselor.
- The appropriate petition, a "Petition for Credit by Examination," will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.
- The examination is to be administered prior to the last day of the final examination period.

Determination for Eligibility for Credit by Examination (locally administered test):

- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered and in good standing at the college administering the exam.
- The student has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

Credits Recorded for Credit by Examination (locally administered test):

- Credit units are assigned for work of such quality as to warrant a letter grade of "C" or better.
- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; no other grade or units will be recorded.
- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- Students who are unsuccessful in an attempt to challenge by examination will not receive a NP (no pass) grade, and no record of the attempt for credit by examination will appear on a student's transcript.

Limits of Credit by Examination (All Methods):

- Students may challenge a given course only once.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Veterans or Social Security benefits.
- Credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
- Students should be aware that other colleges may not accept credit by examination for transfer purposes.
- A student should be advised that the use of units granted through Credit by Examination to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of

California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)

- A student may challenge no more than 12 units or 4 courses under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.
- Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.

Laurie Nelson-Nusser

From: Joel Diaz
Sent: Thursday, October 16, 2014 8:38 AM
To: Linda Kamaila
Subject: FW: CCCApply Question

Linda,

See the final response from Tim regarding the transgender question on the online application.

Below is Patrick's contact information.

Key Contacts:

Patrick Perry, *vice chancellor*
pperry@cccco.edu

Joel Diaz, Registrar
Admissions & Records Office



Phone: (805) 986-5843
Fax: (805) 986-5943
email: jdiaz@vcccd.edu

From: tdcalhoon@gmail.com [<mailto:tdcalhoon@gmail.com>] **On Behalf Of** Tim Calhoon
Sent: Wednesday, October 15, 2014 8:46 AM
To: Terry McCune
Cc: Rupinder Bhatia; Joel Diaz; Susan Bricker; David Anter; Lou Delzompo
Subject: Re: CCCApply Question

Hi Rupinder & Joe,

Since January 14 we've been collecting this data on students who are not minors as of the day they are applying for admission. Not a whole cohort. (We are trying to get on CCCC legal's schedule to review if we can collect from minors).

We hold the data in encrypted storage. You'll want to ask Patrick Perry for a study to be done through CCCC and we can get them the data.

Best,

Tim

Tim Calhoon, Executive Director
California Community Colleges Technology Center

On Fri, Oct 10, 2014 at 11:37 AM, Terry McCune <mccunete@cccnext.net> wrote:
Hi Rupinder,

Yes, the intention of collecting that information was to provide these fields as aggregate data at some point. I'm not aware of how and/or when this was to happen, but I have copied Tim Calhoon and our new CTO, Lou Delzompo on this reply. They may have more detailed information about the when/how regarding this.

Terry

From: Rupinder Bhatia [mailto:RKaur@vcccd.edu]
Sent: Fri 10/10/2014 10:29 AM
To: Joel Diaz; Terry McCune
Cc: Susan Bricker; David Anter
Subject: RE: CCCApply Question

Hi Terry,

Please see question below from our Registrars. Is there a report available for demographic purposes?

Thanks

Rupinder

From: Joel Diaz
Sent: Friday, October 10, 2014 10:20 AM
To: Rupinder Bhatia
Cc: Susan Bricker; David Anter
Subject: CCCApply Question

Hi Rupinder,

I know we don't have access to the Sexual Orientation/Transgender information. In our DTRW-SS meeting, there was a request to see if aggregate data can be acquired. It looks like this information is used for demographic reporting. Is that demographic data available to us?

Our Academic Senate President is interesting in looking at this data.

Thanks.

Sexual Orientation/Transgender

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation and gender expression of students.

- This information is only used for summary demographic reporting.
- Your responses are kept private and secure.
- Providing this information is optional.
- It is not available to admissions personnel and will not be used for a discriminatory purpose.

Please indicate your [sexual orientation](#)

-- Select Sexual Orientation

Do you consider yourself [transgender](#)?

-- Select Transgender Response

Joel Diaz, Registrar
Admissions & Records Office



Phone: [\(805\) 986-5843](tel:(805)986-5843)

Fax: [\(805\) 986-5943](tel:(805)986-5943)

email: jdiaz@vccd.edu

Laurie Nelson-Nusser

From: Susan Bricker
Sent: Tuesday, November 04, 2014 11:52 AM
To: Laurie Nelson-Nusser
Cc: Joel Diaz; David Anter
Subject: FW: Choice Act - Section 702, In-State Tuition for GI Bill

Hi Laurie,

Can we place this as an information item on next Thursday's DTRW-SS agenda? It will be effective for our Fall 2015 term, but we cannot take action yet as we have no guidelines from CCCCC. It's just a heads up.

Susan Bricker
Registrar
Ventura College
(805)289-6044

"The greatness of a nation and its moral progress can be judged by the way its animals are treated." Mahatma Gandhi

From: VA Office of Economic Opportunity [<mailto:Veteransbenefits@public.govdelivery.com>]
Sent: Monday, November 03, 2014 2:08 PM
To: Patricia Mazuca
Subject: Choice Act - Section 702, In-State Tuition for GI Bill

Colleagues and Fellow Veterans,

This is a note providing you an update on Veterans Access, Choice, and Accountability Act of 2014 ("Choice Act") as it pertains to the in-state tuition provision – Section 702.

The in-state tuition provision requires VA to disapprove programs of education under the Post-9/11 and Montgomery GI Bill programs at public institutions of higher learning if the schools charge qualifying Veterans, spouses, and dependents tuition and fees in excess of the rate for resident students for terms that begin after July 1, 2015. As such, any schools that do not meet the requirements will be disapproved for Post-9/11 GI Bill and Montgomery GI Bill benefits. Students Eligible for In-State Tuition under Section 702 are:

- A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years

of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

- The following is a link providing additional information;
http://www.benefits.va.gov/gibill/school_resources.asp

The law affecting in-state tuition charges is effective for terms starting after July 1, 2015. Our initial review of all states and territories indicate that none are fully compliant with the law – some are more compliant than others. We are making every effort to ensure all states understand the requirements to comply. We have reached out to all state Governors, our State Approving Agencies and a wide variety of others to ensure they know the ramifications of not complying with the Choice Act.

Public institutions must offer in-state tuition and fees to all eligible individuals identified above by July 1, 2015, to be eligible to receive payments for training on or after that date. It is anticipated that VA will not issue payments for any students eligible for VA benefit payments until the school complies. Much can/could happen between now and July 1, 2015 but we like to provide what we know for the moment.

V/R

Curtis L. Coy
Deputy Under Secretary for Economic Opportunity
Veterans Benefits Administration
U.S. Department of Veterans Affairs

VA Core Values: Integrity, Commitment, Advocacy, Respect, Excellence (“I CARE”)

Please Remember:

- If you would like to review prior messages sent through this listserv, click http://benefits.va.gov/vow/economic_opportunity.htm.
- If you would like to research, find, access, and, in time, manage your VA benefits and personal information please visit and/or register at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>.
- If you looking for a job or an employer committed to hiring Veterans, please register on the Veterans Employment Center (VEC) at: <https://www.ebenefits.va.gov/ebenefits/jobs>
- If you are seeking employment in the federal government, particularly the VA, our VA for Vets high-tech tools and resources can help. Visit online at <https://vaforvets.va.gov/pages/default.aspx> or call 1-855-824-8387.

If you would like to contact us about your VA education benefits:

You can send us a secure email that will usually be answered within 48 hours. You can also search for answers to frequently asked questions and register to be notified of any updates to the information. This contact method is available 24 hours a day, 7 days a week and can also be utilized worldwide. Click here to enter the "Ask A Question" site or here to review our frequently asked questions.

You can call 1-888-GIBILL-1 (1-888-442-4551). This line only accepts calls from 7:00 AM - 7:00 PM central time Monday – Friday.

SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit subscriberhelp.govdelivery.com.

Sent to pmazuca@vcccd.edu on behalf of US Department of Veterans Affairs
Veterans Benefits Administration · 810 Vermont Avenue, NW · Washington, DC 20420 · 1-800-827-1000

Book VCCCD Board Policy Manual
Section Chapter 5 Student Services
Title BP 5110 COUNSELING
Number BP 5110
Status Active
Legal Education Code Section 72620 [and 66736](#);
Title 5, Section 51018
[Title 5, Section 55520 and 55523](#)

Adopted April 18, 2006

~~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 [and Administrative Procedure 5050.](#)

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5110 COUNSELING
Number	AP 5110
Status	Active
Legal	Education Code Section 66736 , 72620 , 78210-78218 ; Title 5, Section 51018 Title 5, Section 51024 Title 5, Section 55520 Title 5, Section 55523 Title 5, Section 55524 Title 5, Section 55530
Adopted	April 14, 2009
Last Reviewed	March 12, 2009

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.

Comment [GA1]: This sentence was moved from BP to AP based on DTRW-SS committee recommendations. In addition, it was recommended to remove the 6 unit limitation due to changes in T5 SSSP.

Description of Counseling Services Programs

The counseling services available in the counseling programs of the three District Colleges include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education; and
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information

Information of a personal nature disclosed by a student in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to:

- Disclosure as necessary to report child abuse or neglect.

- Reporting to the CEO or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community.
- Reporting information to the CEO or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed.
- Reporting information to one or more persons specified in a written waiver by the student.

Required Counseling, Advising and Other Educational Planning -Services

~~Counseling services shall be provided to all students Pursuant to Title 5, sections 55024523-55524, -Student Success and Support Program (SSSP),~~
counseling, advising and other educational planning services shall be provided to all students. Services shall include, but not limited to, the following:

1. Assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses.
2. The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and abilities to enable students to make informed choices.
3. Development of an education plan to accomplish a course of study related to a student's education and career goals.

See AP 5050 for Student Educational Plan Student Education Plan

~~Each District Colleges shall provide students with an opportunity to develop a Student Education Plan (SEP) to select an educational goal and course of study within a reasonable time after admission. The SEP maybe either an Abbreviated or Comprehensive plan.~~

- ~~— Abbreviated. Abbreviated student education plans are one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate; or~~
- ~~— Comprehensive. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive plan helps the student achieve their course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course~~

~~prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.~~

~~Each District Colleges shall make reasonable efforts to do all of the following:~~

- ~~— Ensure that all nonexempt students who are on academic or progress probation or facing dismissal participate in counseling as provided in section 55023;~~
- ~~— Ensure that all nonexempt students who do not have course of study participate in counseling, advising, or other education planning services to assist them in the process of selecting an education goal and course of study pursuant to section 55530;~~
- ~~— Ensure that all nonexempt students who are enrolled in nondegree-applicable basic skills courses participate in counseling, advising, or other education planning services; and~~
- ~~— Ensure all nonexempt students receive counseling services, pursuant to section 51018.~~

- [See Board Policy 5110 and 5050.](#)

Book VCCCD Board Policy Manual
Section Chapter 5 Student Services
Title BP 5120 TRANSFER CENTER
Number BP 5120
Status Active
Legal Title 5, Section 51027
[Education Code section 66720-66722.5](#)
[Education Code section 66725-66725.3](#)
[Education Code section 66730-66744](#)

Adopted April 18, 2006

~~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 the transfer of its students to baccalaureate level institutions and that the a~~ transfer center plan is implemented. The transfer center plan that identifies appropriate target student populations .and; is designed to increase degree completion, ~~and~~ the transfer of underrepresented students and compliant with law and regulations.

See Administrative Procedure 5120.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5120 TRANSFER CENTER
Number	AP 5120
Status	Active
Legal	Title 5, Section 51027; Education Code section 66720- 66744 <u>66722.5</u> <u>Education Code section 66725-66725.3</u> <u>Education Code section 66730-66744</u>
Adopted	April 14, 2009
Last Reviewed	March 12, 2009

Each college in the District has a transfer center plan that complies with the requirements of Title 5, Section 51027.

The [Transfer Center p](#)Plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented and underperforming students ~~among transfer students including African-American, Chicano/Latino, American Indian, disabled, low-income and other students historically and currently underrepresented in the transfer process.~~

[The Transfer Center](#) Plan components include, but are not limited to:

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

The [Transfer Center Plan plan](#) is updated on an annual basis by each college's Transfer Center Coordinator, with administrative oversight from his/her supervising ~~dean~~.

Required Transfer Services:

- Identify, contact, and provide transfer support services to targeted student populations as identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students.
 - These activities shall be developed and implemented in cooperation with student services departments and with faculty.
- Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available

and as appropriate, and the development and use of course-to-course and major articulation agreements.

- Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.
- Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.
- Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.
- Support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to other instructional and student services on campus as appropriate.
- Assist students in the transition process, including timely completion and submittal of necessary forms and applications such as California State University (CSU), University of California (UC), and the Common Application used by independent colleges and universities.
- In cooperation with baccalaureate institution personnel as available, develop and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.
- Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information.

Minimum Transfer Center Standards:

1. **Facilities-** Each College of the VCCCD shall provide space and facilities adequate to support the transfer center and its activities.
 - Each College of the VCCCD shall designate a particular location on campus as the focal point of transfer functions.
 - This location shall be readily identifiable and accessible to students, faculty, and staff.
- **Staffing -** Each College of the VCCCD shall provide clerical support for the transfer center and assign college staff to coordinate the activities of the transfer center: Each College of the VCCCD shall include:
 - Transfer Center Coordinator:
 - Coordinates the activities of the transfer center
 - Coordinates underrepresented student transfer efforts
 - Serves as liaison to articulation, to student services, and to instructional programs on campus
 - Collaborates with baccalaureate institution personnel
 - Clerical Support:
 - provides clerical support for the transfer center
 - provides direct service to students, faculty and college and university representatives
- To coordinate underrepresented student transfer efforts

- To serve as liaison to articulation, to student services.
 - To instructional programs on campus.
 - To work with baccalaureate institution personnel.
2. **Advisory Committee** - Each College of the VCCCD shall designate an advisory committee to plan the development, implementation, and ongoing operations of the transfer center.
- Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.
3. **Evaluation and Reporting** - Each College of the VCCCD shall include in its transfer center plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its transfer center plan.
- The Transfer Center Coordinator submits an annual report to the California Community College Chancellor's Office (CCCCO) describing the status of the College's efforts to implement its transfer center(s), achievement of transfer center plan targets and goals, and expenditures supporting transfer center operations.

See Board Policy 5120.

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES
Number	BP 5140
Status	Active
Legal	Education Code Sections 67310, 84850; Title 5, Sections 56000 et seq.
Adopted	April 18, 2006

~~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 Disabled Students Programs and Services (DSPS) program conforms to all requirements established by the relevant law and regulations.

See Administrative Procedure 5140.

Book VCCCD Administrative Procedure Manual
Section Chapter 5 Student Services
Title AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES
Number AP 5140
Status Active
Legal Title 5, Sections 56000 et seq.
Adopted April 14, 2009
Last Reviewed March 12, 2009

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.

Each College in the District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

These plans address:

- Procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee
- The appeals procedure
 - Long-range goals and short term objectives for the program
 - Definitions of disabilities and students eligible for the program
 - Delineation of Ssupport services and instruction that are provided
 - Description of alternative/accessible technology
 - Procedure for Vverification of disability
 - Student rights and responsibilities
 - Student educational contract and/or plan ~~that is~~ developed by a designated person in consultation with the student
 - Procedure of assignment of Aacademic accommodations
 - Provisions for course substitution and waivers
 - Required Sstaffing
 - Provision for an advisory committee
- No student with disabilities is required to participate in the DSPS program.

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5700 ATHLETICS
Number	BP 5700
Status	Active
Legal	Education Code Section 78223, 66271.6, 66271.8; Title IX, Education Amendments of 1972; California Community College Commission on Athletics Constitution and Bylaws
Adopted	February 10, 2009
Last Reviewed	January 30, 2009

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 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)~~ California Community College Athletic Association (CCCAA).

The Chancellor shall assure that the athletics programs at each VCCCD college comply with the ~~California Community Colleges Commission on Athletics Constitution~~ California Community College Athletic Association (CCCAA) 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:

- Recruitment
- Eligibility
- Reporting (data and compliance)
- Standards of Academic Progress
- Program Review (specifically including athlete academic performance data)
- Funding and Fiscal Oversight

See Administrative Procedure 5700.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5700 ATHLETICS
Number	AP 5700
Status	Active
Legal	Title 9, Education Amendments of 1972, Education Code 66271.6, 66271.8, 67360 et seq.
Adopted	June 23, 2009
Last Reviewed	May 14, 2009

The athletic programs and students participating in athletics at the colleges shall comply with the laws, rules and regulations established by the State of California and by the ~~Commission on Athletics~~ [California Community College Athletic Association \(CCCAA\)](#).

Authority for developing, implementing and monitoring these procedures is vested in the president of each college, with the assistance of the athletic program dean and athletics director.

Recruitment

Athletic recruitment will follow the procedures established by the ~~Commission on Athletics~~/California Community College Athletic Association (~~COA~~/CCCAA) Bylaw 2 and its subsections, and covering: athletic recruiting; representatives and agents; first contact; contact from outside a district's recruiting area; out-of-state recruiting; high school data; out of recruiting area evaluation of athletes; dissemination of recruitment bylaw; all-star contests and competition; coaches speaking or attendance requests; subsidizing, inducements and special privileges; and use of internet web pages.

Eligibility

Athletic eligibility will follow the procedures established by the ~~COA~~/CCCAA Bylaw 1 and its subsections, and covering: amateurism; residence; academic eligibility; eligibility certification; season of competition; eligibility for continuing competition; number of seasons of competition; illness or injury; multi-college district competition; transfer; crossgender participation; freelance participation; club team participation; junior varsity and reserve team participation; competition/participation of individuals; mandatory service; dropped sports; and emerging sports.

The following procedural guidelines shall be used in the determination of the eligibility of student athletes to participate in intercollegiate sports:

- An Admissions & Records staff member will attend the first team meeting to oversee the completion of eligibility paperwork and answer questions.
- Student athletes will be required to submit official high school and college transcripts before being certified as eligible to participate in a sport.
- Admissions & Records staff members will compare athletic eligibility paperwork to the application for admission and high school/other college transcripts to verify

accuracy and consistency of information required to determine both athletic eligibility and residency status for enrollment fee purposes.

Reporting

Athletic teams will comply with the reporting requirements of the [COA/CCCAA](#) and will provide any data reports that may be required by the District Board of Trustees.

Program Review

Student-athlete standards of academic progress will follow the procedures established by the [COA/CCCAA](#) governing academic eligibility. Specifically, the student athlete must be continuously and actively enrolled and attending class in a minimum of 12 units during the season of sport. Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division major preparation courses as defined by the college catalog and/or articulation agreements.

Athletic programs in the district will participate in systematic program review as defined both by their respective colleges and by the rotating schedule established by the [COA/CCCAA](#).

Funding and Fiscal Oversight

All athletic funds shall be collected by and/or deposited with the College's Business Office. No individual, other than the district Vice Chancellor, Business and Administrative Services may open any bank account for any purpose. All financial records are to be maintained through the District's central financial management system (Banner) and are subject to annual audit. The receipt of funds is to be handled in accordance with procedures established by the District. All funds shall be expended in accordance with procedures as established by the District and are subject to the approval of the district Vice Chancellor, Business and Administrative Services or designee, the college Vice President, Business, or designee; and the college Athletic Director. Approval shall be obtained each time before any funds may be expended.

Book VCCCD Board Policy Manual
Section Chapter 5 Student Services
Title BP 5020 NONRESIDENT TUITION
Number BP 5020
Status Active
Legal Education Code Sections 68050, 68051, 68052, 68130, 76141
Adopted April 18, 2006

Consolidation

~~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 pursuant to existing law to students who are not residents of California, including persons who are classified as international students. 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). No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish international student 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.~~

~~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.

Revised ~~4/28/12~~ 11/14/12

Book: VCCCD Administrative Procedure Manual
Section: Chapter 5 Student Services
Title: AP 5020 NONRESIDENT TUITION Number AP 5020
Status: UNDER REVIEW
Legal: Education Code Sections 76140 et seq. Adopted April 14, 2009
Last Reviewed: March 12, 2009

1. Nonresident Tuition

The nonresident and capital outlay surcharge fees will be set by the VCCCD Board of Trustees no later than February 1 of each year. The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual ~~and it shall reflect non-resident tuition in contiguous districts.~~

Students who are not residents of California, including persons who are classified as international students, will be charged nonresident tuition and a capital outlay surcharge at the Board-approved rate per semester unit unless they are exempted by statute. All nonresident students must pay nonresident tuition in addition to the California Community College mandatory fees.

2. Reclassification to California Resident

A student may be considered for reclassification to California resident status if they have resided in California for no less than one year and one day immediately preceding the term for which residency is requested; and are able to present verifiable documentation to support the actions they have taken to establish California residency.

A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established in accordance with AP 5015.

3. Exemptions from Payment of Nonresident Tuition

Non-residents students who are U.S. citizens and who reside in a foreign country:

Will be exempt from nonresident tuition if they meet all of the following requirements:

- Demonstrate a financial need for the exemption.

- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
- Moved abroad as a result of the deportation or voluntary departure.
- Lived in California immediately before moving abroad.
- Attended a public or private secondary school in California for three or more years.
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
- Documentation shall be provided by the student as required by the statute as specified in Education Code section 76140(a)(5).
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

Special admission students who are determined to be non-residents:

May be exempt from paying nonresident tuition per California Ed. Code section 76141.

- The term "special admission student" refers to concurrently enrolled K-12 students who have been recommend by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11 or fewer units per semester, in accordance with Education Code section 76001. (Except that parental permission may not be required for special admission students who are 18 years of age or older)
- The exemption does not apply to full time special admissions students.
- This exemption does not apply to categories of students who would be precluded from qualifying for AB540 nonresident tuition exemption; i.e., a) students who reside outside of CA and enroll via Distance Education and b) students on most nonimmigrant visas.
- T and U nonimmigrant visas are eligible for this exemption.
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus

Military Exemption:

Military personnel on active duty in California (except those assigned for educational purposes) are granted a waiver of nonresident tuition until they are discharged from their military services. Dependents of active duty military personnel are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waiver, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. Any student who does not submit adequate evidence that California residency has been

established will be classified as a nonresident and charged nonresident tuition until such time as California residency has been established.

California High School Attendance and Graduation Exemption (AB540):

Students without lawful immigration status and U.S. citizens who are not residents of California may be entitled to exemption from nonresident tuition if they meet all of the following criteria:

- attended high school in California for three or more years, and
- graduated from a California high school or attained the equivalent, and
- filed an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as possible.
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

Nonimmigrant alien students (students who are present in the U.S. on a nonimmigrant visa) are not eligible for this exemption.

Eligibility for an AB540 exemption does not result in the student being classified as a California resident.

September 11, 2001 Exemption:

If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if their dependent was a resident on that date and if they meet the financial need requirement for the Cal Grant A Program, the dependents of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

Other Exemptions

Other limited exemptions from non-resident tuition may be authorized. Eligibility for exemption shall be approved as permissible under California Education Code and/or California Title 5 Administrative Code by the campus Vice President of Business Services or his or her designee.

4. Payment

Fees including Non-resident tuition must be paid in full at the time of registration, or payment arrangements must be made using the district-approved payment plan option. International Student application fee applies.

5. Refunds

Courses must be dropped by the refund deadlines for each semester/session to generate a fee credit or refund. No fee credits or refunds are issued for withdrawals that occur after the deadline date.