



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL

October 4, 2017

3:00 p.m. – Room 245

### AGENDA

- \*1.0 Review Minutes of September 20, 2017
- 2.0 No Review of Board Agenda
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll, Dowd
- 5.0 Chapter 2 Board Policies and Administrative Procedures (1<sup>st</sup> review) Lamb
- \*6.0 Student Services Policies and Procedures (2<sup>nd</sup> review) Neault
- \*7.0 Strategic Planning Committee Composition 2017-2018 Bulger
- 8.0 Roundtable

#### \*Attachments

Next DGC MEETING scheduled: Wednesday, October 18, 2017 – 3:00 p.m.  
District Office – Room 245

*Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.*



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL MINUTES

September 20, 2017

**Present:** Akers, Bocaya, Bulger, Cortez, Dowd, Hsieh, Hubbard, Kovrig, Luster, Manis, McMahon, Neault, Payne, Perigo, Shabazz, Surbrook, Weinroth and Chairperson Chancellor Carroll

**Absent:** Beresford, Larson

### 1. APPROVAL OF MINUTES

The minutes of September 6, 2017, were approved.

### 2. STATE BUDGET UPDATE

Executive Vice Chancellor Dowd reported no changes to the 2017-18 budget and that the 2018-19 budget would be appearing soon.

### 4. DACA AND OTHER IMMIGRANT STUDENTS

Chancellor Carroll opened discussion regarding DACA and other immigrant students and asked each president to update the Council on further efforts to address the issue. They reported on recent and upcoming workshops to provide information and support for students and their families, and ongoing efforts to increase campus awareness and sensitivity.

### 5. TEXTBOOK AFFORDABILITY TASK FORCE

Following a brief review of the task force's history by Chancellor Carroll, Vice Chancellor Neault gave an update on the status of the task force saying that it has met annually since 2008. The task force established BP 3306 to provide standards to follow for the adoption and procurement of affordable textbooks and other course materials. They also launched an information campaign to increase faculty awareness of rising costs and how to avoid them. Chancellor Carroll opened discussion on how to improve these methods and how to measure the outcomes. After discussion, it was agreed that the committee should be reactivated and updated. Members were instructed to send Dr. Neault recommendations for task force positions. She said that she would send out more detailed information about the task force so that members are aware of its charge. The group will meet and develop a plan to bring back to a future DGC meeting for consideration.

### 6. REVIEW OF HR POLICIES AND PROCEDURES

Vice Chancellor Surbrook brought revisions to Chapter 7 – Human Resources board policies and administrative procedures, explaining each revision and answering questions. The revisions, in alignment with the Community College League of California (CCLC) policy and procedure service templates, were made to update language and comply with changes in legal requirements. The policies will be presented for the first reading at the next Board of Trustees meeting.

**7. MINI BUDGET/ENROLLMENT MANAGEMENT WORKSHOPS**

Chancellor Carroll asked the Council if they would like to start having mini workshops at some DGC meetings to learn more about facets of the budget or other important issues. She asked members to send her topics they would like to learn more about. City College Academic Senate President Justin Akers suggested reviewing the charge and the expectations of the District Governance Council and getting an understanding of the role of District governance in general.

**8. STRATEGIC PLANNING COMMITTEE COMPOSITION 2017-2018**

Vice Chancellor Bulger shared the list of committee members with the council and agreed to send out further information about meeting dates. The Academic Senate Presidents were told that they could send a designee in their place, if needed.

**9. REVIEW OF FREE SPEECH ACTIVITIES**

Vice Chancellor Neault brought this item back for further review following the discussion of the September 6 meeting and asked if there were any concerns. No concerns were raised but Dr. Neault added that the brochures could be revisited at a later date if concerns arose.

**10. STUDENT SERVICES POLICIES AND PROCEDURES**

Dr. Neault explained revisions to Chapter 5 Student Services board policies and administrative procedures to update language and comply with changes in legal requirements. They will be brought back to the next DGC meeting for further review.

Adjourned 4:27 p.m.

Chancellor's Office & Board of Trustees



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy  
2071

October 14, 1998

### ~~LEGAL OR ASSUMED NAMES, USE OF BY STUDENTS~~

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#### ~~POLICY~~

~~District practice is to use the legal name of students for registration, enrollment and official record keeping.~~

~~A student who for any reason uses an assumed name such as a stepparent's name, should have this name cross-referenced to the legal name on the permanent records of the college.~~

#### ~~PROCEDURES~~

~~None.~~

#### ~~FORMS/REFERENCES~~

~~None.~~





# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### **BP 3100 - STUDENT RIGHTS, RESPONSIBILITIES, CAMPUS SAFETY AND ADMINISTRATIVE DUE PROCESS**

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This policy enumerates the rights and responsibilities of all District students. It also outlines the District's commitment to a safe learning environment for all students.

#### 1. STUDENT RIGHTS

All students shall have the right to a safe campus learning environment free from interference and disruption including verbal, physical, sexual or violent acts. The District shall ensure to the best of its ability to afford students the rights contained herein.

- a. Students shall have the right to impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress including the method by which the final grade is determined.
- b. Students shall have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and wearing of buttons, badges, or other insignia, so long as the expression is not obscene, libelous or slanderous according to current legal standards. The expression shall not incite students so as to create a clear and present danger of:
  - 1) The commission of unlawful acts on community college premises;
  - 2) The violation of local, state, or federal laws and regulations; or
  - 3) The substantial disruption of the orderly operation of the community college. The District reserves the right to regulate the time, place and manner of all student activities. (Education Code Section 76120).
- c. Students shall have the right to be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence and other unlawful harassment as identified in Board Policy *BP 3430 Prohibition of Harassment*.
- d. No student with a qualified disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the District or be subjected to discrimination (see *BP 3430 Prohibition of Harassment and AP 3435 Discrimination and Harassment Investigations*).
- e. Students shall have the right to be free from the imposition of disciplinary sanctions without proper regard for due process.
- f. Students shall have the right to take reasoned exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion. However, this does not preclude the expectation that a student must meet the course requirements.

- g. Students shall have the right to participate in the formation of policy affecting them in accordance with established procedures for Shared Governance.
- h. Students shall have the right to petition to organize interest groups and/or join student associations pursuant to *AP 3200, Associated Students Organization, Guidelines for Student Clubs and Organizations*.
- i. Students shall have the right to develop student publications in accordance with standards established by current District and college policies, procedures and guidelines.
- j. Students with verified disabilities shall have the right to receive appropriate accommodations as specified in Title II of the Americans with Disabilities Act of 1990 as amended by the ADA Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 and District and college policies, procedures and guidelines.
  - 1) Students who believe this right has been violated may file a complaint by visiting the Compliant Process website.

## 2. STUDENT RESPONSIBILITIES

Student behavior must remain in accordance with specific academic and behavior requirements as specified in District policy and which may be outlined by the course syllabus.

- a. Students shall be responsible for defining and making progress toward their educational goal.
- b. Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed and online materials.
- c. Students with verified disabilities who believe they need academic accommodations are encouraged to identify themselves to instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students who request accommodations or auxiliary aids are responsible for contacting the Disability Support Programs and Services (DSPS) office. Students who make a request directly to the faculty should be referred to DSPS (see *AP 3105.1 Academic Accommodations and Disability Discrimination for Students with Disabilities*).

Students are responsible for providing professional documentation of a qualified disability to DSPS. The DSPS faculty, in consultation with the student, shall recommend appropriate accommodations. The recommendations shall be documented by DSPS and a copy provided to the student.

Students are advised to consult directly with a Disability Support Programs and Services (DSPS) Counselor Specialist regarding any accommodation. These students will be required to meet timelines and procedural requirements established by the DSPS Office.

## 3. STUDENT CODE OF CONDUCT

Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.

- a. Academic misconduct or dishonesty as specified in *AP 3100.3 Honest Academic Conduct*.
- b. Forgery, alteration, falsification, or misuse of campus/District documents, records, electronic devices, or identification.

- c. All forms of nonacademic dishonesty, including but not limited to fabricating information, any form of bribery or knowingly furnishing false information or reporting a false emergency to officials acting in an official capacity.
- d. Act or threat of damage to, or theft of property belonging to, or located on District-controlled property or facilities.
- e. The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities, the orderly operation of the campus, or prevention of authorized visitors from carrying out the purpose for which they are on campus.
- f. Physical, verbal, or written intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance or a District employee's work performance. Complaints based on a protected class (national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics) will be handled under the procedures of *BP 3410 Nondiscrimination*, *BP 3430 Prohibition of Harassment* and *AP 3435 Discrimination and Harassment investigations*.
- g. Any expression which is obscene, libelous or slanderous according to current legal standards, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the college/campus/District.
- h. Physical altercation or threats of violence including assault or battery upon a student or District personnel on District premises or at any time or place while under the authority of District personnel.
- i. Unlawful conduct of a sexual nature including but not limited to indecent exposure, prostitution, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.
- j. Sexual assault or physical abuse including but not limited to rape, sexual assault, domestic violence, dating violence, or stalking as defined by California law below:

Consent – Affirmative consent to sexual activity by both parties. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other party. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent must be ongoing and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Sexual Assault – Includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.



Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse of the victim under California law; or by any other person against an adult or youth victim who is protected from that person's acts under California law.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

- k. Any conduct that threatens the health or safety of any person, including oneself.
- l. Participation in hazing (California Education Code Sections 32050 through 32052).
- m. Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
- n. Conduct which is in violation of federal, state, or local laws or ordinances; while on District premises or at District-sponsored or supervised activities. (Reference 76020, 76120.)
- o. Failure to comply with directions of staff members of the District who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of District personnel providing such conduct is related to District policies, activities or college/campus attendance.
- p. Smoking on District premises, or in vehicles provided by the District used for transporting students; except as permitted by applicable ordinances, laws, college and District guidelines and procedures.
- q. Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
- r. Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on District premises.
- s. Violation of Policies & Procedures for Student Organizations as enumerated in *AP 3200, Associated Students Organization, Guidelines for Student Clubs and Organizations*.
- t. Violation of the Student Travel Contract.

Reference: Administrative Procedure 3200, Board of Trustees Policy 3105 and Administrative Procedure 3540, Administrative Procedure 3105.1, Section 504 of the Federal Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008, Education Code Section 76100, Administrative Procedure 3100.3

Adopted: **September 8, 2016**

Supersedes: Policy 3100 - 5/10/79, 4/16/84, 8/11/94, 10/14/10, 12/11/14, 2/18/16, 9/8/16



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 5130 – FINANCIAL AID

##### 1. FINANCIAL AID

Financial aid is available to eligible students through grants, scholarships, loans, and part-time employment. Recipients may receive more than one category of assistance and in some cases, assistance from all four categories depending upon financial need.

While the District subscribes to, and supports the philosophy that the primary responsibility for funding college expenses rests with students and their families, it recognizes that some students or their families have limited financial resources and are unable to meet all of the expenses associated with higher education without supplemental assistance.

Financial Aid programs offered include, but not limited to:

- a. Board of Governor's Fee Waiver (BOGW)
- b. Cal Grants
- c. Federal Pell Grants
- d. Federal Direct Student Loan Program
- e. SEOG (Supplemental Educational Opportunity Grants)
- f. Student Success Grant for Full Time (SSGFT)
- e.g. Chafee Program (for former Foster Youth)
- f.h. Federal Work Study
- g.i. Scholarships

##### 2. APPLICATION PROCESS

Students who would like to be considered for financial aid must apply using either the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application. Links to these forms can be found on the Financial Aid webpages on the college websites. Students who wish to apply for the Board of Governor's Fee Waiver (BOGW) may submit a FAFSA or the California Dream Act application; or they may apply online during the BOGW application window as published in the course catalog and academic calendar.

Some financial aid resources require a student to submit additional application materials; such as scholarships. All students are encouraged to apply for scholarships that may contribute to their financial resources while attending college.

Students will receive their financial aid from their college of record and must be enrolled in at least one class at the college where the student intends to receive his/her financial aid. Student education plans must match the college of record.

### 3. DEADLINES

See the Financial Aid webpages on the College's website for specific Financial Aid and Scholarship deadlines. All deadlines will be strictly adhered to.

### 4. STUDENT ELIGIBILITY FOR FINANCIAL AID

Students must meet several requirements in order to be eligible to receive federal aid. Eligibility includes, but is not limited to the following:

- a. Having demonstrated financial need as determined by the Federal Methodology,
- b. Being enrolled as a regular student at the college and working towards a degree, certificate or transfer to a college/university or institution,
- c. Having a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law,
- d. Being a US citizen, national, or eligible non-citizen,
- e. Being registered with the United States Selective Service (male students only)
- f. Maintaining satisfactory academic progress,
- g. Demonstrate proof of a valid social security number or individual tax identification number,
- h. Not being in default on federal student loans or owing a federal grant repayment,
- i. Not borrowing in excess of annual or aggregate loan limits.

### 5. PAYMENT PROCEDURES

The Federal Pell Grants will be disbursed in two payments per term. Federal Supplemental Educational Opportunity Grants, and the State Cal Grant Program, will be disbursed in one payment per term. The Federal Work Study Program will be disbursed monthly as employment hours are earned. Loans are paid in two disbursements per loan period.

All eligible programs approved by the Department of Education for Title IV aid are considered credit hour programs.

### 6. OVERPAYMENTS

The Financial Aid Office at the Campus College of Record will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received as well as any institutional debt incurred.

In addition, a recalculation of Pell funds will be determined for all students at an established freeze date each term. This date ~~is shall be~~ published on the college financial aid website, in the academic calendar and Financial Aid Bulletin. Students who dropped units may owe an overpayment if they were paid more than their eligible amount. Information about overpayments are available in the Financial Aid Bulletin. Students who received financial

aid funds based on an enrollment level that included short term classes and who fail to attend the class(es) or drops the class before its first day of classes will have their financial aid eligibility recalculated based on the classes enrolled by the Financial Aid Census date minus the units of any dropped or non- attended late start class. The financial Aid Office will send an e-mail notification of the overpayment to the student and to the Student Accounting Office for collection. A hold is placed on the student's record until the funds are recovered following the Department of Education guidelines for overpayments.

## 7. ACCOUNTING OF FUNDS

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds or State funds.

## 8. DISBURSEMENT OF FUNDS

In order to ensure compliance with Department of Education ~~Regulations~~ regulations pertaining to separation of duties for disbursement of financial aid funds the following is established:

- a. The Chief Business Officer and/or designee, shall be responsible for disbursing financial aid funds as outlined in the Blue Book published by the U.S. Department of Education and other generally accepted accounting procedures.
- b. The ~~Chief Student Services Officer~~ Financial Aid Officers and/or designee, shall be responsible for determining disbursement schedules in consultation with the Chief Student Services Officer and/or designee- and the Chief Business Officer and/or designee.

## 9. FRAUDULENT DOCUMENTS

- a. Submission of fraudulent documents or behavior is a violation of the Student Code of Conduct and as such, subject to disciplinary action. The student will be informed that withdrawing the fraudulent document and/or information is not a pardon from disciplinary action. In addition, students who are found to have submitted fraudulent documents will have to repay any funds received back to the Department of Education.
- b. Any student submitting a fraudulent document and/or information will be referred to the Dean of Student Affairs and/or designee for disciplinary action and reported to the U.S. Office of Inspector General.

## 10. SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that institutions establish Satisfactory Academic Progress (SAP) standards for students applying for and receiving federal aid. These regulations require that the Financial Aid Office review the student's complete enrollment history regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective.

The Financial Aid Office will send notifications at the end of the Spring semester once

grades have been finalized to students who submit a FAFSA for the subsequent academic year and fail to maintain Satisfactory Academic Progress.

The Satisfactory Academic Progress standards, policy, procedures (which includes maximum units and time frame allowed, excessive units, policy on external credit and warning), and appeal process, including which financial aid programs SAP rules apply to can be found on the Financial Aid webpage on the college website or in the published Financial Aid Bulletin.

#### 11. EDUCATIONAL OBJECTIVE

Students receiving financial aid must be enrolled in a course of study leading to an AA, AS, AA-T, AS-T, or a Certificate of Achievement and have an education plan on file.

#### ~~12. ACADEMIC STANDARD~~

~~All students must have a cumulative Grade Point Average (GPA) of 2.0 or better.~~

#### ~~13. PROGRESS STANDARD~~

~~Students must complete a certain percentage of units attempted in order to make progress toward their goal. Students must have completed at least 67% of their cumulative units attempted.~~

#### ~~14. MAXIMUM UNITS/TIME FRAME ALLOWED~~

~~Students must also complete their educational objective (graduation, transfer, and certificate in a timely manner) by the time they have attempted 90 units. This includes ALL units attempted at the college. A student can only receive financial assistance for a maximum of 150% of the published length of the program. All units attempted, regardless if required for the major or are for personal enrichment, will count toward the 150% allowable total. A change in education objective will not start a new maximum time frame. All units taken for prior programs will be included in the 150% allowable total. Courses in which a student receives a "W" are also included in the 150% allowable total.~~

~~The standard for completion of many degree programs at San Diego City, Mesa or Miramar College is 60 units. Thus, 90 units is the maximum for which a student can receive financial assistance (60 units X 150% = 90 units).~~

~~Certificate of Achievement programs may have a shorter time frame. Please review the academic program requirements provided for each degree and certificate program in the college catalog.~~

~~The maximum unit time frame includes units attempted during all periods of enrollment in which the student did or did not receive financial aid. The maximum unit time frame also includes evaluated units from prior colleges which meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose within the college.~~

If the student's total units equal or exceed the maximum unit time frame of 150% (equivalent to 90 attempted units for an AA/AS or transfer), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student may appeal for an exception to this policy by submitting a Financial Aid Appeal petition. For further information see the Appeal section of this policy.

#### 15. EXCESSIVE UNITS

- a. Up to 30 units of remedial basic skills courses and all English as a Second Language (ESL) courses will be excluded from the 150% limit.
- b. Military credits will be excluded.
- c. Repeated classes: Financial assistance may be awarded to cover the cost of courses previously taken to improve a grade. Although the college counts only the most recent grade earned when the student repeats a course, financial aid must include the units from every attempt when calculating a student's SAP status. Repeated semester units will count toward the 150% maximum eligibility allowed.
- d. High Unit Majors

#### 16. OTHER COLLEGE UNITS

All transfer units accepted will be used in determining financial eligibility. Students wishing to receive credit for courses taken at other colleges must submit official transcripts from each college to the Admissions & Records Office. Degree applicable units included in units attempted and earned will be used in the calculation of Maximum Time Length and Pace of Progression.

The Financial Aid Office makes every effort to ensure that all SAP processes are accurate. Students who believe their SAP status has been determined in error should contact the Financial Aid Office immediately to discuss their situation and to determine if an error has been made.

#### 17. UNSATISFACTORY ACADEMIC PROGRESS

The Financial Aid Office will send e-mail notifications at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress. Detailed information on the Satisfactory Academic Progress policy and procedures is posted on the Financial Aid webpage on the college website and published in the Financial Aid Bulletin.

#### 18. FINANCIAL AID WARNING

Students will be placed on financial aid warning if they fail to complete 67% of units attempted or if they earn less than a 2.0 cumulative GPA or both. Financial Aid assistance will be continued during this warning period.

#### 19.12. FINANCIAL AID DISQUALIFICATION

A student will be placed on disqualification after one term of warning if they fail to **meet the satisfactory academic progress requirements of completing 67% of units attempted, or if they earn less than a 2.0 cumulative GPA or both** Satisfactory Academic Progress. Students may also be placed on disqualification status if they have reached the

Maximum Units/Time Frame limit or the Financial Aid Office determines they cannot complete their academic program within the allowed time frame.

Financial Aid assistance will cease during the disqualification period.

### 20-13. APPEALS

Students that are ~~academically not eligible to receive Financial aid due to disqualification~~ and have documented extenuating circumstances such as injury or illness, death of a relative or other special circumstance(s), may submit an appeal to the campus Financial Aid Office for the Appeal Committee's consideration. Appeals will be considered in the date order with which they are received. Appeals and any supporting documents must be received in the Financial Aid Office by the published deadline date or a student's last day of classes, whichever comes first, for the term of the appeal. Details of the appeals process is delineated in the Financial Aid Bulletin.

~~If an appeal is approved, a student will be placed on "Financial Aid Probation" for one payment period (one semester) only, and must make Satisfactory Academic Progress (SAP) and comply with any specific conditions in the appeal decision. Students who do not make SAP, or meet the conditions in the appeal decision, will be disqualified again and must meet the reinstatement conditions to be considered for further aid.~~

The decision of the Appeal Committee is final.

### 21-14. 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.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

### 22-15. LOSS OF ELIGIBILITY FOR BOG FEE WAIVER

In accordance with Title 5, students will be ineligible for the Board of Governors Fee Waiver (BOGW) if they do not meet the college standards of academic progress, under the following conditions:

Academic Disqualification:

~~A student on academic probation status whose subsequent semester GPA falls below a 2.0~~

~~Lack of Progress Disqualification:~~

~~A student on lack of progress probation whose entries of "W," "I," and "NP" recorded in a subsequent semester reaches or exceeds 40%.~~

Loss of BOG Fee Waiver eligibility shall become effective at the first registration opportunity after such determination is made.

The District will notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification will advise students about the available student support services to assist them in maintaining and reestablishing BOG Fee Waiver eligibility. Students can find eligibility information on the Financial Aid webpages on the college's website or in the current college catalog.

#### 23.16. REGAINING BOG FEE WAIVER ELIGIBILITY

Students who lose eligibility for the BOG Fee Waiver can have it reinstated if they meet the criteria below:

- a. If successfully granted a BOG Fee Waiver appeal
- b. Return to good academic standing

#### 24.17. BOG FEE WAIVER APPEAL PROCESS

San Diego City, Mesa and Miramar College have established written procedures by which a student may appeal the loss of a BOG Fee Waiver due to the following reasons:

- a. Extenuating circumstances which are verified cases of accidents, illnesses, changes in the student's economic situation, or other circumstances that rendered normal academic functioning likely or impossible. Such circumstances must be verified in writing.
- b. Evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.
- c. A student with a disability who applied for, but did not receive, a reasonable accommodation in a timely manner. A verification of disability document from the DSPS office must be attached to the appeal form.

All of the above reasons must be supported by written documentation from the student. The *Loss of Enrollment and BOG Fee Waiver Appeal* form can be found on the Financial Aid on the college's website along with semester submission deadlines. A college designated committee will review all appeals and will make a recommendation to the Vice President of Student Services or his/her designee.



Foster Youth and those receiving BOGW A Special shall not be subject to loss of BOG Fee Waiver due to academic or progress disqualification. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

References: Education Code Sections 66021.6 and 76300;  
Title 5 Sections 58600-58630;  
20 U.S. Code Sections 1070 et seq.;  
Higher Education Amendments of 1986, Public Law 99-49, Section 668.56, as amended;  
Subpart E of 34 Code of Federal Regulations (CFR) Part 668;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
WASC/ACCJC Accreditation Standard III.D.15

APPROVED: \_\_\_\_\_  
Constance M. Carroll, Ph.D.  
Chancellor

DATE: \_\_\_\_\_

Supersedes: New Procedure



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### **BP 3601 - Financial Aid Program Participation Agreement: Code of Conduct**

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The Program Participation Agreement (PPA) of the Higher Education Opportunity Act (HEOA) requires that an institution participating in a Title IV loan program develop, publish, administer, and enforce a code of conduct. The code of conduct applies to the officers, employees, and agents of the institution.

The following conduct standards will be imposed for all offices, employees and agents of the San Diego Community College District who have responsibility working with educational loans.

1. A revenue-sharing arrangement with any lender is prohibited. The HEOA defines "revenue-sharing arrangement" as any arrangement between the San Diego Community College District (District) and a lender under which the lender makes Title IV loans to students attending the District (or to the families of those students), the District recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the District or to its officers, employees, or agents;
2. Acceptance of gifts from lenders, guaranty agencies or loan servicers is prohibited. No officer or employee of the District's financial aid office (or an employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept any gift from a lender, guarantor, or servicer of education loans. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimus amount.
3. A gift does not include (1) standard material, activities or programs on issues relating to a loan, default aversion, or financial literacy, such as a brochure, workshop or training; (2) food, refreshments, training, or informational material provided as part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the District's officer, employee or agent; (3) favorable terms and benefits on an education loan provided to a student employed by the District if those terms and benefits are comparable to those provided to all students at the District; (4) entrance and exit counseling services provided to borrowers as long as the District's staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for any advantage related to education loans, and; (6) State education grants, scholarships, or financial aid funds administered by or on behalf of a State;

4. No officer or employee of the District who is employed in the financial aid office of the District (or an employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans;
5. Steering borrowers to particular lenders or delaying loan certifications is prohibited. For any first-time borrower, the District may not assign, through the award packaging or other methods, the borrower's loan to a particular lender. In addition, the District may not refuse to certify, or delay the certification, of any loan based on the borrower's selection of a particular lender or guaranty agency;
6. The District will not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the District to the lender for extending credit to the student;
7. Acceptance from any lender any assistance with call center staffing or financial aid office staffing is prohibited. However, a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters; and
8. An employee of the District's financial aid office (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves on an advisory board, commission, or group established by a lender or guarantor (or a group of lenders or guarantors) is prohibited from receiving anything of value from the lender, guarantor, or group, except for reimbursement for reasonable expenses incurred by the employee for serving on the board.

Adopted: February 18, 2010

Supersedes: 2/18/10



## **Board Policies**

### **Chapter 2 - Board of Trustees**

The following Chapter 2 Board Policies are being put forth for **revision** as part of the Board's ongoing 6-year comprehensive review of all Board policies and procedures:

**BP 2210 Officers** (minor changes for consistency, to update references, and to add Board President and Secretary responsibilities to align with best practices)

**BP 2310 Regular Meetings of the Board** (minor changes for consistency, and to update references, including outdated language regarding CE "centers")

**BP 2436 President Selection (College/Continuing Education)** (minor changes for consistency and to update references, and to allow for campuswide forums for presidential finalists)

**BP 2730 Board Member Health Benefits** (minor changes for consistency, removed unrelated language, and incorporated changes to minimum required language)

**NOTE for all following documents:** The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current adopted board policies. The language in **blue ink** is included for consideration.



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Board Policy

### Chapter 2 – Board of Trustees

#### BP 2210 – OFFICERS

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The Board [of Trustees](#) shall elect, from among its members, a President of the Board and an Executive Vice President. The remaining three members shall be designated as Vice Presidents.

#### **ELECTION OF OFFICERS**

The President and the Executive Vice President of the Board of Trustees shall be elected from the members of the Board by roll call vote of the members at the annual organizational meeting of the Board of Trustees in accordance with the period specified in the Education Code Section 72000, subdivision (c)[\(2\)\(A\)](#).\*:

\*The period specified in subdivision (c)[\(2\)\(A\)](#) is a day within the 15-day period that commences with the date upon which a governing Board member elected in the current year's election takes office. Organizational meetings in years in which there is no election for governing Board members shall be held during the same 15-day period on the calendar.

The President and the Executive Vice President shall each receive the votes of a majority of the voting membership of the Board before being declared elected.

#### **TERM OF OFFICE**

The President and Executive Vice President shall hold their offices for one year beginning the first working day of January next to the following first working day of January and until their successors shall be duly elected and qualified.

#### **VACANCY IN OFFICE**

In the event of a vacancy in the office of President or Executive Vice President by death, resignation, or otherwise, the Board of Trustees shall immediately elect a successor to the President or Executive Vice President, as the case may be, to fill the vacancy for the remainder of the normal term of office and until a successor shall be duly elected and qualified.

#### **PRESIDING OFFICER**

The President [of the Board](#) shall preside at all meetings of the Board of Trustees at which he/she is present. He/she shall perform such duties and exercise such powers as usually pertain to the office of President, and he/she shall also have such additional powers as may be granted to him/her by law or by the Board.

The duties of the President of the Board of Trustees include, but are not limited to:

- Preside over all meetings of the Board of Trustees;
- Call emergency and special meetings of the Board of Trustees as required by law;
- Consult with the Chancellor on Board meeting agendas;

- [Communicate with individual Board members about their responsibilities;](#)
- [Participate in the orientation process for new Board members;](#)
- [Assure Board compliance with policies on board education, self-evaluation, and evaluation of the Chancellor;](#)
- [Represent the Board of Trustees at official events or ensure Board representation.](#)

### **PRESIDING OFFICER IN ABSENCE OF PRESIDENT**

The Executive Vice President shall preside at all meetings of the Board of Trustees in the absence of the President, and shall perform such other duties as may be enjoined upon that office by the Board. In the case of absence of the President [of the Board](#), and/or in the case of a delay of more than three (3) working days in responding to District business with signature authority by the President [of the Board](#), or if there be a vacancy in the office of the Presidency, all the powers and duties of that office shall devolve upon the Executive Vice President who shall continue to exercise such powers and duties until the President [of the Board](#) returns or the vacancy is filled.

### **PRESIDING OFFICER IN ABSENCE OF PRESIDENT AND EXECUTIVE VICE PRESIDENT**

In case of the absence, disability, or refusal to act of the President and the Executive Vice President at a meeting of the Board of Trustees when a quorum is present, as determined by the Secretary by roll call, the members present may elect, by a majority vote of all of the voting membership constituting the Board, a Chair Pro Tem for that meeting. If a Chair Pro Tem is not elected, one of the members shall be picked by lot to act as Chair Pro Tem for that meeting.

### **CHANCELLOR AS OFFICER OF BOARD**

The Chancellor, as Chief Executive Officer, shall be appointed as Secretary of the Board of Trustees at the annual meeting by the adoption of [this policy](#) ~~these policies~~. He/She shall supervise preparation of the dockets for all meetings of the Board. Unless otherwise directed by the voting Board, he/she shall conduct official correspondence for the District.

[The duties of the Secretary of the Board of Trustees include, but are not limited to:](#)

- [Notify members of the Board of regular, special, emergency, and adjourned meetings;](#)
- [Prepare and post Board meeting agendas;](#)
- [Have prepared for adoption minutes of Board meetings;](#)
- [Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;](#)
- [Conduct the official correspondence of the Board;](#)
- [Certify as legally required all Board actions;](#)
- [Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.](#)

[In addition,](#) cContracts, agreements, reports, leases, surveys, deeds and all other official documents shall be authenticated/executed by the Chancellor's signature or by the signature of such persons as he/she may designate, unless otherwise directed by the Board. The Board does not abrogate its responsibility by the delegation of this power and authority. All authorization and approvals which are reserved to the Board by law and which are not specifically delegated by the Board shall be enforced as a prerequisite to the execution of said documents.

The Chancellor shall make known his/her recommendations on all matters pending before the Board of Trustees (except those items submitted by Board members who introduce items on the

docket pertinent to the educational jurisdiction of the District) prior to the time the presiding officer calls for the vote.

The Chancellor will advise the Board as to any request for public records concerning legal matters or financial disclosures under either state or federal law and provide copies of the request to all Board members. Individual Board members may request copies of all materials provided to individuals or groups who have requested such information.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

[Also see BP 2305 Annual Organizational Meeting](#)

~~SDCCD — former policy 1001.1, 1001.2, 1001.3, 1001.4, 1001.5, 1001.6, 1001.7, 1001.15~~

**Reference:**

Education Code Section 72000

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**Adopted:** 12/14/06

**Revised:**

*(Replaces current SDCCD BP 2210)*



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Board Policy

### Chapter 2 – Board of Trustees

#### BP 2310 – REGULAR MEETINGS OF THE BOARD

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~~Officers of the Board of Trustees shall be elected pursuant to BP 2305 Annual Organizational Meetings.~~ Regular meetings of the Board of Trustees shall typically be held ~~normally~~ on the second and fourth Thursday of each month, beginning at 4:00 p.m., unless otherwise specified in the posted agenda. Regular meetings of the Board of Trustees shall ~~normally~~ typically be held in the Board ~~e~~Conference ~~r~~Room, Suite 235, The Charles W. Patrick Building, 3375 Camino del Rio South, San Diego and at such other locations, if any, which are identified as teleconference locations for a meeting to be conducted through teleconferencing.

Regular meetings may be adjourned to a subsequent time or day at the discretion of the Board should it appear to the Board that the business of the meeting has not been completed.

The setting of time limits on Board Meetings:

1. In the event the Board has scheduled both Open and Closed Sessions during one meeting, the total meeting time of both sessions shall not exceed 5 hours, except by majority vote of the Board at that time;
2. The Board shall adjourn no later than 10:00 p.m. No action shall be taken after that time, unless there has been a majority vote of the Board to determine a time certain for adjournment in order to hear urgent matters before the Board;
3. No item shall be considered or discussed longer than 20 minutes in any one meeting of the Board except by a majority vote of the Board. This time limit; however, will not preclude input within the time limits set by Board, from the Senates, other District staff, students or the general public. The Board may determine how much time will be allowed for discussion or action on any item;
4. Recommended guidelines are that members of the Board shall have a total of no more than five (5) minutes each to speak or question staff, and shall be recognized no more than twice by the presiding officer, on any item during the same meeting. ~~The Board, by majority vote, may make exceptions to this section. The motion shall contain the precise parameters of the exceptions to be made.~~
5. If a Board member believes that a detailed explanation is needed on his/her views on an issue, he/she will be invited to prepare a written paper detailing the main points or concerns. Copies will be distributed to the Board and relevant parties. The Board may by majority vote, table or postpone to a date certain, any item before the Board; and



6. Individual Board members shall have no more than five (5) minutes during the REPORT OF THE TRUSTEES, to discuss any matter they determine to be pertinent to the educational jurisdiction of this District.

The president of the faculty senates and classified senates at each college and Continuing Education, and the presidents/representatives from all District unions shall be invited to attend regular meetings of the Board. Also, the president of the associated students at each of the colleges, and one student representative from ~~the adult centers, and one from the Educational Cultural Complex~~ Continuing Education shall be invited to attend regular meetings of the Board.

A notice identifying the location, date, and time of each regular meeting of the Board of Trustees shall be posted at least ten ~~(10)~~ days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board of Trustees shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board of Trustees shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

[Also see BP 2320 Special and Emergency Meetings, BP 2340 Agendas, BP 2345 Public Participation at Board Meetings, BP 2350 Speakers, and BP 2355 Decorum](#)

~~SDCCD- former policies 1001.8, 1001.17~~

**References:**

Education Code Section 72000(d);  
Government Code Sections 54952.2, 54953 et seq., and 54961

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**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SDCCD BP 2310 titled Regular Meetings of the Board adopted on 12/14/06. The language in **blue ink** is included for consideration.

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**Adopted:** 12/14/06

**Revised:**

*(Replaces current SDCCD BP 2310)*



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Board Policy

### Chapter 2 – Board of Trustees

#### BP 2436 – PRESIDENT SELECTION (COLLEGE/CONTINUING EDUCATION)

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The Board of Trustees shall direct the Chancellor to oversee the search process to fill the president position in the event of a vacancy. A search committee shall be formed which will include members of governance groups and, as determined, appropriate representatives from the community. The search committee shall make recommendations concerning all aspects of the search process, [which may include a campuswide forum for finalists](#), and shall recommend final candidates to the Chancellor.

The Chancellor will recommend at least two finalists for interview with the Board [of Trustees](#) and Chancellor in closed session. The final selection will be announced in open session and voted on for approval pursuant to Title 5 and relevant Government Code ~~regulations~~ [sections](#).

**Reference:** Title 5, Sections 53000 et seq.;  
[WASC/ACCJC Accreditation Standards IV.B.1, IV.B.1.j, and IV.D.4](#)

~~Accreditation Standard IV.B.1, IV.B.1.j;  
Title 5, Sections 53000 et seq.~~

Adopted: 12/09/2010

New Policy

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**Adopted:** 12/09/10

**Revised:**

*(Replaces current SDCCD BP 2436)*



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Board Policy

### Chapter 2 – Board of Trustees

#### BP 2730 – BOARD MEMBER HEALTH BENEFITS

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Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs.

Current elected members of the Board of Trustees shall be permitted to participate in the District's current health benefit programs. The benefits for members of the Board of Trustees through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

On April 24, 1985, the Board of Trustees established the following as health and welfare benefits for members of the Board of Trustees:

Coverage under a District-offered group plan for:

- 1) Health
- 2) Dental
- 3) Vision
- 4) Long-term disability
- 5) Life

Former members of the Board of Trustees may continue to participate in the District's health benefits programs upon leaving the Board of Trustees if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board of Trustees before January 1, 1995; and the member must have served at least 12 years.

All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

#### **References:**

Government Code Sections [53201](#) and [53208.5](#)

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**Adopted:** 12/14/06

**Revised:**

*(Replaces current SDCCD BP 2730, former policy 1001.25)*



**District Strategic Planning Committee Composition  
2017 – 2018**

Chair: Dr. Stephanie R. Bulger, Vice Chancellor, Instructional Services

<b>Name</b>	<b>Title</b>	<b>Location</b>
Berta Harris	Academic Senate President/Designee	City College
Kim Perigo	Academic Senate President/Designee	Mesa College
Naomi Grisham	Academic Senate President/Designee	Miramar College
Richard Weinroth	Academic Senate President/Designee	Continuing Education
Awana Payne	Classified Senate President/Designee	City College
Trina Larson	Classified Senate President/Designee	Mesa College
Terrie Hubbard	Classified Senate President/Designee	Miramar College
Neill Kovrig	Classified Senate President/Designee	Continuing Education
Susan Murray	Dean, Institutional Effectiveness/Designee	City College
Madeleine Hinkes	Dean, Institutional Effectiveness/Designee	Mesa College
Daniel Miramontez	Dean, Planning, Research and Institutional Effectiveness, Library and Technology/Designee	Miramar College
Michelle Fischthal	Dean, Institutional Effectiveness/Designee	Continuing Education
Ignacio Hernandez	United Student Council Representative	
Bonnie Ann Dowd	Business Planning and Development Council Chairperson	
TBD	Student Services Council Representative	

\*Office of Institutional Research and Planning by invitation.