Policies for Student Personnel

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AMENDED
STUDENT PERSONNEL POLICIES
FOR THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

3000 STUDENT OPERATIONS
3010 Admissions
3011 Admissions, General

3011.1 By California State Law, Community Colleges are open to any graduate of an accredited high school and to any other person eighteen years of age or older who can reasonably profit by the instruction. Exceptions are District high and elementary school students in special programs.

3011.2 Students who transfer from other colleges may enroll at Santa Barbara City College, with advanced standing, upon presentation of approved transcripts from such institutions.

3011.3 Each student must submit an application for admission, on or before the date specified in the college calendar.

3011.4 All students shall fabricate by filling and be encouraged to file transcripts of all high school and college work prior to the opening of the college term.

3011.5 Admission is dependent upon acceptance of the student, his/her conformance to admission and residence qualifications, and final registration payment of required fees. Continued attendance at Santa Barbara City College is dependent upon academic achievement and satisfactory conduct.

*3012 Classifications of Student Resident Status

*3012.1 A "resident" student, for purposes of tuition, is a student who has been a legal resident of the State of California for more than one year immediately preceding the residence determination date for the term during which s/he proposes to attend a California Community College. (EC 68017) - Unmarried minors (those under eighteen years of age) are by law incapable of establishing their own residence in California.

*3012.2 A "non-resident" student, for purposes of tuition, is a student who has not been a legal resident of the State of California for one year immediately preceding the residence determination date for the term s/he intends to enroll. (EC 68018)

*Amended by Board Action of April 12, 1973
After a student has been present in California for one year and has manifested clear intent to become a California resident s/he may apply for reclassification as a California resident at the Admissions and Records Office.

A student seeking reclassification shall be determined financially independent or dependent on non-resident parents, by the Admissions and Records Office.

**3012.3** If a student is classified as a district resident or non-district resident (EC 68060), s/he will be admitted to the College without non-resident tuition. Students classified as non-residents will be required to pay tuition in an amount set annually by the Board of Trustees in accordance with EC 68060 seq.

Exemption for tuition will be granted upon application for students who are full-time employees of the District.

*3012.4* Minor students whose parents or guardian live in another California Community College District or students of majority age who are residents of another California Community College District may attend Santa Barbara City College if they present proper signed transfer permits from their resident district. Students from other California areas which are not included in any community college district may attend Santa Barbara City College.

*3012.5* The Assistant Dean, Administrator in charge of Admissions and Records shall determine residence of all applicants. Appeals of residence decisions shall be determined by the Superintendent-President Administrative Dean, Student Services.

*3012.6* Non-resident students subject to payment of community college non-resident fees, who have been admitted to a class or classes in error without payment of the fee, shall be excluded from such class or classes upon notification pending payment of the fee. Such notification shall be given to the student prior to the end of the fifth week of the semester, session, or period of enrollment.

*Amended by Board action of April 12, 1973

**Amended by Board action of July 26, 1973
3.

*3012.7 It is the policy of the Santa Barbara Community College District vigorously to pursue collection of non-resident fees of which payment was avoided by falsification. Following reports to the Board of Trustees, the Assistant Dean Administrator of Admissions and Records is allowed to initiate action or to request the County Counsel to initiate action in appropriate courts of law to collect the fee.

**3012.8 Tuition refunds for non-resident students are given on a decreasing scale for classes dropped through the fourth week of instruction in a regular semester; 100 percent through the second week; 50 percent in the third week; 25 percent in the fourth week; no refund after the fourth week.

Written requests for refunds of tuition must be made and will be honored if they are received or postmarked by Friday of the fourth week.

In a summer session, 100 percent refund will be given for classes dropped during the first week; no refunds after the first week.

***3012.9 An instructional materials fee of less than $10.00 will not be refunded if a student withdraws from a course at any time during the semester. If the fee is $10.00 or more, it will be refunded in full during the first two weeks of class, and no refund after the second week.

In the summer session, there will be a full refund during the first week if the instructional fee is $10.00 or more per class and no refund at any time if under $10.00.

Fees may be transferred from one class to another upon official transfer by the student.

The health fee will not be refunded at any time a student withdraws.

****3012.91 A charge of a $1.00 fee will be assessed for program changes after the first two weeks of classes during the Fall and Spring semesters and after the first week of classes during the summer or other short terms for transactions made on each

*Amended by Board Action of April 12, 1973
**Amended by Board Action of July 26, 1973 and May 11, 1978
***Adopted by Board Action of May 27, 1982
****Adopted by Board Action of June 10, 1982
4.

Optical Scan form or for each transactional visit to the Admissions and Records Office. There will be no charge for changes initiated or required by Santa Barbara City College.

*3012.92 A charge to new and returning students of a $2.00 fee will be collected for late applications to the college received after the stated application deadline for each college semester/term.

**3013 Registration and Enrollment Priorities

In accordance with the provisions of Article 7, Chapter 2, Division 9, Part VI, Title 5 of the California Administrative Code, Section 51825, the following priority system for registration and enrollment shall be followed by the Santa Barbara Community College District: 1) physically handicapped disabled and first-year EOPS students as defined by statute; 2) continuing students with priority given to those with the most units completed at Santa Barbara City College; and 3) new, transfer and returning students in the order in which applications are accepted by the Admissions Office.

3020 Enrollment and Attendance

3021 Enrollment

***3021.1 Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for State aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Article 7, Chapter 2, Division 9, Part VI, Title 5, of the California Administrative Code, commencing with Section 51820.

*Adopted by Board action of June 10, 1982.


*3021.2 Prerequisites shall not state nor imply that enrollment in a course is limited to a specialized clientele, unless such limitation is specifically authorized by law.

*3021.3 A review of prerequisites listed in any and all official publications of the College District shall be made by authorized staff in accordance with Article 1, Chapter 2, Division 1, Part 2, Title 5, of the California Administrative Code, Section 50104, 51823.

3022 Class Attendance

3022.1 Although attendance taking is no longer necessary for State reports, students are expected to attend all classes and to be punctual. All faculty members will take steps to encourage attendance whenever possible.

3022.2 An instructor may drop a student at any time prior to the last date for withdrawal for excessive unexcused absences. As a guideline, absence is considered excessive if a student misses three meetings of the class.

3030 Credit and Independent Study

**3031 Credit by Examination

3031.1 Credit by examination may be granted to students who are registered and in good standing (2.00 g.p.a.) at SBCC for proficiency in subject matter essentially equivalent to a course for which credit is being requested. Students may petition for credit by examination provided the course is listed in the catalogue, the amount of credit is not greater than the amount listed for the course, and the department designates the course as suitable for credit by examination. Credit may not be granted for any course for which high school or college credit has been awarded.

* Adopted by Board action of October 13, 1977
** Amended by Board action of March 29, 1979
*3031.2 The petition for credit by examination may be obtained in the Admissions Office and shall be submitted to the appropriate department chairperson. Although examinations may be written prior to the completion of 15 units, no credit shall be posted on the student's permanent record card until after 15 units have been earned at SBCC. A maximum of 12 units may be obtained by examination. Students must petition for credit by examination by the end of the third (3rd) week of the semester. The examination must be taken at a time determined by the instructor but prior to the eighth (8th) week of the semester. Department Chairpersons shall submit the name(s) of the student(s) who have successfully achieved Credit by Examination by the end of the eighth (8th) week of the semester in which credit is granted.

3031.3 Type and content of examination to be administered to students are at the discretion of the appropriate chairperson. Suggestions are, but not limited to, the following: Final examinations for particular courses, demonstration of skills tests. A minimum grade of "C" must be earned on the examination. The appropriate chairperson will keep a record of the students' examinations on file.

3031.4 Units granted apply only to the Associate in Arts or Associate in Science degrees at SBCC. Transfer students wishing credit by examination at four-year institutions may be required to petition such institutions in conformance with their policies.

**3032 Independent Study

3032.1 Students may explore independent study under the guidance and supervision of a credentialed instructor of the College.

A student may enroll in a maximum of four (4) units per semester of independent study. ONLY students who register for a minimum of three units of work per week during each period. The student should consider the policy of the four-year institution regarding the number of units of independent study which may be earned each semester.

Each student is responsible for being acquainted with department requirements and prerequisites.

*Amended by Board action of April 15, 1982
**Approved by Board action of June 8, 1978
and for presenting a plan for study to an appropriate instructor. An independent study program may be undertaken only with the consent of the instructor. Instructors enter into independent study contracts voluntarily and may decline if teaching assignments preclude additional responsibility.

3032.2 Independent Study courses provide opportunities for students to explore a subject in depth beyond that possible in the existing courses at Santa Barbara City College. Such a course can only be offered by an existing department which has had this course offering approved by the Curriculum Committee, and only by instructors who teach courses other than Independent Study within that department.

Students requesting to take an Independent Studies course must prepare a written statement of the proposal and present it to the instructor under whom the work is to be done. The applicant must offer evidence that s/he is capable of doing independent work. The Independent Studies Contract must be approved by the instructor and the Department Chairperson. Contracts must then be kept in a file in the department office and the Admissions Office.

3032.3 The following criteria shall apply to Independent Study:

1) Independent Study courses shall be done independently under the guidance, supervision, and evaluation of a SBCC instructor. They shall not be courses or seminars for a few students. (Note: A seminar type course, including one in which there is also independent study, should be presented and approved by the department and the Curriculum Committee before being offered.) Small seminar courses should be given a number other than 98, 61, or 99, and they should be listed in the catalog. For example; Biology 97, Biosystematics.

2) Independent Study courses shall not be taught by a tutor, such as remedial work.

3) Independent Study credit shall not be given for teaching nor tutoring. Students may receive credit for tutoring by taking the tutorial course.
4) Independent Study shall not be substituted for an existing course taught at SBCC.

5) Independent Study credit shall not be granted to students for completing an audio-tutorial course offered in or outside of SECC.

6) Independent Study credit shall not be granted for supervision of students (as teacher aides), for students' services, not for services to an instructor, department, school or community.

7) Independent Study credit shall not be granted for work in short courses, regularly scheduled field trips nor short laboratory courses.

8) Independent Study credit shall not be given for time and effort spent in preparing for a specific course a SBCC.

9) For students to be eligible for Independent Study they must have completed a minimum of 12 units at SECC with a G.P.A. of 2.5.

10) A minimum of 6 units with a 3.0 G.P.A. must be within the department in which Independent Studies will be taken.

11) Applications for Independent Studies must be completed by the student and will be accepted no later than Friday of the third week of the semester. Applications are available from Department Chairpersons or the Admissions and Records Office.

*3040 Scholastic Standards, Grades and Grading

3041 Scholastic Standards

3041.1 The sole responsibility for assigning grades rests with the individual instructor. Each instructor is requested to employ his/her best judgment, keeping in mind that s/he must issue grades according to what s/he deems to be fair to a student for the work performed.

3041.2 To aid the instructor in knowing how his/her grading techniques compare with those of other faculty members, a grade distribution

*Changes in Grading Policy approved by Board of Trustees on February 19, 1981
report will be issued at the end of each semester. This report will be coded so that each instructor’s grades will be kept in confidence.

3042 Grades and Grade Points

3042.1 Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>DEFINITION</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory--units awarded not counted in G.P.A.)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No credit (less than satisfactory--units not counted in G.P.A.)</td>
<td></td>
</tr>
</tbody>
</table>

*3042.2 Credit - No Credit

Students may elect credit/no credit grading in any course listed in the catalog with the consent of the instructor no later than the 5th week of the semester.

After the 5th week, neither the student nor the instructor may change the decision.

Credit may be granted only when the work is of a quality equivalent to a grade of "C" or better.

Credit/no credit grading is not permitted in a course required by a student’s major area of study except when the college offers courses in which there is a single, satisfactory standard of performance for which

*Amended by Board action of April 15, 1982.
unit credit is assigned. The credit/no credit grading system shall be used to exclusion of other grades. "Credit" shall be assigned for meeting that standard.

Units earned on a "credit/no credit" basis shall not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be considered in progress probation and dismissal procedures.

Independent Study courses may be graded on a "credit/no credit" basis.

3043 Non-Evaluative Symbols

3043.1 Symbol "I" (Incomplete):

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of term may result in an "I" symbol being entered in the student's record. An "Incomplete" form (in triplicate) will state the conditions for removal of the "I" and the grade assigned (A-F, CR/NC) in lieu of its removal. The student, the faculty member and the Admissions and Records Office will have a copy of the Incomplete form. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" shall be made up no later than the end of the following semester (i.e., Summer Intersession--by the end of Fall Semester; Fall Semester--by end of Spring Semester; Spring Semester--by end of Fall Semester.

The "I" symbol shall not be used in calculating units attempted nor grade points.

The student may petition the Scholastic Standards Committee for a time extension due to unusual circumstances.

3043.2 Symbol "IP" (In Progress)

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress" but that assignment of a substantive grade must await its completion.
The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed.

The "IP" shall not be used in calculating grade point averages.

3043.3 Symbol "RD" (Report Delayed):

The "RD" symbol may be assigned by the Assistant Dean/Administrator of the Admissions and Records area only. "RD" is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

"RD" shall not be used in calculating grade point averages.

*3043.4 Symbol "W" (Withdrawal):

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first three weeks of a term.

An instructor must drop a student as a "No Show" on the first census if the student is "not actively enrolled" at that time.

A student may withdraw from class/classes/college at any time prior to the end of the 14th week of the semester and would receive a "W". Students are encouraged to consult with the instructor concerning the withdrawal, but the instructor may not withhold the "W" grade. A student who remains in a class beyond the end of the 14th week must receive a grading symbol other than a "W".

An instructor may drop a student until the end of the fourteenth week of the semester for excessive unexcused absences. Absence is considered excessive if a student misses more than the equivalent of one week of class during the semester.

In such instances the student will receive a "W". An instructor may reinstate a student through

*Amended by Board action on February 11, 1982
and June 24, 1982
the end of the 14th week when it was determined that the student has been dropped in error. The instructor may not drop a student after the end of the fourteenth week. After the end of the fourteenth week, an evaluative grade symbol must be assigned.

The "W" shall not be used in calculating grade point averages, but excessive "W"s" shall be used as factors in progress probation and dismissal procedures.

If a student withdraws during the first three (3) weeks of the semester, no entry will be recorded.

A student or instructor may petition the Scholastic Standards Committee for a "W" to be recorded after the fourteenth week due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

3044 Grading

3044.1 It is a recognized principle that evaluation in college level courses is a prime responsibility of the instructor. Such evaluation involves measurement of achievement against the objectives of the course, and the assignment of a letter grade to denote the subject matter mastery of the student. The Class Record Book should provide evidence, in matters of attendance and achievement, of the grade assigned. The grade assigned shall be considered to be final and is not subject to reconsideration, although each instructor may be expected to explain a grade to a student who makes inquiry.

3044.2 After final examinations, instructors shall report final semester grades to the Office of Admissions and Records. Once a grade is submitted, there shall be no authority to change it except when an instructor can certify that a mechanical or arithmetical error was made or that extenuating circumstances exist.

3044.3 All grade changes must be clearly indicated on the student's record in such a way that the original grade remains visible. The only exceptions are those instances where there has
been instructor mistake, fraud, bad faith or incompetency, in which case the erroneous grade may be expunged from the student's record.

3045 Course Repetition and Academic Renewal

3045.1 An open-door college accepts the responsibility to provide ample opportunity for the student to succeed. Since the community college admits students with a diverse range of abilities, aspirations and interests; the college must provide flexibility in its policies to enable a student to overcome a poor academic record.

The college, however, must have balance between policy flexibility and the maintenance of academic regulation in order to insure 13th and 14th grade standards throughout the curricula.

In some cases, a student's recently demonstrated academic performance may be quite satisfactory, but the cumulative grade point average may be greatly affected by poor grades earned during an earlier period when undefined educational or career goals or personal difficulties inhibited demonstration of the student's full academic potential. Such students often experience extreme hardships in attaining the grade point average necessary for graduation, transfer, or qualification for employment opportunities.

In compliance with the provisions of Sections 51315-51317, 51318-51319, Chapter 4, Division 2, Part VI, Title 5, California Administrative Code, the following procedures are provided to give students an opportunity to overcome the academic disadvantage of previous substandard work.

3045.2 Course Repetition

A student may repeat a course in which a "substandard" grade has been earned. "Substandard" shall be defined as meaning course work for which the grading symbols "D", "F", and/or "NC" have been recorded. (The "W" symbol stands for withdrawal and is not a final grade. A student taking a course after having taken a "W" is not repeating a course).

Students shall be required to receive "prior
written permission from the District Superintendent or the District Superintendent's authorized representatives."

Any course repeated shall be clearly indicated on the student's permanent academic record.

3045.3 Academic Renewal (Without Course Repetition)

Courses in which students have previously received substandard grades and which are inappropriate to the student's present educational objectives may be alleviated when a student-initiated request has been approved by the Scholastic Standards Committee. Students using the Academic Renewal procedure must comply with the following:

1) A student may request academic renewal (for not more than two consecutive semesters of work accomplished at SBCC) through a petition to the Scholastic Standards Committee.

2) A student may request academic renewal only once.

3) There shall be normally 24 months between the end of the semester to be disregarded and the date of initiation of the petition for academic renewal.

4) The student seeking academic renewal is responsible for presenting evidence to the effect that previously recorded work was substandard academic performance (each semester with a G.P.A. less than 2.0) and is not reflective of more recently demonstrated academic success. Evidence of recent academic success shall include, but is not limited to, the following:

a. Twenty-four semester units with a minimum G.P.A. of 2.50, or 36 semester units with a minimum G.P.A. of 2.00.

b. Evidence that the student is making satisfactory progress toward an educational objective.

5) When the student's petition for academic renewal has been approved by the Scholastic Standards Committee, the student's record will be annotated by the Office of Admissions.
and Records so that it is readily evident to all users of the record that no units taken during the disregarded term(s), even if satisfactory, will apply toward units for graduation or other unit commitment. All work, however, will remain legible on the permanent record to insure a true and complete academic history.

6) None of the units completed during the semester(s) to be disregarded will count toward a degree; however, passing work shall satisfy general education requirements when applicable.

7) A student may repeat work taken during academic renewal semesters only if such repetition is necessary to allow normal progression toward an acceptable educational objective. Such repetition must be verified by a college counselor.

3046 Standards for Probation and Disqualification

*3046.1 Academic Probation and Disqualification

A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.00 in all units at SBCC which were graded on the basis of the SBCC grading scale.

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.00 or higher.

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of two consecutive semesters. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a fall semester followed by a fall semester shall be considered consecutive if the student was not enrolled for the intervening spring semester.) A student may be dismissed for one semester and then may be reinstated.

*Amended by Board action on June 4, 1982.
Academic disqualification is effective at the end of the spring semester. A student shall be notified that s/he is disqualified. Only actual academic disqualification (not probation) shall be noted on the permanent record card.

A student may appeal the dismissal with a petition to the Scholastic Standards Committee. The petitions should be submitted to the Office of the Administrative Dean, Student Services.

*3046.2 Progress Probation and Disqualification

A student who has enrolled in a total of at least 12 semester units at SBCC as shown by the official academic record shall be placed on progress probation when the percentage of the units in which a student has enrolled each semester and for which entries of "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%).

A student on progress probation because of an excess of units for which entries of "W", "I" and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

A student who has been placed on progress probation shall be subject to dismissal when "W", "I" and "NC" are recorded in 50% or more of the units in which he/she has enrolled for two consecutive semesters.

Progress disqualification is effective at the end of the spring semester. A student shall be notified that he/she has been disqualified or subject to dismissal. Only actual progress disqualification (not probation) shall be noted on the permanent record card.

A student may appeal the dismissal with a petition to the Scholastic Standards Committee. The petition should be submitted to the Office of Administrative Dean, Student Services.

3046.3 Exceptions to the Standards for Disqualification:

Extemating circumstances, such as but not limited to medical, psychological, legal and evidence of benefit.

Errors in the records.

*Amended by Board action on June 24, 1982
*3050 Inter-District Contracts

**3051 Inter-District Attendance Agreements

Free exchange agreements shall be contracted with all community college districts.

3054 Exceptions to the Free Exchange Agreement

The Superintendent-President is authorized to negotiate with other districts regarding exceptions to the free exchange agreement subject to Board ratification.

***3060 Student Information

To meet the requirements of The Family Educational Rights and Privacy Act of 1974 and Title 5 Regulations of the State of California adopted in 1976, the Santa Barbara Community College District shall establish administrative procedures to provide for the confidential maintenance of student records and to provide for access to individual student's records for any former or current student. (Refer to Appendix A).

*Amended by Board action of March 29, 1979

**Amended by Board action of January 27, 1983.

Santa Barbara City College maintains no directory information pursuant to section 76240 of the Education Code for the use of students and the general populace.

3070 Bookstore

The Campus Bookstore is operated by the College District in accordance with California Education Code Section 81375. The district has established "a fund into which the proceeds derived from the operation of a community college bookstore may be transferred." By the Board policy, these proceeds are used in helping to fund co-curricular activities such as drama, music, forensics, athletics and student publications.

3071 The Campus Bookstore is authorized by action of the Santa Barbara Community College Board of Trustees in accordance with the California State Education Code (E.C. Section 25531.8). All business transactions are subject to audit by the District.

3072 In accordance with policy adopted by the Santa Barbara Community College District Board of Trustees, a yearly payment from the operation of the Bookstore is to be paid semi-annually towards the co-curricular budget to defray a portion of the cost.

3073 At the end of each semester, the Bookstore will provide a book buyback for students paying them 50% of their cost for textbooks used the following semester.

3074 Personal checks are only acceptable with current school I.D. and drivers license. Checks are accepted for a minimal amount over the amount of purchase. No two party or out of state checks accepted.

3074.1 Any checks that are returned to the bookstore are subject to a fee.

3074.2 Three or more "Non-sufficient" checks or not clearing a bad check for 6 months or more revokes check cashing privileges permanently.

3074.3 Grades, transcripts, diplomas or registration privileges shall be withheld from any student or former student for not clearing "Non-sufficient" checks.

3075 Refunds will be issued only during the first three weeks of each semester beginning on the third day of classes.
3075.1 Books must be accompanied by a valid cash register receipt and proof of enrollment in class.

3075.2 Full refund will be given only if books have not been written in, underlined, erased or damaged in any way. Books not in mint condition will be refunded at 75% of the purchase price.

3075.3 A 10% restocking penalty will be charged for refunds on texts bought for classes not enrolled in.

3075.4 If paid by check, a credit memo will be issued pending presentation of cancelled check.

3075.5 No refunds on supplies or soft goods.

3076 Emergency desk copies will be made available to contract faculty members as a courtesy by the bookstore under the following conditions:

3076.1 Either replacement copies, or a cash purchase, must be made within sixty (60) days of issuance. If these conditions are not met, the instructor will be notified in writing, and the desk copy privilege will be withdrawn until the bill is paid.

3076.2 Replacement copies must be returned in new condition without marks, smudges or obvious wear. Any book stamped "COMPLIMENTARY" will not be acceptable as a replacement for a text on loan.

3076.3 Desk copies from prior semesters will not be accepted as replacements for current copies on loan.

3076.4 No desk copies will be available to hourly faculty, student teachers or readers. If, after purchase of a text, they receive a desk copy from the publisher in new condition, the store will make a full refund of the purchase within sixty (60) days of the semester.

3080 Campus Safety Office

3080.1 The main purpose of the campus safety office is to make the campus secure for students and
20.

staff. Campus safety officers provide protection throughout the college's east and west campuses including the various parking areas.

The security force patrols on foot, on bicycles and in the evening in two person teams - including coverage in the college's marked patrol vehicle.

3082.2 Secretarial service for the campus safety office is provided to receive crime reports, phone calls, etc.

3080.3 Another primary function of the security force is to enforce the parking regulations on campus. Pursuant to California Vehicle Code sections 21113, 21458, 21461, 22500, 22507.8, 22514 and 22658, the Board of Trustees, Santa Barbara Community College District, enacts the following regulations with respect to parking lots owned or controlled by the District for use by District personnel and the public.

1. No person shall stop, park or leave standing any vehicle, whether attended or unattended, upon the grounds under the ownership or control of the Santa Barbara Community College District used as parking facilities except in such areas and under such conditions as are specifically allocated for public use.

2. Signs or markers shall be utilized to identify such spaces or areas within District parking facilities as shall be reserved for the exclusive use of District owned vehicles and vehicles of District personnel. Parking spaces or other areas within District parking facilities for general public use shall also be identified by appropriate signs which shall include such limitations and restrictions as are imposed by the District.

3. All grounds under the ownership or control of the Santa Barbara Community College District used as parking facilities are deemed private property of the District within the meaning of Vehicle Code #22658.

4. Persons who drive, stop, park, or leave standing any vehicle whether attended or unattended upon the grounds owned or controlled by the Santa Barbara Community College District as parking facilities in spaces or areas other than those reserved for public use or in violation of such restrictions and limitations as are imposed by the District shall be subject to citation and the removal of such vehicle pursuant to applicable ordinances and statutes as may now or hereafter be applicable. District personnel that are charged
with the responsibility of enforcing all campus parking regulations are authorized to issue parking citations.

5. District personnel as may be charged with the duty of supervising, maintaining or controlling parking facilities are authorized and directed to invoke the assistance of county or local law enforcement agencies in causing the removal of any vehicle stopped, parked or left standing in unauthorized spaces or areas of District parking facilities.

6. The following parking regulations shall apply to all parking lots that are owned or controlled by the District for use by District personnel and the public.

   a) Permit Parking: All vehicles parked on the upper East Campus and in designated staff parking areas on the West Campus must have a permanent or temporary parking permit visible on or in the vehicle.

   b) Guests/Guest Speakers: Special parking for guests and guest speakers is to be arranged through the Campus Safety Office, Room CC-110C. All requests for special parking must be filed with the Director of Campus Safety, no less than 24 hours prior to the arrival of guests. No exceptions can be accommodated.

   c) Visitors/Salespersons: No visitors or salespersons are to park on the upper East Campus or in the designated staff parking area of the West Campus, except in the Visitors lot, unless special arrangements have been made in accordance with Item 2 above.

   d) Loading/Unloading: No automobiles will be permitted to pick up or deliver students in the upper East Campus area except at the loading area provided at the main gate, unless prior arrangements have been made through the Campus Safety Office, Room CC-110C.

   e) Visitors Parking: There will be no student parking in the Visitors lot in front of the Administration Building.

   f) Handicapped Parking: Students who are physically disabled may apply for a special parking permit from the Campus Safety Office. Handicapped spaces on the upper lot are restricted to wheelchair students only.
All other disabled students with a blue placard are required to park in the medical lot (Lot 2A) which is located at the corner of Loma Alta and Cliff Drive. The remainder of Lot 2A is reserved for staff or students with valid medical permits (7 a.m. - 7 p.m.). After 7 p.m., all students with a valid medical permit may park on the upper campus.

Any student suffering from a temporary disability (recent surgery) will be provided a temporary health permit which will enable the student to park in the "medical lot." The student may be referred to the campus physician to have his/her disability verified. A temporary health permit will not be issued for longer than two months.

Tram service is available to those students who would need such assistance. Any student using the tram service must register with Disabled Student Services.

g) Motorcycle and Moped Parking: Motorcycles parked on the upper East Campus shall be parked in the motorcycle/moped lot near the main entrance. Motorcycles may also be parked in the designated areas on the West Campus and in Lot 2C (lower lot near LaPlaya Stadium).

Mopeds may be parked in the motorcycle lots or in the moped lot near the Humanities Building.

No motorcycles or mopeds are to be parked in full-size spaces.

h) Tickets: Cars may be cited or towed away at owner's expense when illegally parked in any parking lot owned or controlled by the District. The bail schedule is established by the court, and all parking citations are processed through the City of Santa Barbara, City Hall, De la Guerra Plaza (P.O. Box 2547, Santa Barbara, California 93102).

*3080.4 Bicycles shall be left, parked or stored on the campus only in areas specifically designated by the presence of racks or other devices designed for bicycle parking. When racks are full, bikes shall be parked in an orderly manner at the end of the racks.

*Adopted by Board action of February 11, 1982
No person shall park, store, or leave a bicycle in such a manner as to cause said bicycle to block or otherwise impede normal entrance to or exit from any building on the campus.

No bicycle shall be parked, stored, or left within six feet of an entrance or exit unless a bicycle rack or parking device or marked bicycle spaces are provided within that distance, in which case the said bicycle must be parked in the designated bicycle area.

No bicycle shall be parked, stored, or left on any access or egress ramp. No bicycle shall be parked, stored, or left standing so as to interfere with or impede the normal movement of wheelchairs or bicycles upon ramps installed for the purpose of assisting the movement of handicapped persons or bicyclists.

No bicycle shall be parked, stored, or left standing on any lawn or landscaped area except in those areas designated as bicycle parking area by the presence of racks or other parking devices or signs indicating the area as a bicycle area.

No bicycle shall be parked, stored, or left standing in any lobby, hallway or room of any building unless said area is specifically designated for bicycle parking. Designated areas must be in accordance with all federal, state, and local fire and safety regulations.

No bicycle shall be chained or otherwise locked or attached to any handrail, tree, shrubbery, door, signpost, lamp, telephone pole or other object not maintained or designed for the purpose of securing bicycles.

Whenever any bicycle/moped is found to be parked illegally, any campus safety officer or other person authorized by the director of campus safety may remove securing mechanism using whatever reasonable measures are necessary to complete such removal for the purpose of impounding the bicycle. The person authorized to so remove and impound a bicycle in this manner, and the college, shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of repair or replacement of such securing device.

Any safety officer may move, relocate or impound any bicycle which is:

a) Blocking or otherwise impeding traffic in any roadway, path or sidewalk;
b) Blocking or otherwise impeding normal entrance to or exit from any building on the college;

c) Parked illegally as defined above;

d) Appears to be abandoned;

e) Has been reported to the college as stolen.

Any bicycle impounded shall be stored in a secure facility designated for such purpose by the Director of Campus Safety.

Bicycles may only be claimed by the owner during the designated hours. Any bicycles that have not been claimed within 10 working days after being impounded, shall be delivered to the Santa Barbara Police Department.

3080.5 Enforcing the bicycle regulations on campus is also the responsibility of the campus safety office. Whenever any bicycle/moped is found to be parked illegally, any campus safety officer may remove the securing mechanism using whatever reasonable measures are necessary to complete such removal for the purpose of impounding the bicycle.

3080.6 An on-going Crime Prevention Program has been developed to help the staff and student body more aware of crime prevention techniques.

3080.7 All campus security personnel that are properly trained as designated by law are authorized to carry a cannister of "Citizens' Teargas" (mace) while performing their security related duties.

3090 Veteran Students

Students who are eligible for Veterans Educational Benefits under the GI Bill of Rights and the Post Vietnam Veterans Educational Assistance Act may apply for such benefits with the Veterans Clerk on campus. Students eligible for VA Educational Benefits must satisfy VA Regulations and College Policies.

3100 STUDENT DEVELOPMENT

3110 Counselor's Role

The Board of Trustees of the Santa Barbara Community College District, realizing that counselors and counseling services are an integral and mandated responsibility of the college, under Section 72620, Education Code; Section 51500, Title 5, Administrative Code; Section 52400, Subchapter 9, Articles
1 & 2. Title 5, Administration Code, proclaim that Counselors and the Counseling Staff provide:

3111 Admissions information, orientation to the college, registration assistance to students for the selection of classes and programs of study, and information about scheduling and course descriptions.

3112 Students and prospective students with individual counseling and guidance services to determine goals and objectives and to help them achieve their maximum potential in academic, vocational and other areas of special interest.

3113 Courses and instruction in the development and improvement of study skills, college course work, testing and test interpretations for student abilities, aptitudes, career interests and guidance for self-understanding, self-assessment and how to attain educational goals.

3114 Reference materials and referral resources in the Counseling and Career Centers for majors, educational planning, career discovery, vocational guidance and job opportunities.

3115 Coordination of counseling information related to instruction, administration and all other support services for the benefit of the students, faculty and staff at Santa Barbara City College.

3116 Assistance in the coordination of college activities and programs with district secondary schools and transfer institutions to include updating materials, transfer information, visitations, liaison and distribution of articulation agreements on a regular basis.

3117 Assistance, information and materials to local high schools so their students may take college level courses in order to accelerate their college education while still attending high school.

3118 Involvement of counselors in the mission of the college through in-service, membership in advisory groups, college committees and community services.

3119 Assistance to students, referral resources and services for personal, social and financial problems as appropriate.

Other counseling and guidance services and activities as the Santa Barbara City College Board of Trustees.
3120 Advanced Student Policy (K-12)

3121 Local area secondary school students may attend Santa Barbara City College while enrolled as a regular student at a secondary school under the following conditions:

3121.1 An Advanced Student must have the official approval of the Principal or Headmaster. The student's Counselor or an Administrative Officer can recommend the student to take up to seven (7) college units of courses for which the student is qualified and has satisfied pre-requisites.

3121.2 Advanced Students must take courses classified at the 13th grade level or higher, as determined by agreement between the College and the secondary school district.

3121.3 All Advanced Students who are residents of the State of California will be admitted tuition free during the Fall and Spring Semesters. Resident Advanced Students who have not completed the 10th grade must pay tuition during the Summer Sessions.

3121.4 All other Advanced Students, out-of-state, non-residents and foreign students, must pay tuition.

*3130 Foreign Students Attending on F-1 Visas

3131 Foreign student enrollment at SBCC is limited to two percent of the credit enrollment of the preceding semester. Students admitted must satisfy certain the following conditions governing the admission of foreign students:

a. Submission of SBCC Foreign Student Application.

b. Submission of SBCC Health Examination form, indicative freedom from contagious diseases.

c. Submission of all secondary educational grade reports with proof of graduation and above average grades.

d. Submission of official grade reports for all college work taken with 'C' or better grades.

e. Confirmation of English language proficiency.

*Amended by Board action 2/5/76 and 10/13/77
f. F-1 visa students are limited to 3 units of ESL coursework per semester.

g. SECCC notifies students if they have been accepted or not. The acceptance form is the United States Immigration form I-20 (certification of acceptance).

h. Students shall subscribe to a health and accident insurance policy during each semester of attendance.

i. Scholarships and financial aids are not available for foreign students.

j. Employment during enrollment at SBCC is not permitted.

k. The Immigration and Naturalization service requires F-1 visa students to enroll in and complete 12 or more units of work each semester. SECCC reports students who complete fewer than the required units to the I.N.S. and such students risk loss of their student visas.

l. Foreign students are required to maintain the same standard of work as other students and are subject to the same rules of probation and disqualification.

3140 Degrees and Certificates

*3141 Graduation Requirements

3141.1 The Board of Trustees of the Santa Barbara Community College District shall confer the degrees of Associate in Arts and Associate in Science upon the satisfactory completion in grades 13 and 14 of a minimum of sixty (60) semester units in a curriculum which the District accepts toward the degrees.

3141.2 State Requirements

a. A major consisting of at least eighteen (18) semester units in a specified field of study.

b. Fifteen (15) units of General Education, which must include at least one (1) course in each of the following categories: 1) Natural Sciences; 2) Social Sciences 3) Humanities; 4) Learning Skills. Specific

*Amended by Board Action of June 28, 1973
courses approved to meet this requirement are listed by category in the College Catalog each year.

3141.3 Local Requirements

a. Associate in Arts Degree

1) Three (3) units of English to be selected from English 1, English 5, or English 10.

2) Three (3) units to be selected from History 3 or Political Science 3.
At least 3 units in American History and Institutions. Specific courses and combinations of courses to satisfy this requirement are listed in the College Catalog each year.

3) Mathematics proficiency to be certified demonstrated by examination or by completion of Mathematics 14 or a higher level mathematics course.
(The above local requirements shall be in addition to the 15-unit State General Education requirement for the Associate in Arts Degree.)

4) Two (2) units of Two (2) semesters of physical education, except as a student may be exempted if less than 21 years of age except for students exempted for health reasons.

b. Associate in Science Degree

1) Three (3) units of English to be selected from English 1, 5, 10, 18, or Business 34, or Business Office Education 1.

2) At least three (3) units in American History and Institutions to be selected from Black Studies 1, Chicano Studies 1, History 5, History 24, Native American Studies 1, or Political Science 3.

3) Mathematics proficiency to be certified demonstrated by examination or by completion of Mathematics 14 or a higher level mathematics course.
(The above local requirements shall be counted toward fulfillment of the 15-unit State General Education requirement for the Associate in Science Degree.)
4) Two (2) units of Two (2) semesters of physical education, except a student may be exempted if less than 21 years of age except for students exempted for health reasons.

3141.4 The last fifteen of the required units must be completed in residence at Santa Barbara City College except that not more than six units may be taken at another institution subsequent to satisfying the all-tall residency requirement at Santa Barbara City College. Candidates for an Associate Degree are expected to complete 45 units at SBCC or complete the last 15 units in residence at SBCC. Authority is delegated through the President or Administrative Dean, Student Services, to the Scholastic Standards Committee to make exceptions to the residence requirement in any instance in which the committee determines that an injustice or hardship would be placed upon an individual student.

*3141.5 A cumulative G.P.A. of 2.0 or better is required in the academic major, and in all college units attempted and in all units attempted at Santa Barbara City College.

**3141.6 Subsequent to the completion of an A.A. or A.S. degree, a second A.A. or A.S. degree may be earned by completing:

1) a minimum of 12 units at Santa Barbara City College subsequent to completion of the first A.A. or A.S. degree;

2) courses specifically required in the major field of the second degree;

3) any additional State and local requirements as specified for the second degree.

3142 Certificates

3142.1 The Board of Trustees shall award a Certificate of Achievement to any student who successfully completes a course of study in any occupational-technical curriculum as listed in the catalog.

3142.2 Certificates and/or Cards of Completion shall be awarded upon completion of courses or programs in occupational/vocational education in which in-service training or training to improve job skills is involved.

*Amended by Board action of March 29, 1979.
**Adopted by Board action of October 28, 1976
Job Placement

The Placement Office at Santa Barbara City College attempts to locate positions that maintain a listing of job openings for all students regardless of race, color, creed, national origin or sex. Philosophically, the college is dedicated to assisting all students to find employment which makes the greatest use of their talents and qualifications.

During this period in which the standards of physical appearance are changing rapidly, it is the responsibility of the Placement Office to point out to employers the changes in accepted appearance in the last few years and to emphasize that appearance may have little if any influence on the quality of job performance. It is also the duty of this office to inform students realistically that an employer may reject an applicant if the appearance can be changed by the student.

The Federal Equal Employment Opportunity Commission in Los Angeles recently ruled that such rejection cannot be considered as discrimination as it is based on appearance which can be changed if the individual desires. Maintaining the image as the basic right of the individual student to wear clothes that best suit their preferences and make-up as they see fit will be reinforced.

Employers will be encouraged to request standards of appearance no stricter than absolutely required for each specific position. Students will be encouraged to maintain appropriate standards of cleanliness and neatness of appearance and will be informed of all qualifications specified by an employer.

Should a student desire to apply for a position for which s/he is qualified in every way except appearance s/he will be allowed to do so knowing full well that s/he might be rejected.

The Placement Office will continue to serve the students and the community in placing students in full-time and part-time positions remembering both the needs and rights of the students and the employer.

The Placement Office is open Monday through Friday 8:00 am to 4:00 pm.
Placement Office services are available to all students who are seeking either part-time or full-time employment. All staff members should refer any information on employment to this office, as it will be the one authorized placement service on campus.

Since the Job Placement Office endeavors to maintain satisfactory relations with community colleges, only students who represent the college in a positive and appropriate manner will be referred out to job interviews.

Students who repeatedly exhibit the following behaviors will be restricted from using the Placement Office:

3154.1 Failure to inform the Placement Office of the results of each job referral.

3154.2 Failure to attend scheduled job interviews without notifying the employer.

3154.3 Acceptance of a job offer and failure to report to work without notifying the employer.

3154.4 Falsification of information required by the Placement Office.

Students whose behavior leads to restriction from use of the Placement Office must see the Director of Placement regarding developing responsible job-seeking behavior. If new behaviors can be demonstrated, students' privileges are then reinstated.

Instructors will often be requested to furnish specialized job information and to furnish references concerning the applicant. The college cannot afford to recommend students for jobs for which they are not qualified if our Placement Office is to have any meaning in the community.

Student Health Services

Community Colleges are established to offer educational opportunities to youth and adults in the community, and the broad objective of community college students health services is to contribute toward these educational aims by promoting optimal physical and emotional health and well-being.
The governing board of the community college district shall adopt a student health service plan. Established programs should not be discriminatory in providing specialized services to a particular group, i.e., athletics, but should be available to the general student population.

Student health services in community colleges should focus on short-term care of physical and emotional problems and needs. The focus of attention will be on the promotion of wellness and prevention of illness rather than crisis intervention. Student health services may include, but not be limited to, physical and emotional assessment, screening and referral to appropriate agencies, health education and counseling, nursing intervention, medical diagnosis, limited treatment, first aid and student insurance.

Ambulatory primary health care shall include the management of common acute or stable chronic medical conditions in which the nurse practitioner works under the supervision and consultation of the college physician to take the health history, conduct the appropriate examination, order laboratory or diagnostic tests, make medical assessments and provide specific treatment which includes home health care advice, medication and follow-up care.

Family planning as an integral part of primary care shall include counseling on the available birth control methods, gynecological examinations and prescriptions for the method of birth control. Prescriptions will be given through consultation with the campus physician and be limited to barrier methods, such as the diaphragm and oral contraceptives. Students requesting other forms of birth control will be given referrals to the appropriate community resource.

The health fee is mandatory for all students enrolled at SBCC. The students enrolled in 6 units or more will pay $3.00, and students enrolled in 5 units or less will pay $3.00. All students enrolled in summer session will pay $3.00. The health fee is not refundable.
3200 STUDENT SERVICES

3210 Student Organizations

3211 An Associated Student organization is authorized at Santa Barbara City College, and an Associated Student organization is authorized in the Continuing Education Division of Santa Barbara City College. These organizations shall have as their purpose the conduct of activities on behalf of the students, such activities shall not conflict with the authority or responsibility of the District Board of Trustees or its officials (Education Code Section 76060).

3212 College Clubs

A college club must be affiliated with and chartered by the Associated Students' organization and must have an adviser from the faculty or certificated staff approved by the Superintendent/President. College clubs must comply with all college policies and any provisions in the Education Code governing such clubs and organizations.

3213 Non-College Clubs

In a few exceptional cases, sponsorship by outside organizations such as service clubs may be approved by the Superintendent/President, provided such sponsorship is directed toward educational purposes, and provided each club has a faculty adviser.

3220 Student Funds

Funds of the Associated Students and of college student organizations shall be deposited with and disbursed by the Business Manager of Student Finance Administrator of Student Activities in accordance with provisions of the Education Code Sections 76062, 76063, 76064, 76065.

3230 Campus Conduct

In accordance with the provisions of Education Code Section 66300, the Board of Trustees has adopted the following specific rules and regulations governing student behavior along with applicable penalties and directs that each student shall be provided with a copy of Policy 3231.

3231 Student Conduct

A student enrolling at Santa Barbara City College assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution. These regulations apply on campus and at all college-sponsored activities or
at activities sponsored by college clubs or organizations on or off campus except where specifically limited. The following are some of the categories of misconduct for which students are subject to disciplinary action:

3231.1 Dishonesty, including but not limited to forging, alteration, misuse of college documents, records of identification, cheating, plagiarism, or knowingly furnishing false information to the college.

3231.2 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including but not limited to its community services functions or of other authorized activities on college premises (Penal Code Section 415 (a) and Education Code Section 76033).

3231.3 Physical or verbal abuse of any person or college-owned property or at college-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person (Education Code Section 76033).

3231.4 Theft or damage to property of the college or of a member of the college campus, such as visitors, students, or employees (Education Code Section 76039).

3231.5 Unauthorized entry to or use of college facilities, including, but not limited to property, buildings, supplies, and equipment (Penal Code Section 626.8 (a).

3231.6 Violation of college policies or campus regulations, including, but not limited to campus regulations concerning student organizations, use of college facilities, or the time, place, and manner of public expression (Education Code Section 76035).

3231.7 Use, possession, or distribution of alcoholic beverages, narcotics, or dangerous drugs, such as marijuana, lycergic acid diethylamide (LSD), except as expressly permitted by law (Education Code Section 76034 and Business and Professions Code 25603).

3231.8 Failure to comply with directions of college officials acting in the performance of their duties (Penal Code 626.4).
3231.9 Disorderly conduct or lewd, indecent or obscene conduct or expression on college-owned or controlled property or at a college-sponsored supervised activity.

3231.10 Unauthorized use of listening or recording devices on campus or at college-sponsored activities (Education Code Section 78907).

3231.11 Attendance at any session of any class by a student or person who is not officially enrolled in that class, except with the prior permission of the instructor of the class (Education Code Section 87707 and Penal Code 626.6).

3232 Outside Groups and Individuals

3232.1 Outside or non-college groups or individuals may not sell materials or literature, solicit funds or memberships, or demonstrate in any way on the campus or other facilities of Santa Barbara City College without the expressed consent of the Superintendent/President or his appointed representatives.

3232.2 Outside or non-college groups or individuals may not speak or disseminate materials on the campus or other facilities of Santa Barbara City College except when invited by a student group under City College procedures, or given permission by a faculty member as established by Board policy.

*3232.3 Distribution of literature by persons, other than the instructor of the class, in the numerous locations where adult continuing education classes are conducted is limited to public property off the campus where the class is held, or on a school campus where the class is held, outside of the immediate classroom area, provided that the class is not held in a facility where other regulations would prohibit such distribution.

3232.4 Any person who violates this policy or in any way interferes with the peaceful conduct of activities on the campus or other facilities of Santa Barbara City College will be asked by the Superintendent/President, or his appointed representative, to leave the premises, in accordance with Sections 626.4 and 626.6 of the Penal Code.

*Added by Board action of September 23, 1976
3233 Student Grievance Policy

3233.1 In the pursuit of his/her academic ends, the student should be free of unfair and improper action by any member of the academic community. A grievance may be initiated by a student when he/she believes he/she has been subject to unjust action or denied his/her rights as stipulated in published college regulations, state laws or federal laws. Such action may be instituted by a student against another student, a faculty member or an administrator. When a student believes an injustice has been done to him/her, he/she may seek redress through the following policy and procedures. In cases of student discrimination complaints, this policy shall be adjusted, as appropriate, to comply with the District’s regulations regarding unlawful discrimination (AB 803).

Students may initiate a grievance for any of the following actions:

1. Grievances related to course grades to the extent permitted by Education Code, Section 10753, which provides:

   "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course; and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final."

2. Act or threat of intimidation or harrassment.

3. Act or threat of physical aggression.

4. Arbitrary action or imposition of sanctions without proper regard for academic due process as specified in college procedures.

5. Violation of student rights as specified in published college rules and regulations.

3233.2 Procedure to File Grievances

   A. Preliminary Action

   1. The student who believes an injustice has been done to him/her shall first attempt

*Adopted by Board of Trustees on July 8, 1982.
to resolve his/her grievance by informal consultation with the following persons, preferably in sequence:

a. The student, faculty member or administrator concerned.

b. The Dean of Instruction or designee where an academic grievance is concerned.

2. If the student still believes that the issue has not been resolved to his/her satisfaction, he/she should submit a signed statement specifying the time, place and nature of the grievance to the Assistant Dean, Student Services, or designee who shall arrange for the meeting of the hearing committee to consider the grievance.

3. The written request for grievance must be filed with the Assistant Dean of Student Services or designee within 120 calendar days of the time the event occurred or the grievant first learned of the event. A grievance will not be heard if more than 120 days have elapsed in either case.

4. The Assistant Dean of Student Services or designee will determine on the basis of the request for grievance whether it states sufficient grounds for a hearing. The determination shall be based upon whether the charge, if true, would constitute a grievance under the five actions previously listed in these procedures, and the request was filed in a timely manner as stated in Item 3 under Preliminary Action.

5. Within ten days of receiving the request the Assistant Dean of Student Services or designee shall notify the student through consultation and/or in writing of the findings with the specific reasons for the decision. If the findings determine that insufficient grounds for a grievance hearing exist, that process shall cease. If the grievant disagrees with the findings of the Assistant Dean of Student Services, the grievant may request a hearing committee to determine if, in fact, sufficient grounds for a grievance do exist. If the recommendation by the Assistant Dean of Student Services or the hearing committee is to initiate a formal hearing, within ten
days of receiving the decision the student must notify the Assistant Dean of Student Services or designee that he/she is requesting a formal hearing.

B. Formal Hearing

1. The Superintendent-President, the President of the Academic Senate and the President of the Associated Students shall set up a hearing committee as follows:

   a. Two faculty members and one alternate, three students and two alternates, one administrator and one alternate, selected according to the procedure outlined for other hearing committees.

   b. Five students and two alternates, in cases where only students are involved if the aggrieved party so desires.

   c. Committee members shall select one of their members as chairperson. The chairperson shall have the privilege of voting on all issues.

   NOTE: B-1-a applies to faculty/staff-student grievance only. In student-student grievance, the grievant may select either the B-1-a or the B-1-b hearing committee.

2. The Assistant Dean of Student Services or designee shall notify each party of the membership of the committee. Each party shall be allowed one peremptory challenge and one challenge for cause prior to the beginning of the hearing.

   a. Legitimacy of challenges for cause against faculty members shall be decided by the President of the Academic Senate.

   b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.

   c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.

3. The hearing committee shall conduct its proceedings according to Academic Due Process standards.

4. The hearing committee shall submit its findings of fact and recommendations to both parties and the Superintendent-President.
C. Final Action

1. If either party is dissatisfied with the recommendation of the hearing committee, he/she may submit a written appeal to the Superintendent-President to express his/her position, provided the Superintendent-President is not a party to the dispute.

2. Upon receiving the findings and recommendations of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation.

3. If the Superintendent-President rejects the committee recommendation, he/she shall submit his/her decision with stated reasons to the hearing committee.

4. The Superintendent-President shall transmit his/her decision to both parties, the President of the Academic Senate, and the President of the Associated Students. He/she shall submit a report on the matter with his/her decision to the Board of Trustees.

5. Either party may appeal the Superintendent-President's decision in writing and/or by appearance to the Board of Trustees. Within 90 days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter at the college level.
Any authorized Associated Student organization or recognized affiliated organization may use college premises and properties without charge subject to District and college policies, rules and regulations.

3250 Co-Curricular Activities

3251 Athletics

In intercollegiate athletic competition, the Santa Barbara Community College District shall be guided by the following policies:

3251.1 Periodic conference organizations aimed at keeping individual community colleges in a fair athletic competitive position are to be supported.

3251.2 A within-district-only recruitment policy for whatever conference of which the college is a member is to be initiated and supported.

3251.3 A high priority is to be given to the provision of adequate physical education facilities in order to encourage local students to attend Santa Barbara City College.

3251.4 Athletes representing Santa Barbara City College must comply with all regulations of the California Association of Community Colleges (CACC) and the codes of the conference of which the college is a member. To be eligible to participate, a student-athlete must be enrolled in a minimum of 12 units during the semester of competition. To remain eligible to participate in the college's athletic program, the student-athlete who is enrolled in college as a full-time student must satisfy one of the following: (1) Pass 12 units the previous semester of attendance; or (2) Pass 24 units the previous two semesters. The admissions office is responsible for initiating periodic checks of eligibility, the results of which shall be given to the director of athletics who must pass 24 units before the second season of participation in that sport.

3251.5 The same class standards will apply to athletes as to all students. In letters of attendance and quality of work.

3252 Student Political and Social Activities

Because freedom of expression is an important ingredient in the preparation of the college student for a responsible role in American society, the following policy relating to students' freedom of speech and
advocacy is affirmed:

3252.1 An area or areas shall be established on campus where political meetings, discussions, or debates may be held, and where speakers may encourage, exhort, or advocate any and all matters.

3252.2 An area or areas shall be established on campus where students may disseminate political pamphlets, and where posters and notices of political and social action may be posted.

3252.3 Students and student clubs are permitted to recruit members and to solicit contributions for political and social causes on behalf of on-campus or off-campus political and social action organizations.

3252.4 Non-college speakers may speak upon the invitation and approval of the Superintendent/President or designee, or the invitation of a recognized college group and approval of the Superintendent/President or designee.

3252.5 No discrimination based on race, religion, national origin, or political preference shall be permitted in any campus facility or in any area of campus affairs.

3252.6 No activity on campus shall interfere with the educational process.

3252.7 All activities shall be conducted in accordance with procedures established by the college.

3260 Extended Opportunity Program and Services

3261 The District shall support the application for and accepts all external funding that may enable the college to provide further extended opportunities and services to the disadvantaged. While at the same time conducting The College District is also committed to providing all necessary local resources to programs and services for the disadvantaged. Assertible that the extension of opportunities shall be recognized and accepted as a fundamental condition for the Santa Barbara Community College District.

3262 The Extended Opportunity Programs and Services at Santa Barbara City College shall be operated in accordance with Title 5 of the California Education Code that pertains to California Community Colleges Chapter 2.9 Section 56200 through 56293.
EOPS is a program funded by the State and the District to provide special support services to students with extreme financial need and who have had a history of being economically disadvantaged. It is a combination of financial aid and supportive services designed to assist students from low-income families. The ultimate goal of the program is to provide the opportunity and support necessary for a low-income student to undertake and complete an education at Santa Barbara City College.

To be eligible one must be a full-time student enrolled in a minimum of 12 units in community college credit courses or a combination of no less than 9 units in college credit courses plus sufficient additional hours in programs and/or services to total 14 weekly student contact hours and be making continuous progress toward a goal, degree, or certificate as determined by the college. EOPS financial aid and services shall be withheld if the student drops below full-time status.

All students who are admitted under the program will be considered for financial assistance on the basis of need. Each application is individually assessed in order to formulate an adequate financial aid allocation. A financial aid package is then made available to each qualifying student.

The package generally can be composed of a combination of grants, scholarships, long-term loan or work study employment, based on individual need.

In addition to providing financial aid, EOPS also provides additional student services which include but are not limited to the following: recruitment, summer readiness, assistance with financial aid applications, orientation, registration and scheduling assistance, academic assessment, special classes, book and emergency loan, tutoring, professional and peer counseling, career and vocational counseling, transitional services, cultural and campus club activities, child care services and the EOPS newsletter.

In exchange for these services, EOPS students must maintain full-time enrollment for each semester on EOPS. They must maintain normal progress and satisfactory grades of at least 2.0 GPA for each semester. Regular attendance at all tutorial, peer counseling, and other EOPS appointments is expected. All EOPS students are required to maintain regular attendance at all of their classes in order to help promote student success at Santa Barbara City College.
Financial Aid

Financial aid is available for assisting students through grants, scholarships, loans and part-time employment. 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.

3270 General Principles

Administration of financial aid at Santa Barbara City College is guided by Federal regulations and policies which have been incorporated in a universally applicable statement of "College Financial Aid Principles". These include the following:

3271.1 Parents have the primary obligation to pay for the education of their children to the extent of their ability.

3271.2 Financial aid should be viewed as supplementary to the efforts of the family and the student to underwrite college expenses.

3271.3 Financial aid is primarily for students who would be unable to attend college without it, to assure that all college capable students have the opportunity for higher education.

3271.4 Students from extremely impoverished families have highest priority for financial aid funds.

3271.5 Academic excellence and participation in student athletics are not taken into consideration in determining eligibility and amount of financial aid offered to a student. Satisfactory academic progress, however, is a prerequisite to renewal awards.

3271.6 The amount of financial aid offered a student should be adequate to assure that total college costs will be met, based on a moderate but adequate budget for all students.

3271.7 The sum of all awards from all sources to any student may not exceed the normal cost of attending college.

3271.8 All documents, conversations, and correspondence between and among the aid applicant, the family and the financial aid counselor of the applicant are confidential and entitled to the protection ordinarily arising from a counseling relationship.

3271.9 Concern for the student and the student's academic progress and well-being is paramount.
Eligibility For Financial Aid

To be eligible for financial aid a student must meet the following requirements:

3272.1 Be enrolled in at least six units.

3272.2 Have demonstrable financial need according to a recognized system of need analysis.

3272.3 Be making normal progress, if a renewal recipient.

3272.4 Be a United States citizen or intend to become a permanent resident.

3272.5 Based upon the Student Aid Application for California needs analysis, all students will be budgeted for the amount of parental contribution shown on the computation form. If parental contribution is modified for extenuating circumstances, such action must be documented (e.g., parents deceased, parent lost job, critical injury in family, etc.).

3272.6 No parental contributions will be expected from documented independent students.

Satisfactory Normal Progress

Financial aid recipients must complete all units attempted or submit a letter of explanation stating the reasons for failure to do so. In the event a student does not complete all units attempted for two consecutive semesters, he/she will be denied further financial aid until the student has demonstrated measurable progress or appealed the decision. Also, if a student fails to complete any units for the semester in which he/she received aid, he/she must petition to the Financial Aids Appeals Committee to remain on financial aid.

Procedures

3274.1 All applications are reviewed by the Administrator of Financial Aid. Awards are based on uniformly applied policies, procedures and guidelines. All decisions may be subject to review and/or appeal to the Financial Aids Committee.

3274.2 All information in a student's financial aid file is strictly confidential.
3274.3 All requests for information about a student must be referred to the Administrator of Financial Aid, or, in his/her absence, to the Administrative Dean, Student Services.

3274.4 Every student should receive the most advantageous combination of financial aid monies for which he or she qualifies subject to availability of funds under the respective programs. "Packaging" is the term usually applied to the concept of offering two or more types of aid to a student. The "package" or award a student will receive is a function of his/her demonstrable financial need and available funds. The actual amount of each component within the package is determined by the Administrator of Financial Aid. All packages may be reviewed by the Financial Aids Committee.

3274.5 Revisions of award are permissible providing new information and/or additional funds are available. All new information will be subject to proper documentation.

3274.6 All unit loads must be verified by records from the Admissions Office or individual instructors each time a warrant is issued to a student.

3274.7 All grants and loans in excess of $150 per semester are distributed on a two-payment-per-semester basis. Normally, the first payment may be expected during the first week of each semester and the second payment approximately at the beginning of the tenth week of each semester.

3274.8 Students participating in financial aid programs must maintain eligibility status according to Federal and District policies. Normally, funded students will continue in the program for no more than six semesters. Termination may be appealed through the Financial Aid Committee.

3274.9 Students may appeal any decision or action regarding financial aid or lack of financial aid to the Financial Aids Subcommittee of the Student Services Advisory Committee. Names of members of the Financial Aids Subcommittee are available upon request.
Housing

Santa Barbara City College provides a listing of housing available to the students of S.B.C.C. since it would be impossible to inspect and supervise housing for all students. Since it would be impossible to inspect and supervise housing for all students, under 18 years of age who do not live with parents or guardians, the following policy is adopted:

3281 Parents or guardians of students under 18 years of age must assume responsibility for the selection, financial arrangements, physical standards and supervision of housing facilities.

3282 As a service to the students, the Student Activities Office will maintain a list of available room and board locations, and places where students may work for their living expenses; however, the college assumes no responsibility for inspection or supervision of such housing.

3283 Landlords wishing to have listing their housing facilities must indicate that they, in offering student housing, do not discriminate on the basis of race, religion, or national origin. A signed statement to this effect must be on file in the Student Activities Office prior to listing.

3284 Students under 18 years of age, living away from home, must keep their address up-to-date by reporting changes of address to the Admissions Office.

3285 A letter shall be sent to all parents of students under 18 years of age, living away from home, stating the policy of the Board of Trustees of Santa Barbara Community College District in regard to housing. Landlords listing their facilities must indicate whether the rental is handicap accessible.

Student Activities

The Student Activities Office provides a wide range of services and activities to individuals and student groups. These include the following: athletic game promotion, advisor to the Associated Student Body Senate, campus club organizations, cheerleaders, housing, lost and found, free speech area usage, funds solicitation, literature distribution, public address announcements, and posters and signs.
3300 INSTRUCTIONAL STUDENT SERVICES

*3310 Library

3311 Grades, transcripts, diplomas or registration privileges, or any combination thereof shall be withheld from any student or former student properly charged with the possession of library books or other library materials when such books or other library materials are not returned to the library when due.

3312 Grades, transcripts, diplomas and registration privileges shall be released from the prescribed restrictions when the student either:

1. Returns the overdue books or other library materials; or

2. Pays the charge for the replacement of the library books or other library materials, if such books or materials were lost, and/or pays accrued fines.

3320 Disabled Student Services

3321 Educational Programs and Services for Handicapped Students

3321.1 Educational programs and services for handicapped students at the community college level are governed by the following legislation:


2) The amendments to the Vocational Education Act of 1963 (contained in Public Law 94-482).

3) AB 77 (chapted into the State Education Code as amendments to Section 84301, 41332, 84322-24, 84850, 72012 and 78001).

4) Title 5 Regulations of the California Administration Code.

3321.2 Significant provisions relating to these laws and regulations include the following:

1) Definition

Handicapped students are persons

*Added per Board action of 10/16/75

**Amended by Board action of 7/13/78
with exceptional needs enrolled at Santa Barbara City College who, because of a professionally verified physical, communication, or learning disability, cannot benefit from the regular education classes, activities and services provided by the Community College without specific additional support services and programs.

2) Support Services and Programs

Support services and programs for students focus on integrating them into the regular college programs or placement in economic or social areas in the community. Program services may include, but need not be limited to: assessment of basic skills and potential, prescriptive planning and instruction, support personnel and equipment, specific purpose counseling on group or individual basis, work preparation and job placement and special classes as needed.

Supportive services intended to enable students to participate in the regular classes offered by the College may include, but need not be limited to: special registration, assessment for academic planning or placement, notetakers, interpreters, readers, mobility aides, equipment loan, special test taking arrangements, and special parking.

3) Participation

Participation by a student in any programs or supportive services shall not preclude participation in any other service or program which may be offered by the College.

Participation in any aspect of the supportive services and programs shall be voluntary. A student shall not continue participation in services or programs beyond the time when such services and programs are required to meet the educational needs of the individual or beyond the time when such services and programs facilitate measurable progress.

(Title 5, Section 56002)
4) Student Records

The Disabled Student Services program keeps records on each student in the program. These records include assessment results, individual education plans (IEP), and work samples. These records are for use within the program only and will be released to outside sources only upon written consent of the student.