

Board Policies

Chapter 5

Student Services

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BP 5010 Admissions and Concurrent Enrollment

Reference: *Education Code Section 76000, 76001, 76002; Labor Code Section 3077*

Board Approved: 11/09/05

Amended: 12/10/08

Reviewed and Reapproved: 9/8/10

Admission

Admissions to Ohlone is open to anyone who is a high school graduate, has a high school equivalency certificate or GED, or is 18 years of age or older and shows evidence of being able to profit from instruction. Students under 18 years of age qualify for admission by meeting one of the following requirements:

- Graduating from high school
- Passing the California High School Proficiency Examination (CHSPE) or General Education Development (GED) Examination

The President/Superintendent shall establish procedures regarding admission and registration of high school (10-12) and for exceptions to admit younger students (K-9).

The President/Superintendent shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

See Administrative Procedures #5010.

BP 5015 Residence Determination

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

Board Approved: 11/09/05

Reviewed and Reapproved: 8/11/10

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

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

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

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

See Administrative Procedures #5015.

BP 5020 Nonresident Tuition

Reference: *Education Code Sections 68050, 68051, 68052, 68130.5, 76141; Title 5 Section 54045.5*

Board Approved: 11/09/05

Amended: 8/11/10

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than February 1st of each year, the President/Superintendent shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The President/Superintendent shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

See Administrative Procedures #5020.

BP 5030 Fees

Reference: *Education Code Sections 76300, et seq.*

Board Approved: 11/09/05

Amended: 5/23/07, 8/8/07, 8/11/10

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

Enrollment fee: *Education Code Section 76300*

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

Auditing fees: *Education Code Section 76370*

Persons auditing a course shall be charged a fee of \$15 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health fee: *Education Code Section 76355*

The President/Superintendent shall present to the Board for approval a fee to be charged to each student for student health services.

Parking fee: *Education Code Section 76360*

The President/Superintendent shall present for Board approval fees for parking for students.

Instructional materials: *Education Code Section 76365; Title 5, Sections 59400, et seq.*

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical education facilities: *Education Code Section 76395*

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

Transcript Fees: *Education Code Section 76223*

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

International Students Application Processing Fee: *Education Code Section 76142*

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

Online Registration Access Fee: *Education Code Section 70902(a)*

The District shall charge a per term fee for all students who use WebAdvisor to register, add, or drop courses.

See Administrative Procedures #5030.

BP 5035 Withholding of Student Records

Reference: *Title 5, Section 59410*

Board Approved: 11/09/05

Reviewed and Reapproved: 09/08/10

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

BP 5040 Student Records, Directory Information and Privacy

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

Board Approved: 11/09/05

Amended: 09/08/10

The President/Superintendent shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The President/Superintendent may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

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

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

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

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

See Administrative Procedures #5040.

BP 5050 Student Success and Support Program

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

Board Approved: 11/09/05

Amended: 09/08/10, 01/15/14

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

The President/Superintendent shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

See Administrative Procedures #5050.

BP 5052 Open Enrollment

Reference: *Title 5 Section 51006*

Board Approved: 11/09/05

Reviewed and Reapproved: 09/08/10

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

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

See Administrative Procedures #5052.

BP 5055 Enrollment Priorities

Reference: *Title 5, Sections 51006, 58106, 58108*

Board Approved: 11/09/05

Reviewed and Reapproved: 10/13/10

The President/Superintendent shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See Administrative Procedures #5055.

BP 5110 Counseling

Reference: Education Code Section 72620; Title 5, Section 51018

Board Approved: 11/09/05

Reviewed and Reapproved: 10/13/10

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

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

See Administrative Procedure #5110.

BP 5120 Transfer Center

Reference: *Title 5, Section 51027, Education Code Sections 66720 - 66744*

Board Approved: 11/09/05

Amended: 10/13/10

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

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

See Administrative Procedures #5120.

BP 5130 Financial Aid

Reference: *20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668; Education Code Sections 66021.6, 76300; 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.*

Board Approved: 11/09/05

Reviewed and Reapproved: 10/13/10

Amended: 07/11/12, 01/15/14

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

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

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

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The President/Superintendent shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The President/Superintendent shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

See Administrative Procedures #5130.

BP 5140 Disabled Student Services and Programs

Reference: *Education Code Sections 67310, 84850; Title 5, Sections 56000 et seq. and 56027*

Board Approved: 11/09/05

Reviewed and Reapproved: 10/13/10

Amended: 07/11/12, 01/15/14

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

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

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

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

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The President/Superintendent shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

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

See Administrative Procedures #5140.

BP 5150 Extended Opportunity Programs and Services

Reference: *Education Code 69640 – 69656; Title 5 Sections 56200 et seq.*

Board Approved: 11/09/05

Reviewed and Reapproved: 11/10/10

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The President/Superintendent shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

BP 5200 Student Health Services

Reference: *Education Code Section 76401*

Board Approved: 11/09/05

Reviewed and Reapproved: 11/10/10

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

BP 5205 Student Accident Insurance

Reference: *Education Code Section 72506*

Board Approved: 11/09/05

Reviewed and Reapproved: 11/10/10

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

BP 5210 Communicable Disease

Reference: *Education Code Section 76403*

Board Approved: 11/09/05

Reviewed and Reapproved: 11/10/10

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

See Administrative Procedures #5210.

BP 5300 Student Equity

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

Board Approved: 11/09/05

Reviewed and Reapproved: 11/10/10

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

See Administrative Procedures #5300.

BP 5400 Associated Students Organization

Reference: *Education Code Section 76060*

Board Approved: 11/09/05

Reviewed and Reapproved: 12/8/10

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Students of Ohlone College.

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

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

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

See Administrative Procedures #5400.

BP 5410 Associated Students Elections

Reference: *Education Code Section 76061*

Board Approved: 11/09/05

Reviewed and Reapproved: 12/8/10

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

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

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see Board Policy 4220 and related administrative procedures).

See Administrative Procedures #5410.

BP 5420 Associated Students Finance

Reference: *Education Code Sections 76063–76065*

Board Approved: 11/09/05

Reviewed and Reapproved: 12/8/10

Associated Student funds shall be deposited with and disbursed by the President/Superintendent.

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

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

- The President/Superintendent or designee;
- The employee who is the designated adviser of the particular student body organization; and
- A representative of the student body organization.

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

BP 5500 Standards of Conduct

Reference: *Education Code Section 66300, 66301, 76033, 76034, 76937; Accreditation Standard II.A.7.b*

Board Approved: 11/09/05

Amended: 05/11/11, 08/08/12, 04/13/16

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

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

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

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

Standards of Student Conduct and Discipline and Due Process Procedures

In joining the academic community at Ohlone College students have the right and share the responsibility to exercise the freedom to learn. Like other members of the academic community, students are expected to conduct themselves in accordance with standards of the College that are designed to perpetuate its educational purposes. These procedures are in accordance with California Education Code Section 66300, which requires each community college district to adopt standards of student conduct along with applicable penalties for violation.

The following conduct shall constitute good cause for discipline, including but not limited to:

- Academic Dishonesty
- Dishonesty
- Disruptive Behavior
- Threatening or Intimidating Behavior
- Harassment
- Sexual Harassment
- Endangerment of Others
- Possession or Use of Weapons
- Safety Equipment Tampering
- Damage or Destruction
- Theft

- Unauthorized Recording
- Unauthorized Entry Upon or Use of College Facilities
- Unauthorized Technology Usage
- Smoking
- Alcohol
- Controlled Substances
- Gambling
- Unauthorized Animals
- Traffic/Parking Violations
- Skates/Skateboards
- Non-compliance
- Conduct Process Abuse
- Legal Violations
- Lewd, Indecent or Obscene Conduct or Expression
- Willful Disobedience
- Willful Misconduct

For further detail regarding any of the conduct listed above, please refer to AP #5500.

See AP #5500, AP #5520 and the [Student Code of Conduct](#).

BP 5510 Off-Campus Student Organizations (Off-Campus Student Activities)

Reference: *34 Code of Federal Regulations Section 668.46(b)(7)*

Board Approved: 07/11/12

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

See Administrative Procedure #5510.

BP 5570 Student Credit Card Solicitations

Reference: *Title 5 Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030*

Board Approved: 11/09/05

Reviewed and Reapproved: 02/09/11

The President/Superintendent shall establish procedures that regulate the solicitation of student credit cards on campus.

See Administrative Procedure #5570.

BP 5700 Athletics

Reference: *Education Code Section 78223, 66271.6, 66271.8, 67360 et seq.*

Board Approved: 11/09/05

Amended: 02/09/11

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The President/Superintendent shall assure that the athletics program complies with state law, the California Community Colleges Athletic Association Constitution and Bylaws, Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

See Administrative Procedure #5700.

BP 5800 Prevention of Identity Theft in Student Financial Transactions

Reference: **Fair and Accurate Credit Transactions Act, (Pub.L. 108-159)**

Board Approved: 02/09/11

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students. This is because the District serves as a creditor in relation to its students. The President/Superintendent is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.