BP & AP 3410 Nondiscrimination
BP & AP 3430 Prohibition of Harassment
BP & AP 3440 Service Animals
BP & AP 3500 Campus Safety/Handbook
BP & AP 3515 Reporting of Crimes
BP & AP 3530 Weapons on Campus
BP & AP 5130 Financial Aid
BP & AP 6200 Budget Preparation
BP & AP 6320 Investments

BP 5010 Admissions and Enrollment
BP 5015 Residence Determination
BP 5035 Withholding of Student Records
BP 5040 Student Records and Directory Information
BP 5052 Open Enrollment
BOARD POLICY 3410 NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes and programs without regard to national origin, religion, age, sex or gender, gender identity, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community or persons using the services of the district can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference:
Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.
Administrative Procedure 3410
ADMINISTRATIVE PROCEDURE 3410 NONDISCRIMINATION

I. Educational Programs and other Services

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, sex or gender, gender identification, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

A. All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person's gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

B. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

C. Academic staff including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

D. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

II. Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender identification, age, sexual orientation, or status as a Vietnam-era veteran.

A. All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

B. The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Approved by the Chancellor:
BOARD POLICY 3430 PROHIBITION OF HARASSMENT

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment as defined in Administrative Procedure 3430, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender identification, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all students, employees and other persons using the services of the district feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee or other person using the services of the district who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, students, and the public particularly when they are new to the institution. They shall be available for students, employees and others who use the services of the district in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Reference:
Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Section 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e
Administrative Procedure 3430

Replaces:
ADMINISTRATIVE PROCEDURE 3430 PROHIBITION OF UNLAWFUL HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any student, faculty, staff or other person using the services of the District.

I. Definitions

A. General Harassment

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender identification, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

B. Verbal

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

C. Physical

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.

D. Visual or Written

The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

E. Environmental

A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct,
the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

F. Sexual Harassment
In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
5. This definition encompasses two kinds of sexual harassment:
   a. "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
   b. "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

II. Examples:
Harassment includes, but is not limited to the following misconduct:

A. Verbal
Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

B. Physical
Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
C. Visual or Written
The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

D. Environmental
An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual’s learning or work.

III. Consensual Relationships
Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

IV. Academic Freedom
To the extent the harassment policies and procedures are in conflict with the District’s policy on academic freedom, the harassment policies and procedures shall prevail.

Reference:
Education Code Sections 212.5, 44100, and 66281.5;
Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

Approved by the Chancellor:
BOARD POLICY 3440 SERVICE ANIMALS

In order to prevent discrimination on the basis of disability, the District will provide equal access and reasonable accommodations to individuals with disabilities using a service animal in District facilities and on District campuses in compliance with state and federal law.

Reference:
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)
Administrative Procedure 3440

New Policy
ADMINISTRATIVE PROCEDURE 3440 SERVICE ANIMALS

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District’s facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

I. Service Animal Defined

A. A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

B. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

C. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

II. Exceptions

A. The District may ask an individual with a disability to remove a service animal from the premises if:
   1. It is not controlled
   2. It is not housebroken
   3. It is a threat to the health and safety of others; and/or
   4. It does not conform to BP or AP 5500: Standards of Conduct

B. If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

III. Assessment Factors for Miniature Horses

A. The District shall consider the following factors:

B. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

C. Whether the handler has sufficient control of the miniature horse;

D. Whether the miniature horse is housebroken; and

E. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

IV. Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
V. Care or Supervision

The District is not responsible for the care or supervision of the animal.

VI. Inquiries by the District

A. The District may make two inquiries to determine whether an animal qualifies as a service animal:
   1. Whether the animal is required because of a disability; and
   2. What work or task the animal has been trained to perform.

B. The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

C. An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

VII. No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his or her service animal.

Approved by the Chancellor:
BOARD POLICY 3500 CAMPUS SAFETY

The Board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

Reference:
- Education Code 67380
- Administrative Procedures 3500

Replaces:
- Board Policy 2.45 Crime Awareness and Campus Security
ADMINISTRATIVE PROCEDURE 3500 PERSONAL SAFETY HANDBOOK

A campus safety plan will be provided to faculty and staff, and be available to all students to allow informed and involved decision making about personal safety related to crime prevention and response.

I. Plan Production and Distribution

The Vice Chancellor General Services shall

A. Ensure the annual preparation and updating of the "Personnel Safety Handbook;"

B. Produce an annual written report to the Board of Trustees;

C. Annually produce a "Personnel Safety Handbook" document available to students, faculty, staff, and the public;

D. Annually update the Handbook available on the District web site.

II. "Personal Safety Handbook" Contents

A. Personal safety

B. Crime prevention

C. Crime reporting
   1. How to report
   2. Contact numbers

D. Emergency Communication

E. Sexual Assault

F. Drugs, Alcohol, and Tobacco

G. Weapons

H. Parking and Traffic

I. Crime reports in accordance with AP 3515 Reporting of Crimes

Approved by the Chancellor:
BOARD POLICY 3515 REPORTING OF CRIMES

The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to Peralta Police Services of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Referenced:
Education Code 67380
Administrative Procedures 3515

Replaces:
Board Policy 2.45 Crime Awareness and Campus Security
ADMINISTRATIVE PROCEDURE 3515 REPORTING OF CRIMES

An annual report shall be prepared by the Vice Chancellor of General Services of all occurrences reported to Peralta Police Services and arrests for crimes committed on Peralta Community College District property. The report shall be made available to all students.

I. Report Production and Distribution

The Vice Chancellor General Services:


B. Produces an annual written report to the Board of Trustees

C. Makes the written report available to students, faculty, staff, and the public.

D. Publishes the updated report annually on the District website.

II. Report Contents

Crime statistics will detail the following offense types:

A. Murder
B. Manslaughter
C. Forcible Sex Offenses
D. Non-Forcible Sex Offenses
E. Robbery
F. Aggravated Assault
G. Burglary
H. Motor Vehicle Theft
I. Arson
J. Hate Crimes (by prejudices)
K. Liquor Law Violations
L. Drug Law Violations
M. Weapons Law Violations

Approved by the Chancellor:
BOARD POLICY 3530 WEAPONS ON CAMPUS

The Peralta Community College District strives to provide a safe educational environment for all students, faculty, staff and visitors. To that end, firearms or other weapons shall be prohibited on any college or in any facility of the District except as authorized by the Chancellor in accordance with Administrative Procedure 3530 Weapons on Campus.

Reference:
- Penal Code Sections 626.0 and 626.10
- Administrative Procedure 3530.

Replaces:
- Board Policy 2.45 Crime Awareness and Campus Security
Administrative Procedure 3530 Weapons on Campus

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or in any facility of the District except as detailed below.

Any person who believes that he/she may properly possess a firearm or other weapon on campus or other facility of the District must promptly notify the Peralta Police Services. Kitchen knives are restricted to food services use under the direct supervision of employees and shall remain in food services facilities.

Bringing or possessing any firearms, ammunition, explosives, air guns, slingshots, firecrackers, fireworks, cherry bombs, metal knuckles, billy clubs, dirks, daggers, ice picks, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

Weapons are prohibited on any District campus or in any facility of the District, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by District Personnel, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

I. Applicability

A. These procedures apply to all students and faculty of the Peralta Community College District; associates of the District; respective contractors; and guests.

B. These procedures apply to any and all District property, including all campuses, administrative facilities, parking areas, grounds and other publicly-accessible areas, and at all events and activities occurring on District property.

C. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while [s]he is physically present on a District campus or at a District-located event or, (2) in violation of federal, state or local law.

II. Definitions

A. “District” may include all colleges within the District, and all administrative, maintenance and other District-owned and/or controlled facilities, lots or open spaces.

B. “Weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, stilettoes, switchblade knives or knives with a blade exceeding five inches in length, tazers, stun guns, or other portable devices directing an electric current that are designed to immobilize a person; explosives or incendiaries such as bombs, grenades, or fireworks, poison gas; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.)

2. A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon
another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being.

C. "Possession" means that the person has actual physical control of the weapon because it is on or in the person’s body, or in an item of personal property belonging to the person (including, but not limited to, a bookbag, backpack, briefcase, or purse), or in a space individually assigned to the person. "Possession" also means that the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates and that the person has the ability or right, either alone or with any other person, to maintain control of the weapon.

III. Personnel

A. The Vice Chancellor of General Services is responsible for implementing and overseeing these procedures. Peralta Police Services, under contract to the Peralta Community College District, is responsible for the management and enforcement of these procedures.

B. Authorized Personnel for all approvals noted herein are:

1. Chancellor.
2. Vice Chancellor of General Services.
3. The Captain of Peralta Police Services
4. The Lieutenant of Peralta Police Services

C. College President of an impacted campus will participate in decision-making as appropriate.

IV. Operating Procedures

A. District Authorized Personnel designated in section III.B above shall work together to develop and implement operating procedures for the safe use, storage and control of firearms and other weapons that may be necessary and appropriate for instructional aids in relevant educational programs and to further the implementation of this policy through more specific procedures.

V. Incident Response

A. Any person who observes a student, faculty, staff, or visitor violating this Policy shall immediately inform any or all of the College President’s office, if on a campus, Peralta Police, Chancellor’s office and Vice Chancellor for General Services.

B. Alleged violations of this policy will be promptly investigated.

C. Policy violations will result in appropriate disciplinary action and may result in referral to law enforcement.

VI. Violation

A. Any person who violates this Administrative Procedure may be subject to:

1. An order to leave the immediate premises or property owned or controlled by the District

2. Arrest for criminal trespass if a previous order to leave the immediate premises or property owned or controlled by the District is refused or disobeyed;

3. Disciplinary proceedings, up to and including expulsion or termination, if the person is a student, employee, faculty member, or administrator.
4. Prosecution by local, state, or federal authorities if the person is suspected of and/or in violation of local, state or federal law.

B. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.

C. If an individual believes he/ she is not responsible for an alleged violation of the Weapons on Campus policy, appeal may be made to the chancellor or designee within ten (10) business days of receipt of the violation notification from the District.

D. Failure to appeal in writing within the scheduled time period will result in ratification of the violation.

VIII Notification

A. Signage shall be publicly posted at each site that firearms, weapons, and unlawful explosive compounds are prohibited at each college campus, administrative building and other District-owned and controlled property or site.

B. All employees, students, volunteers, visitors, vendors, and contractors must be informed of the following:
   1. Legal implications of prohibiting firearms, weapons, and unlawful explosive compounds on District property or at District sanctioned functions.
   2. Possible penalties associated with violations of this policy.
   3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

IX. Exceptions

A. All requests for exception to this Policy must be made in writing to chancellor or designee prior to the requesting individual entering a District property in possession of a weapon.

B. Statements must substantiate that requesting individual:

   1. Is a current federal, state or local law enforcement officer or other person who is required by law to carry a weapon, member of the armed forces, campus public safety officer, or person required to carry a weapon by law or official rules of conduct applicable to such person
   2. Agrees to abide by all policies, procedures and instructions of the District with respect to the possession or use of weapons.
   3. Statement shall identify the specific weapon(s) to be carried.

D. Authorizing Official, after verifying that request includes required information and gathering any additional information deemed appropriate, shall determine whether (and if so, to what extent) to grant the request.

E. Determination shall be communicated in writing and considered final.

F. Permission granted under this Policy shall be confirmed through a written and signed Agreement stating that grantee has read and understands this Policy; understands that the weapon is not to be visible or used, except to the extent required by applicable laws, regulations or rules of conduct; agrees to (a) follow all applicable laws, (b) take all appropriate precautions to secure the weapon, avoid injury or disruption to members of the District community, affiliated entities or unaffiliated third parties, and (c) unconditionally agrees to indemnify and hold harmless the
District, its affiliates, respective trustees, employees, agents and representatives against any losses, liabilities and related expenses (including, but not limited to, reasonable attorney fees) that may be incurred in connection with such person’s possession or use of a weapon, whether or not such possession or use is determined to be negligent or in violation of this Policy or any applicable law, regulation or rule of conduct.

G. A person receiving such authorization, which shall only apply to the specific weapon(s) identified in the granted request, shall promptly notify chancellor or designee in writing of (a) any loss or theft of the weapon or (b) any material change in the facts or circumstances upon which permission was granted.

H. Upon granting or revoking permission under this Policy, grantee shall immediately furnish written notice to the appropriate District Personnel for the campus or site at which the person to whom permission has been granted will be located.

I. Except as otherwise set forth in writing by this procedure, permission granted under this Policy:

1. Shall be effective only for the specific time period for which it is granted unless renewed in writing

2. May be revoked at any time, in writing

3. Shall terminate automatically when the person to whom permission has been granted leaves the District, College or is suspended for any reason.

J. Granting of permission applicable to a stated term does not guarantee that this Policy shall not be revised or that permission will remain in effect for the remainder of that term or for any subsequent terms.

X. Violations

A. Any student or employee found to be in possession of a firearm or other weapon in violation of this policy is subject to immediate dismissal, termination, and/or prosecution in accordance with applicable statutes.

B. Any other person in violation of this policy is, in addition to being subject to criminal prosecution under applicable statutes, subject to immediate expulsion from institutional facilities and prohibition against reentry.

Approved by the Chancellor:
BOARD POLICY 5130 FINANCIAL AID

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

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

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

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 Chancellor 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 Chancellor 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.

Reference:
Education Code Section 78300;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
Administrative Procedure 5130

Replaces:
Board Policy 4.35 Student Financial Aid Adopted February 8, 1994
I. Student Eligibility

Recipients of aid from federal and State funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and State programs include:

A. Having a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law.
B. Being a U.S. Citizen or eligible non-citizen.
C. Maintaining satisfactory progress in accordance with the standards.
D. Not be in default on a federal loan or grant overpayment.
E. Be registered with the selective service, if required.
F. Have a valid social security number.

II. Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) or the renewal application. These applications are usually available beginning in January for the following academic year. If a student is interested in a State of California Grant, the FAFSA and a GPA verification form must be completed. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students apply by the March 2nd Deadline or the September 2nd Deadline. By filing a complete application with all required documentation, students will have priority in the awarding of Federal Work Study and Federal Supplemental Educational Opportunity Grants if eligible, based on submission date.

The information reported on the FAFSA may be verified by the Financial Aid Office using parent’s and/or the student’s Internal Revenue Service’s tax transcript.

Students must be able to provide a copy of their Social Security Card, Alien Registration Card (if applicable), and Proto ID for identification purposes.

III. Payment Procedures

The Federal Pell Grants will be disbursed in two payments per term. Federal Supplemental Educational Opportunity Grants, the State Cal Grant Program, and Federal Loan Programs will be disbursed in one payment per term. The Federal Work Study Program will be disbursed monthly.

IV. Overpayments

Peralta will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At Peralta, a student’s withdrawal date is:

A. The date the student officially notified the Admissions & Records Office of his or her intent to withdraw or
B. The date posted by the instructor indicating the last day of attendance or no attendance.

V. Satisfactory Academic Progress

Federal and State financial aid regulations require Peralta to establish; publish; and apply quantitative, qualitative, and incremental standards by which Peralta can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory progress in his/her course of study. Peralta makes these standards applicable to the following aid programs:

Federal Pell Grant
Federal William D. Ford Direct Loan Program
Federal Work Study
Federal Supplemental Educational Opportunity Grant
Bureau of Indian Affairs
Cal Grant B
Cal Grant C
Chafee Grant

Financial aid progress standards apply to current and prior academic work at Peralta, regardless of whether or not a student has previously received any form of financial aid. These progress standards apply to all students within categories of students (full-time, 3/4-time, 1/2-time, and less than 1/2-time), and academic programs (Certificate, Associate Degree, and transfer).

VI. Eligible Programs

Students must be enrolled in an eligible program of study for the purpose of a Certificate, Associate degree, or completing a transfer program. Certificate programs offered by the Peralta Colleges must be approved as eligible programs by the Department of Education to be eligible for federal student aid funding.

VII. Program Length

Peralta offers a variety of Certificate programs, Associate degrees and transfer programs, each with its own unit, course and time requirements. The Educational Plan, designed specifically for each certificate, degree, or transfer program, will indicate the maximum time frame, in units, required for each program.

VIII. Program Completion

Financial Aid regulations require that students complete their program of study within 150% of the time frame required of each program. For example, a full-time student enrolled in an Associate degree program must complete his/her program of study within 90 units. (an Associates degree equals 60 units

IX. Evaluation of Progress

Students will be considered to have made satisfactory progress when they:

A. Maintain a cumulative 2.00 G.P.A. and
B. Successfully complete the minimum number of units as described below.

A student's progress toward his/her educational objective will be evaluated at the end of each academic semester. The minimum number of units a student must successfully complete at the end of each semester, in order to complete their program of studies within the maximum time frames is outlined below:
Minimum Number of Units to be Completed Each Semester:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Units of Enrollment</th>
<th>Units Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12 or more</td>
<td>10</td>
</tr>
<tr>
<td>¾-Time</td>
<td>9 - 11.5</td>
<td>8</td>
</tr>
<tr>
<td>½-Time</td>
<td>6 - 8.5</td>
<td>6</td>
</tr>
<tr>
<td>&lt;1/2-Time</td>
<td>1 - 5.5</td>
<td>All units of enrollment</td>
</tr>
</tbody>
</table>

Enrollment in credit courses for .1 to 5.5 units is considered less than 1/2 time; 6 to 8.5 units is considered 1/2 time; 9 to 11.5 units is considered 3/4 time; and 12 or more units is full-time. A student's enrollment status will be determined at the end of the census date of each semester. If awarded after that period, status will be determined at the time the financial aid funding.

X. Successfully Completed Courses

Successfully completed courses are those in which a student received a grade of "A", "B", "C", "D", or "CR/P".

XI. Unsuccessfully Completed Courses

Unsuccessfully completed courses are those in which a student receives a grade of "F", "NC", "IP", "I," or "W." However, under the Peralta grading system, the grade of "I" may be replaced with a letter grade which will yield unit credit. Unsuccessfully completed courses adversely impact academic progress. Students are encouraged to add or drop during the period that they will receive no notations on their permanent record. Although unsuccessfully completed courses are not successful, they are considered attempted and impact program length.

XII. Course Repetition

Students are not permitted to receive financial aid for repeating courses, except as follows:

A. A student may repeat a course one time for which a grade of "D" or "W" is received.
B. A student may repeat a course for which an earned grade of "F" is received in order to achieve a passing grade.
C. A student may repeat but not exceed the allowed number of repeats for courses listed in the Class Schedule Course Repetition List. These classes will be included in enrollment status and must receive a grade. Financial Aid will not issue payment for unofficial repeated coursework or pay for more than one repeat of a course for which a "W" was received, even if financial aid was not paid for the repeated class was first taken.

XIII. High School Credit

Students cannot use (transfer back) college courses for high school credit for which they have received financial aid, otherwise an overpayment will result.

XIV. Transfer Students

Students that transfer from another accredited post-secondary institution are required to submit academic transcripts of their previous college work to the Counseling Office. Those transcripts will be reviewed and evaluated. An evaluated copy must be given to the Financial Aid Office. The accepted units will be applied toward the cumulative total of units earned.
XV. Remedial Classes

Students may receive aid for up to 30 units of remedial classes. Courses must be at the secondary level and required as part of an eligible program. Note: These classes are identified as pre-collegiate/basic skills and are non-degree appropriate.

XVI. Reinstatement

If a student is denied financial aid, he/she may be reinstated once they have regained satisfactory academic progress, according to the standards. However, students may not be paid retroactively for periods in which they failed to maintain satisfactory progress.

XVII. Financial Aid Ineligibility

Extenuating circumstances, which warrant an exception to the SAPPolicy, may be considered. Students must submit a petition form with documentation to substantiate reinstatement.

Examples of extenuating circumstances may include:

A. Injury or illness of student. (Student must verify extensive hospitalization, medical treatment, or serious illness.)
B. Personal crises. (Student discloses, in writing, a traumatic situation, such as: death of a family member, separation, divorce, abuse, automobile accident, or destruction of home or belongings by fire or theft.)
C. Change of major or objective. (Student needs one or two additional semesters due to change in educational/career objective. NOTE: A current educational plan is required prior to approval.)
D. Other circumstances. (Student should explain the nature of his/her problem and illustrate why an exception to the standards should be made. Other circumstances are considered on a case-by-case basis.)

XVIII. Appeals Process

In order for a petition to be considered, the student must provide the following:

A. The Petition Form with a written statement explaining the circumstance that prevented the student from making academic progress.
B. A current educational plan with the entire courses listed to complete the educational goal.
C. Supporting verification (e.g. a hospital or doctor’s statement verifying an extended illness, medical bills, Probation Contract).
D. All academic transcripts from all previously attended colleges. If aid is denied by the Appeals Committee, the decision is final unless new documentation can be presented.

XIX. Delinquent Financial Obligations

A. The Peralta Colleges will withhold grade transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due the district (e.g., financial aid liability, returned check, equipment breakage, unpaid library fine, etc.)
B. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
C. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the office where the obligation occurred for resolution of the debt.

Approved by the Chancellor:
BOARD POLICY 6200 BUDGET PREPARATION

Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by January of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than 5%.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments.

Reference:
Education Code Section 70902(b)(5); Title 5, 58300 et seq.
Administrative Procedure 6200

Replaces:
Board Policy 6.02 Budget Preparation and Administration adopted December 18, 1987 and last revised June 28, 2011
I. Budget Calendar

Each January the Board will adopt a budget development calendar that identifies activities and sets dates for each step in the budget development process.

II. Budget Directives

Each February the Board will give direction for budget development to include:

A. Reaffirmation of change in mission;

B. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, and any special project reserve);

C. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period;

D. Preliminary establishment of base budget for the District and each site.

III. Budget Preparation

A. Prior to March 1 information will be provided to Cost Center managers that will include the status of current expenditures, state and county estimates of revenues, site "based budget" allocations, and targets for the increases or decreases.

B. Each college and the central services offices will prepare a site budget through the Cost Center Managers using the information provided. Each President may provide additional directions or forms for site budget development to compliment these general procedures.

C. Each college will work with the Vice Chancellor for Finance and Administration and Vice Chancellor for Educational Services in analyzing class offerings as they apply to the development of both revenue and expenditure plans.

D. The aggregate site budget shall be submitted to the Vice Chancellor for Finance and Administration in the prescribed format. Each President will clarify that the site budget has met the Board-approved budget development guidelines. All budget amounts will be rounded to the nearest dollar.

IV. Budget Consolidation

The Vice Chancellor of Finance and Administration's Office will:

A. Check forms for compliance with instructions;

B. Check mathematical accuracy;

C. Ensure that the aggregate of the budgets submitted is within the site allocation; and

D. Enter the data into the computer and provide each site a copy of the budget for review.
V. Budget Presentation and Adoption

A. Preliminary Budget

1. No later than the May Board meeting, the Vice Chancellor for Finance and Administration will present the Preliminary Budget to the Board. No formal action is required by the Board on the Preliminary Budget.

2. Between the time that the Preliminary Budget is developed and the Final budget is adopted, changes to the budget will be made as additional information is received from the state based on the state budget adoption process.

B. Tentative Budget

No later that July 1 the Board will adopt a Tentative Budget. This budget will reflect changes made to the Preliminary Budget.

C. Final Budget

Prior the state-prescribed date, the Board will adopt a final budget for the District that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year of adoption.

VI. Budget Presentation and Adoption

It is the responsibility of each Cost Center Manager to control the budget(s) within his/her assignment. The Vice Chancellor for Finance and Administration's Office will provide a monthly budget report and assistance in budget analysis and management as required.
BOARD POLICY 6320 INVESTMENTS

The Chancellor is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.

- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.

- Transactions should be avoided that might impair public confidence.

This policy applies to all funds under the day to day control and management of the District with the exception of funds invested as part of the District’s other Post Employment Benefits (OPEB) program. The OPEB funds are to be invested under a separate investment policy to be created, modified, and implemented by the Retirement Board.

Reference:
- Government Code Section 53600©
- Administrative Procedure 6320

Replaces:
- Board Policy 6.07 Investments adopted March 29, 2011
ADMINISTRATIVE PROCEDURE 6320 INVESTMENTS

The Chancellor directs the Vice Chancellor of Finance and Administration to invest public funds in a manner providing the highest investment return, given security considerations, while meeting the daily cash flow needs of the district and conforming to all applicable federal, California, and local laws governing the investment of public funds.

I. Scope

This administrative procedure applies to all funds of the Peralta Community College District with the exception of funds invested as part of the District's Other Post Employment Benefits (OPEB) program.

A. Alameda County. All funds of the Peralta Community College District deposited with the Alameda County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with the investment policy developed pursuant to Government Code Section 27133, and under the direction of the Alameda County.

B. Guidelines. Pursuant to Government Code Section 53646, all other funds of the Peralta Community College District shall be invested in accordance with the following guidelines:

1. Prudence. Investments shall be made with judgment and care which persons of prudence, discretion and intelligence exercise in management of their own affairs not for speculation, but for investment. Considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy exercising due diligence shall be relieved of personal responsibility of an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

2. Safety. Safety of principal shall be the foremost objective of the investment program. Investments of the Peralta Community College District shall be undertaken in a manner that seeks to ensure the preservation of capital of the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

3. Liquidity. The Peralta Community College District’s investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

4. Return on Investment. The Peralta Community College District’s investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

II. Authority

A. Delegation of Authority. The authority to invest funds not deposited with the County Treasurer is granted to the Vice Chancellor Finance and Administration. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program consistent with applicable law and the Peralta Community College District’s Investment Policy is delegated to the Vice Chancellor Finance and Administration.
B. **Ethics and Conflict of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

III. **Instruments.**

A. **Authorized and Suitable Investments.** Funds invested by the Peralta Community College District shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

1. Negotiable Certificates of Deposit
2. Money Market Funds
3. Collateralized Bank Deposits
4. Time Deposits
5. County Pooled Investment Funds

B. **Prohibited Investments.** Pursuant to Government Code Sections 53601.6, funds of the Peralta Community College District shall not be invested in any of the following instruments:

1. Inverse Floaters
2. Range Notes
3. Interest Only Strips

IV. **Reporting.**

The Chancellor shall, pursuant to Government Code Section 63646, submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

A. Investment types
B. Names of issuers
C. Maturity dates
D. Par and dollar amounts invested in each security, investment and money
E. Weighted average maturity of the investments
F. Any funds being managed by contracted parties
G. Market value as of the date of the report and source of valuation
H. Description of compliance with Investment Policy
I. Current market value of funds managed by a contracted party

V. **Policy Adoption**

The Peralta Community College District's investment policy shall be adopted annually by resolution of the Board of Trustees. The policy shall be reviewed annually, and the Board of Trustees must approve any modifications made thereto.

*Approved by the Chancellor:*
Board Policy 5010 Admissions and Enrollment

The District/Colleges will admit for admission as a California resident or nonresident (including Out-of-State Students and International Students) anyone 18 years of age or older, who can profit from instruction. Further, anyone under 18 years of age who is a high school graduate or has been awarded a GED or California High School Proficiency Certificate also may enroll.

Each college may admit a limited number of high school students who are under 18 years of age and who have exceptional ability or who desire specialized or advanced training. Such admission must be with the recommendation of the principal of the high school in which the student is enrolled. Other high school students may be admitted on the basis of contractual arrangement between the District and high school of attendance.

Claims for state apportionment submitted by the District based on enrollment of high school students shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The district is committed to a policy of open enrollment at all Peralta Colleges. The District is authorized to allocate enrollment to each College in accordance with instructions from the Chancellor.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

The Chancellor shall establish administrative procedures for this policy.

References:
Education Code Sections 68050, 68051, 68062, 76000, 76001, 76002, 76140, and 76141.
Labor Code Section 3077
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
34 Code of Federal Regulations Part 668. 16(p)

Replaces:
Board Policy 4.05 Admission of Students first approved June 19, 1979 and last revised February 14, 2006; also, Board Policy 4.10 Admissions Requirements, Board Policy 4.12 Registration, and Board Policy 4.14 Dropping Classes and Withdrawing from College (no date of approval cited for these three policies).
Board Policy 5015 Residence Determination

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 Chancellor shall erect procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

References:
Education Code Sections 68040 and 76140;
Title 5 Sections 54000 et seq.

Replaces:
No previous policy.
Board Policy 5035 Withholding of Student Records

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.

References:
Title 5 Section 59410

Replaces:
Board Policy 4.42 Withholding of Grades, Transcripts, etc. first approved December 4, 1972 and last revised April 23, 1991.
Board Policy 5040 Student Records, Directory Information, and Privacy

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

The Chancellor 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 other types of recognition.

References:
Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.

Replaces:
Board Policy 4.25 Student Records approved September 15, 1975
Board Policy 5052  Open Enrollment

The policy of Peralta Community College is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s). Enrollment also will be limited to students meeting properly validated prerequisites and corequisites, or other exemptions set out in statute or regulation. Enrollment may be subject to any priority system that has been established.

The Chancellor shall assure that this policy is published in college catalogs and schedules of classes.

Reference:
Title 5 Section 51006

Replaces: