Revisions to the Board Policies

BP 2725 Board Member Compensation – In the CCCLC template; new for Peralta.

BP 3250 Institutional Planning – This policy was revised to update the names of the Faculty and Staff Diversity Plan and the Matriculation Plan.

BP 3900 Speech: Time, Place, and Manner – This policy was revised to align with the requirements of Education Code Section 76120.

BP 4250 Probation, Dismissal, and Readmission – This policy was revised to change the title.

BP 5050 Student Success and Support Program – This policy was revised to update the name of the Matriculation Plan.

BP 5130 Financial Aid – This policy was revised to update the legal references.

BP 7700 Whistleblower Protection – This policy was revised to update the legal references.

Revisions to the Administrative Procedures

AP 4255 Dismissal and Readmission – This procedure was revised to change the title.

AP 5055 Enrollment Priorities – This procedure was revised to remove the reference to the Spring 2013 term.

AP 5130 Financial Aid – This procedure was revised to update the legal references.

AP 7700 Whistleblower Protection – This procedure was revised to update the legal references.
Board Policy 2725 Board Member Compensation

All members of the Board of Trustees shall receive the maximum compensation and sick leave allowable by Education Code. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

Refer to Board Policy 2015 Student Board Members for student board members compensation.

Reference:
   Education Code Sections 72024

Approved by the Board of Trustees:
BOARD POLICY 3250 INSTITUTIONAL PLANNING

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

A long range comprehensive Strategic Plan integrated with the following plans:

- Educational Master Plan
- Facilities
- Human Resources
- Information Technology
- Faculty-and-staff-diversity Equal Employment Opportunity Plan
- Student equity
- Matriculation Student Success and Support Program Plan
- Transfer
- Cooperative Work Experience
- EOPS
- Environmental Sustainability

The institutional plans listed shall be integrated into the annual budget preparation process.

The Chancellor shall submit the plans for which Board approval is required by Title 5 to the Board.

Plans will contain goals, objectives, and long-range measurable outcomes.

Reference:
Accreditation Standard I.B.
Title 5, Sections 51308, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

Replaces:

Approved by the Board of Trustees: February 28, 2012
Revised and approved by the Board of Trustees:
BOARD POLICY 3900 SPEECH: TIME, PLACE, AND MANNER

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

In addition to the importance of academic freedom, the Board recognizes the constitutional right of free speech, and to that end, the Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression on district property.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which is designed to incite another to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or administrative procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Reference:
Education Code Section 76120 and 66301
Administrative Procedure AP 3900 Speech: Time, Place, and Manner

Replaces:
Board Policy 2.30 Orderly Conduct in the Peralta Community College District adopted February 4, 1974

Approved by the Board of Trustees: February 28, 2012
Board Policy 4250 Probation, Disqualification Dismissal, and Readmission

Probation
A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," "NP," and "FW" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal/petition in accordance with procedures to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," "NP," and "FW" drops below 50 percent.

Dismissal
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," "NP," and "FW" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal/petition in compliance with administrative procedures.

Readmission
A student who has been dismissed may request reinstatement through petition.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References:
Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Replaces:
Probation, Disqualification, and Readmission was covered in Board Policy 5.22 Academic Standards/Standards of Scholarship first approved March 17, 1981 and last revised March 18, 2011

Approved by the Board of Trustees: March 27, 2012
Revised and approved by the Board of Trustees:
BOARD POLICY 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAM

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

The Chancellor shall establish procedures to assure implementation of matriculation Student Success and Support Program services that comply with the Title 5 regulations. The procedures shall require all non-exempt new students to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and program course of study and in the development of an education plan.

References:
Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

Replaces:
Board Policy 7.01 Matriculation Services
Board Policy 7.02 Matriculation Services
Board Policy 7.03 Matriculation Services
Board Policy 7.11 Matriculation Procedures
Board Policy 7.12 Matriculation Procedures
Board Policy 7.21 Orientation
Board Policy 7.31 Assessment
Board Policy 7.41 Counseling/Advising
Board Policy 7.51 Follow-Up
Board Policy 7.61 Research
Board Policy 7.71 Faculty Training
Board Policy 7.81 Student Responsibility
Board Policy 7.82 Student Responsibilities
Board Policy 7.83 Students' Responsibilities
Board Policy 7.92 Educational Plan
    Adopted April 26, 1994.

Approved by the Board of Trustees: October 9, 2012
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.

Peralta Community College District is committed to maximizing student access to financial aid and supporting student success and opportunity through financial aid. The Chancellor shall establish procedures to provide the aid in a prompt fashion for every eligible student submitting the complete application on the established schedule.

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 ensure all information pertaining to the District's financial aid program available to the public is regularly reviewed for accuracy and completeness. To ensure compliance with this policy, the Chancellor shall establish procedures for District employees involved in financial aid or admission services to receive appropriate information on educational programs, anticipated student financial expenses, and graduation employment rates.

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 66021.6, 76300;
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

Approved by the Board of Trustees: September 11, 2012
Revised and approved by the Board of Trustees:
BOARD POLICY 7700 WHISTLEBLOWER PROTECTION

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or

- directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Reference:
Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698)
**Affordable Care Act (29 U.S.C. 218C)**
Administrative Procedure 3700

New Policy

Approved by the Board of Trustees: May 8, 2012
Revised and approved by the Board of Trustees:
ADMINISTRATIVE PROCEDURE 4255 DISQUALIFICATION AND DISMISSAL AND READMISSION

I. Standards for Dismissal

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student’s enrollment. Summer sessions (regular intersessions) shall be considered a semester.

A. Academic Dismissal: A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.

B. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50% of enrolled units.

C. Reinstatement from Dismissal: A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

II. Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

III. Notification of Probation and Dismissal

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the “Academic Success Contract.” Students on dismissal shall complete the “Student Petition for Reinstatement from Dismissal” and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:
Title 5 Section 55033 and 55034

Approved by the Chancellor: April 12, 2012
Administrative Procedure 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260, Prerequisites and Co-requisites)

Enrollment may be limited due to the following:
- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Program that have special admission requirements

Registration priorities are based on California Education Code and Title 5.

The District will provide priority registration for students who enroll in community college for the purpose of:
- Degree or Certificate attainment;
- Transfer to a four-year college or university;
- Career advancement.

Student will have the following registration priority, in the order of priority listed below:

Group #1: Members of the armed forces or a veteran; Foster youth or former foster youth.
Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth up to the age of 24 pursuant to Education Code section 66025.9.

Group #2: Disabled Student Programs and Services (DSPS) students; Extended Opportunity Programs and Services (EOPS) students; and California Work Opportunity and Responsibility to Kids Program (CalWORKs)
Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services (DSPS) or through Extended Opportunity Programs and Services (EOPS), or through California Work Opportunity and Responsibility to Kids Program (CalWORKs).

(Per State Guidelines, the district may provide students in the first two priority groups with the same level of registration priority as long as the district ensures that veterans, foster youth and former foster youth up to the age of 24 receive registration priority as required in Education Code sections 66025.8 and 66025.9.)

Group #2: Continuing Students and First-time Students
Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first-time student who have completed orientation, assessment, and developed education plans.

Students in this group will receive registration priority in the following order:
- Students participating in approved special programs, including but not limited to, CalWORKS, CARE, Student Athletes, TRIO, First Year Experience (FYE), and others.
- Gateway to College and ASTI Students
- All other Continuing and First-time Students
- Readmitted students
Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policies and District Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester units at the district.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D, or P as defined by Board Policy and District Administrative Procedure 4230. The 100-unit limit does not include non-degree applicable units in English as a Second Language or basic skills courses. Students enrolled in high unit majors or programs may petition to retain priority registration in Group #3.

Beginning in Spring 2013, The District shall notify students who are placed on academic or progress probation, of the potential loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. Beginning in Spring 2013, The District shall notify students who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

**Group #3: Concurrently enrolled High School Students (10th, 11th, and 12th grade)**

**Appeal of Loss of Enrollment Priority:** Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstance are verified cases of accidents, illness or other circumstances beyond the control of the student, when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective for Fall 2014 semester enrollment. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

**Unit Load**

Students may not enroll in more than 18 units at any Peralta College during fall and spring semester without prior approval. Students may obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from any Vice President of Student Services at any of the colleges. No student will be allowed to in enroll in more than 25 units. The maximum number of units a student can enroll in for the Summer Session is 10 units.

**Classes with Time Conflicts**

Students may not register for courses taught at conflicting times.

**Outstanding Fee, Title 5, Sections 58500-58508**

Students who have outstanding fees in the District will be precluded from registering until all fees are paid.

**References:**

Education Code Sections 66025.8 and 66025.9;
Title 5 Sections 51006, 58106, and 58108

First approved by the Chancellor: January 31, 2012
Revised and approved by the Chancellor: May 24, 2013
Revised and approved by the Chancellor:
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

Step 1. Application (FAFSA) or “Dream Application” for students without legal immigration status.

Student fills out FAFSA online and submits it to the Department of Education. Students without legal immigration status will be required to fill out the CA Student Aid Commission’s “Dream Application” in lieu of the FAFSA. Students completing the FAFSA or the “Dream Application” are encouraged to submit the application by March 2 to be eligible for the following academic year (by March 2, 2013 to be eligible for the full range of state financial aid programs for Fall, 2013).

Step 2. Student Aid Report (SAR)

Department of Education processes the FAFSA and produces a Student Aid Report (SAR), which is sent to the student and an Institutional Aid Report (ISIR) which is sent it to the colleges listed on the FAFSA.

Step 3. Welcome Letter

The Peralta District College designated by the student as the home college emails a welcome letter to the email address listed on the FAFSA within 3 days of importing the ISIR. If the student did not provide an email address on the FAFSA, the college will send a paper welcome letter within 5 days of importing the ISIR. The student is instructed to come into the Financial Aid Office and should bring in the following documents to speed up the process:

A. All students should bring a valid personal photo identification: California Drivers License, DMV Identification Card, or Passport.

B. If the student's SAR states:

1. The Social Security Administration did not confirm you are a US citizen; the student must provide a US Passport, Certificate of Naturalization, Permanent Resident Card I-551, or original birth certificate.
2. The United States Citizenship and Immigration Services (USCIS) of the Department of Homeland Security could not confirm that you are a non-citizen; the student must provide proof of alien registration number.
3. The Social Security Administration did not confirm that the social security number you reported on your FAFSA is correct; the student must provide your original social security card.
4. The Selective Service reported that you have not registered with them; the student must fill out the Selective Service form.
5. The student had not completed 6 units at a college prior to July 1, 2012, and also had not graduated high school or received a GED, the student must provide a high school diploma or a GED.

C. If the student is selected for "Verification," and did not use the IRS Data Retrieval Tool when filling out the FAFSA, a tax transcript is required along with the Verification Worksheet.

Step 4. Financial Aid Office Visit

Upon arrival, the Financial Aid Staff (FAS) will review the student's file to determine what documents are needed to complete the financial aid file.

A. The FAS determines if the student’s current ISIR transaction is in the district’s computer system (called SAFE).

B. The FAS assesses the documents available to determine if the file is complete and if the student is eligible or ineligible for Financial Aid.

C. The FAS will inform the student in writing if the student is ineligible or if additional document(s) are needed. If the file is incomplete, all reviewed documents will be returned to the student with a request to return with a complete set.

D. The visit will be logged by the FAS and copies of communications will be placed in the student’s file.

E. If no additional documents are needed, the FAS will complete the student’s file package, package their financial aid award and advise the student they will receive an award letter within 3 weeks. A complete file notification will be given to the student.

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. These 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 SAP Policy, 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.

References:
Education Code Sections 66021.6, 76300;
Title 5 Sections 56600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;

Approved by the Chancellor: December 14, 2012
Revised and approved by the Chancellor:
Administrative Procedure 7700 Whistleblower Protection

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titlec Whistleblower Protection, and addressing complaints of retaliation for making such reports.

I. Filing a Report of Suspected Unlawful Activities

A. Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

B. Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District’s ability to thoroughly investigate the claim and take appropriate remedial measures. In the case that an anonymous report cannot be substantiated in any way, a record of the report should still be kept by the receiving administrator in the event that subsequent information reopens the investigation. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

C. Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee’s supervising President or Vice Chancellor. However, if the report involves or implicates the supervising President or Vice Chancellor, the report may be made to any other District official whom the reporting employee believes to have either responsibility over the affected function or the authority to review the alleged unlawful activity on behalf of the District. The report may also be made directly to the Chancellor and/or Peralta Police Services. When the alleged unlawful activity involves the Chancellor, the report should be made to the President of the Board of Trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the Chancellor, who will confer with the president and/or vice-president of the board of trustees and/or legal counsel on how to proceed.

D. Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

E. Once the receiving administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward the report to the president of the college where the alleged activity has occurred or to the appropriate Vice Chancellor if the activity involves the district. However, if this process would require submitting the report to an employee implicated in the report, the receiving administrator should follow the reporting options outlined, above. Finally, the results of the initial investigation should be forwarded to the Chancellor. The highest-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.
F. In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District’s no-retaliation policy. Each individual shall be:

1. warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and
2. advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

G. In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

II. Protection from Retaliation

A. When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

B. Any employee who believes he/she has been either subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or refuses to engage in activity that would result in a violation of law, should report such conduct to the Vice Chancellor Human Resources and other supervisory management personnel (if such management personnel is not the source of or otherwise involved in the retaliatory conduct). Any management employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the Vice Chancellor Human Resources. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the Vice Chancellor, the manager shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

C. All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

III. Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor’s Office or the District’s Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

IV. Other Agencies

In addition to the process set forth above, any employee or supervising manager who has information concerning allegedly unlawful conduct involving federal or state grant funds, shall report the information to the Vice Chancellor Educational Services in order that the proper communication will take place with the granting agency.

References:
Education Code Sections 87160-87164;
Government Code Section 53296;
Labor Code Section 1102.5;
Private Attorney General Act of 2004 (Labor Code Section 2698)
Affordable Care Act (29 U.S.C. 218C)