

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.

The colleges of the District are non-public forums, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

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

BOARD POLICY 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy taken from Title 5 Section 55061, which is the policy of the Board of Governors.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

References:

Title 5 Section 55061;
Accreditation Standard II.A.3

Replaces portions of:

Board Policy 5.20 **Requirements for Degrees and Certificates** first adopted May 10, 1983 and last revised September 16, 2008.

BOARD POLICY 4040 LIBRARY SERVICES

The District shall have library services that are an integral part of the educational program.

Reference:

Education Code Section 78100

Replaces:

Board Policy 5.30 **Selection of Library Materials**

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BOARD POLICY 4050 ARTICULATION

The Chancellor shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other high schools, community colleges, or four-year institutions, that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

References:

Education Code Sections 66720-66744;
Title 5 Section 51022(b)
Accreditation Standard II.A.6.a

Replaces:

Board Policy 5.12, **Articulation Policy for Instructional Programs and Support Services** adopted November 14, 2000.

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BOARD POLICY 4070 AUDITING AND AUDITING FEES

Auditing of classes is not permitted. No person is allowed to attend a class unless registered and enrolled in that class.

The auditing policy shall be published in college catalogs and class schedules.

Reference:
Education Code Section 76370

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BOARD POLICY 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

The Peralta Community College District grants the degrees of Associate in Arts, Associate in Science, Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted (additional requirements can be listed in the administrative procedures); and who meet residency requirements.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain skills that may be oriented to career or general education. Students must obtain a "C" or better in each course and meet college residency requirements.

Students may be awarded a Certificate of Proficiency upon successful completion of a program of study which includes up to 17.5 units. Students must obtain a "C" or better in each course. A Certificate of Proficiency will not appear on a student's transcript.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of each of the local college curriculum committees and the district Council on Instruction, Planning, and Development (CIPD). The procedures shall assure that graduation requirements are published in the college catalogs and included in other resources that are convenient for students. Further, each college catalog shall include a statement on Catalog Rights.

References:

Education Code section 70902(b)(3); sections 66745 et seq.;
Title 5 sections 55060 et seq.;
Accreditation Standard II.A.3.

Replaces:

Board Policy 5.20 **Requirements for Degrees and Certificates** adopted May 10, 1983 and last revised September 16, 2008

BOARD POLICY 4220 STANDARDS OF SCHOLARSHIP

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: academic record symbols and grading, credit by examination, academic and progress probation, academic and progress dismissal, alleviating substandard work and academic renewal, remedial course limit, excess units, and course repetition.

These procedures shall be published in the college catalogs.

Reference:

Education Code Section 70902(b)(3);
Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

Replaces:

Board Policy 5.22 **Standards of Scholarship** adopted March 17, 1981 and last revised March 18, 2011.
Board Policy 5.23 **Excess Units** adopted October 16, 1972
Board Policy 4.32 **Remedial Course Limit** adopted May 28, 1991

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BOARD POLICY 4231 GRADE CHANGES

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Replaces:

Board Policy 4.43A **Student Grievance Policy** adopted April 27, 1993 and last revised March 15, 2011.

BOARD POLICY 4260 PREREQUISITES AND CO-REQUISITES

The Peralta Community College District is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

The District recognizes that, if these prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success (disproportionate impact) and, therefore, the District will use caution and careful scrutiny in establishing them. Nonetheless, the District recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed.

Reference:

Title 5 Sections 55000 and 55003

Replaces:

Board Policy 9.01, Prerequisites, Co-requisites, Advisories and Other Limitations on Enrollment, adopted April 26, 1994.

Board Policy, 9.02, Prerequisites, Co-requisites, Advisories and Other Limitations on Enrollment, adopted April 26, 1994.

Board Policy 10.01, Disproportionate Impact, adopted April 26, 1994

Board Policy 10.02, Disproportionate Impact, adopted April 26, 1994

BOARD POLICY 4300 FIELD TRIPS AND EXCURSIONS

The Chancellor shall establish procedures to be followed by the Colleges for all district/college-sponsored field trips, especially field trips organized by instructors. These procedures shall be in keeping with the California Education Code and Title 5 sections referenced below.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

References:

Title 5 Section, 55220

Title 5 Section, 55450

Education Code Section 72640

Education Code Section 72641

Replaces:

Board Policy 5.35 Field Trips adopted April 22, 2003

BOARD POLICY 5055 ENROLLMENT PRIORITIES

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

Reference:

Title 5 Sections 51006, 58106, and 58108

Draft November 9, 2011

BOARD POLICY 6700 CIVIC CENTER AND OTHER FACILITIES USE

There is a Civic Center at the colleges and at the District Office. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish an Administrative Procedure regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and other non-employees and non-students.

The Administrative Procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs, other scheduled activities of the District on behalf of employees or students, or other previously authorized civic center activities.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Reference:

Education Code Section 82537 and 82542

Administrative Procedure AP 6700 Civic Center and Other Facilities use

Replaces:

Board Policy 6.64 Use of College Facilities adopted September 13, 1994 and last revised May 11, 2008.

ADMINISTRATION PROCEDURE 6700 CIVIC CENTER AND OTHER FACILITIES USE**I. Responsibilities**

Each college President and the Vice Chancellor of General Services shall be responsible for:

- A. Identifying those Civic Center Facilities which may be used by the public when such use does not conflict with District programs and operations.
- B. Directing public use of those facilities
- C. Administering appropriate charges as defined in District policy. At the close of each academic year, the college presidents shall review the facility use rate schedule and provide recommended revisions for the next school year to the Chancellor.

II. Delegation

Each president shall designate the business manager to administer the facility use program under his or her authority. The business manager so designated shall:

- A. Provide information to prospective users of the facilities;
- B. Review applications, establish all related costs and maintain financial records for accountability purposes for each facility use;
- C. Obtain all necessary documentation related to each facility use;
- D. Coordinate scheduled uses of facilities with other appropriate campus/District offices involved;
- E. Prepare annual reports of all campus facilities uses.

III. Regulations

- A. The College and District reserves the right to deny and application or revoke any agreement at any time if actions resulting from such application or permission may be harmful to the best interest of the District/College or if there is a conflict with any previously scheduled event. The District/College, at its discretion, has the right to cancel and terminate an agreement immediately and without notice upon its discovery of a violation of any term, condition, or provision of the agreement on the part of the applicant. Should any such violation occur, the District/College, at its discretion, shall have the right to deny any future requests by the applicant for the use of any other District/College property or facilities.
- B. Except as provided by Board Policy or Administrative Procedure, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken.
- C. Alcoholic beverages and controlled substances are prohibited on all Peralta Community College District property and within the District's facilities. As provided by the California Code of Regulations, a permit may be requested for an exemption to the prohibition against alcoholic beverages if authorized by the Chancellor.
- D. The completed Civic Center application must include a certificate of insurance and a hold harmless and indemnification agreement by the user group accepting financial responsibility for any losses, damages, or injuries incurred as a result of their use of the facilities. The approved permit must be available for inspection by security and district personnel during the event.

IV. APPLICATION AND APPROVAL PROCESS

Application fee: A \$25.00 application fee must be paid for each request before processing begins. If a Preferred User is granted free use of the facilities, the application fee will be waived or refunded. If a Preferred User is eligible for Preferred User charges, the application fee will be applied to the charges incurred. A facilities use application is not considered approved until all of the following steps have been completed.

- A Obtain an Application for Use of College Facilities form from the Business Manager at the appropriate college.

Laney College	(510)464-3244
Merritt College	(510)436-2406
College of Alameda	(510)748-2212
Vista College	(510)841-8431

- B. Pay the \$25.00 application fee at the time the completed application form is submitted. **Be sure to specify on the application form what services, equipment, and facilities setup or preparation you are - requesting.**
- C. Pay a \$200.00 security deposit if appropriate. This deposit may not be charged to Preferred Users, depending on the nature and scope of the event and the facility requested. All non-Preferred Users are required to pay this security deposit. If a security deposit is made, it will be refunded, or applied to total charges, if, after inspection at the conclusion of the use, it is determined that the facility is in its original condition. College presidents may increase the amount of the security deposit for profit-making activities if the number of expected attendees exceeds 200.
- D. Provide a copy of appropriate insurance certification or purchase appropriate insurance through the college where the facility is to be used.
- E. Obtain written confirmation of facility availability from the appropriate college. **Please do not publicize your event until you receive this written confirmation.**
- F. Pay all applicable charges in full at least ten working days prior to the scheduled event. This includes all personnel, user or fair rental value and equipment fees.

V. REFUND POLICY

All fees except the \$25.00 application fee are refundable if the event is canceled more than ten working days before the scheduled event. The application fee is not refundable. If an event is canceled less than ten working days before it is scheduled to occur, 75 percent of the fees will be refunded. Security deposits are fully refundable if the event is canceled, regardless of the date of cancellation. Preferred Users will be refunded all charges paid. Refunds will be paid within three weeks of written notice of cancellation.

VI. SCHEDULE OF PERSONNEL SERVICES CHARGES

Preferred Users may be charged only for personnel services when the personnel are not regularly on duty. If the event is scheduled at a time when personnel are not normally on duty (such as evenings and weekends), the Preferred User shall be charged only for personnel necessary to open and close the facility, supervision, and janitorial service. The charge for such personnel shall be that necessary to cover anticipated costs of the normal hourly rate paid for the job classification, plus overtime and benefits if applicable. A minimum of four hours of work for each employee must be charged in accordance with contractual agreements with employees if the schedule of work involves a "call-back" (requiring the employee to report for work at a time not within or contiguous to his or her

Even if a user of facilities does not request District personnel, the college president may deem it necessary to have District personnel at the event, in which case the user will still be responsible for the costs incurred.

Non-Preferred Users shall be charged for all personnel services necessitated by the organization's use of the facilities if the schedule of work involves a "call-back" (requiring the employee to report for work at a time not within or contiguous to his or her regularly scheduled shift). Charge for each employee per hour is a flat \$25.00 for any type of service provided.

Civic Center Facilities Use Fee Schedule 6700
Preferred and Fair Rental Value

Definitions:

Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track club.

Fair Rental Value (FRV): Any group that is not part of the groups referenced above and for profit groups.

FACILITY – COLLEGES	PU/hr. +	FRV/hr. +
Classroom (50 & under)	\$35	\$50
Classroom (51 – 100)	\$55	\$75
Conference Room/Lecture Hall (100+)	\$65	\$90
Forum	\$80	\$160
Theater	\$80	\$160
Music Room	\$40	\$80
Choral Room	\$40	\$80
Student Center	\$75	\$125
<i>Library</i>	<i>Not Available to the Public</i>	
<i>Cafeteria</i>	<i>Not Available to the Public</i>	
<i>Dining Room</i>	<i>Not Available to the Public</i>	
Gym	\$85	\$170
Weight Room	\$80	\$160
<i>Apparatus Room</i>	<i>Not Available to the Public</i>	
Locker Room	\$50	\$50
Swimming Pool	\$110	\$220
Tennis Court*	\$85	\$170
Baseball Field	\$160	\$320
Football Field"	\$175	\$350
Track**	\$150	\$300
Parking Lot***	\$80	\$80
Hard Surface	\$50	\$50
Turf Area	\$100	\$100
Dance Studio	\$80	\$80
FACILITY – DISTRICT ADMINISTRATIVE CENTER	PU/Hr.	FRV/hr.
Atrium ***	\$75	\$125
Kitchen * ***	\$50	\$100
Boardroom ***	\$75	\$125

+ Cost to rent facilities by the hour. All facilities must be rented for a minimum of three hours.

* Additional tennis courts are &15 per hour

** Additional \$30 per three hours of light

*** A \$200 Cleaning deposit is required. Authorization to refund the deposit may be granted by the Director of Facilities Operations if after inspection it is determined that the parking lot has been returned to the original condition.

**** Certificate of Liability Insurance is required.

ATHLETIC FACILITIES USE FEE SCHEDULE

Definitions:

Special Preferred Users (SPU): Programs sponsored by middle and High Schools in the PCCD service area, who have students the District want to recruit.

Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track

Fair Rental Value (FRV): Any group that is not part of the two groups referenced above and for profit groups.

	SPU/Hr.	PU/Hr.	FRV/Hr.	PERSONNEL REQUIRED
Baseball/Softball Fields				
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$160	\$320	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$55	\$55	\$110	Operator
Sound System	\$50	\$50	\$100	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Football Field (3 hr. min)				
Practice	\$100	\$125	\$350	Supervisor
Game	\$150	\$175	\$350	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$75	Operator
Sound System	\$75	\$75	\$75	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Gym				
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$170	\$340	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$50	\$50	\$100	Operator
Sound System	\$50	\$50	\$100	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Soccer: Grass Field (3 hr. min)				
Practice	\$75	\$85	\$170	Supervisor
Match	\$75	\$100	\$200	Supervisor + Grounds
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Soccer: Stadium (3 hr. min)				
Practice	\$75	\$85	\$170	Supervisor
Match	\$100	\$125	\$350	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$150	Operator
Sound System	\$75	\$75	\$150	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Tennis for 6 courts				
Practice	\$60	\$70	\$140	Supervisor
Match	\$75	\$85	\$170	Supervisor/Grounds
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Track (3 hr. minimum)				
Practice	\$50	\$70	\$140	Supervisor
Meet	\$125	\$150	\$300	Supervisor+Grounds
	Flat Fee			
Timing System	\$75	\$80	\$150	Operator
Sound System	\$75	\$150	\$250	Operator
ATHLETIC RENTAL FEES				
	SPU/Hr.	PU/Hr.	FRV/Hr.	
*Swimming Pool (2 hr. min)				
Practice	\$45	\$55	\$110	Utility Engineer/Pool Operator
Meet (Two Teams)	\$75	\$85	\$200	Supervisor + Utility Engineer/Pool Operator
Meet (Three Teams or More)	\$100	\$110	\$220	Supervisor + Utility Engineer/Pool Operator
*Must have a lifeguard at all pool activities.				
	Flat Fee			
Scoreboard	\$50	\$50	\$100	Plus Operator
FACILITIES USAGE				
Utility Engineer/Pool Operator	\$75			
Grounds Services	\$60			
Custodial Services	\$60			
Audio Visual Technician Services	\$60			
Supervisor	\$150			

**Any fee change set by the Board of Trustees*