

## AP 5012 International Students

### Reference:

*Education Code 76141, and 76142  
Title V5, Section 54045,  
Title 8, U.S.C. Section 1101. et seq.*

- An application process that includes submission of appropriate visa information from the country of residence, including INS forms.
- Students who will be attending pursuant to an F-1 visa, submission of paperwork to substantiate issuance by the District of form I-20.
  - Applicants with F-1 visas must submit the following documents to the Admissions and Records Office by June 15th for the fall semester and by October 15 for the spring:
    - A completed application form with photograph of applicant.
    - A \$100 nonrefundable, onetime filing fee.
    - Official transcripts of secondary and post-secondary school work in English.
- TOEFL (Test of English as a Foreign Language) scores. A score between 450 and 500 on the paper-based test and between 133 and 173 for the computer-based test is required for admittance to an English as a Second Language program. Placement in English 440 (Basic Writing) or English 420 (Reading Improvement) requires a paper-based test score of 501 to 550 or a computer-based test score of 173 to 213.
- Residence determination, including review of whether student holds a visa that requires the student have a residence outside of the U.S., or entered the U.S. under a visa that permits entry solely for a temporary purpose.
- Exemptions from nonresident tuition as authorized by Education Code Section 76140(a)(2) for financial need.
- ~~The financial statement, which indicates the student has the means to support his or her costs of attendance either from personal, family or governmental sources, plus a bank statement or proof thereof.~~
  - A photocopy of the I-20 or F-1 visa if issued by another school.

~~Health insurance is mandatory and must be purchased prior to applying to the Gavilan College District; or can be purchased from the Student Insurance International Student Plan available through Gavilan College.~~

### Tentative Approval: October 2017

Approved by the Board of Trustees: August 13, 2002

## AP 5045 Student Records - Challenging Content and Access Log

### Reference:

***Education Code Sections 76222 and 76232  
Title V 5 Section 54630***

### Challenging Content

Any student may file a written request with the Registrar/Director of Admissions and Records to correct or remove information recorded in his or her student records that the student alleges to be:

1. Inaccurate
2. an unsubstantiated personal conclusion or inference
3. a conclusion or inference outside of the observer's area of competence; or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within thirty [30] days of receipt of the request, the Vice President of Student Services or designee shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the ~~community college~~ District. The Registrar/Director of Admissions and Records shall then sustain or deny the allegations.

If the Registrar/Director of Admissions and Records sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Registrar/Director of Admissions and Records denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within thirty [30] days of the refusal, may appeal the decision in writing.

Within thirty [30] days of receipt of an appeal, the governing board shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the Superintendent/President of the ~~College~~ District or ~~his or her~~ designee, to immediately correct or remove and destroy the information. The decision of the governing board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three [3] days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

### **Access Log**

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Vice President of Student Services or designee, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

### **Tentative Revision October 2017**

CCLC Revision 2/2008

Approved by the Board of Trustees: August 13, 2002

## **AP 5052 Open Enrollment (~~Challenge of Enrollment Limitations~~)**

### **Reference:**

***Title V5, Sections 51006, 58106 and 58108***

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets all prerequisites. Class enrollment is limited by size of facility and program content. The Gavilan College District is in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with disabilities Act of 1990.

All courses with the District shall be open to enrollment in accordance with a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to student meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Vice President of Academic Affairs ~~Instructional Services~~ or designee.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures;
- The basis for the limitation does not in fact exist.

See Administrative Procedure 5050

**Tentative Revision: October 2017**

Approved by the Board of Trustees August 13, 2002

## **AP 5120 Transfer Center**

### **Reference:**

***Title V5, Section 51027***

***Education Code section 66720 - 66744***

The Gavilan College District has a Transfer Center Plan that complies with the requirements of Title V5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Transfer Center Plan is reviewed annually. Modifications/revisions are made collaboratively between the Vice President of Student Services, Counseling Department and Transfer Center Specialist.

The Transfer Center Plan is submitted to the Board of Trustees each year for review, input and approval.

The Transfer Center Plan is located in the Transfer Center, Counseling Department Chair office and the Vice President of Student Services' oOffice.

### **Tentative Revision: October 2017**

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees August 13, 2002

## **AP 5150 Extended Opportunity Programs and Services**

### **Reference:**

***Education Code Sections 69640-69656  
Title V5, Sections 56200 et seq.***

The EOPS Program provides over and above support services to students with educational, social and economic disadvantages.

The EOPS Program shall be staffed by a certificated full-time director, counselors and other support staff approved by the governing board of the community college district.

The EOPS Program shall have an Advisory Committee appointed by the President of the College upon recommendation of the Associate Dean of EOPS/CalWORKS. The purpose of the advisory committee is to assist the College in developing and maintaining effective Extended Opportunity Programs and Services. The Advisory Committee should include representation from DistrictCollege personnel, EOPS students, local high schools, community and business sectors and four-year colleges where possible. The Advisory shall meet at least once during each year.

### **Student Responsibility Requirements**

In order to be eligible to receive programs and services a student must be a resident of California.

- Be enrolled full-time when accepted into the EOPS Program. The Associate Dean of EOPS/CalWORKS may authorize up to 10% of EOPS students accepted to be enrolled for nine (9) units.
- Not have completed more than 70-degree applicable credit coursework.
- Qualify to receive a Board of Governors Grant.
- Be educationally disadvantaged as determined by the Associate Dean of EOPS/CalWORKS or designee.

To remain eligible to receive programs and services students shall:

- Apply for state and/or federal financial aid.
- Maintain academic progress toward a certificate, associate degree, or transfer goal.
- File an initial EOPS application and complete and adhere to a student educational plan and an EOPS mutual responsibility contract.

Outreach, orientation and registration services shall include:

- Outreach and recruitment to increase the number of EOPS eligible students who enroll at the College.
- Orientation to familiarize EOPS eligible students with EOPS programs and services, and College procedures.
- Registration assistance for priority enrollment.

### **Assessments**

Each EOPS eligible student shall be assessed using instruments and methods, which the Superintendent/President of the Gavilan College District has certified, are reliable, valid and appropriate for students being assessed.

### **Basic Skills Instruction, Seminars, and Tutorial Assistance**

The Gavilan College District shall provide basic skills instruction and tutoring services to EOPS eligible students who, on the basis of assessments and counseling, need such services to succeed in reaching their educational goals.

### **Counseling and Retention Services**

The EOPS Program shall provide academic, personal and career counseling and advisement to EOPS eligible students of at least three contact sessions per term.

### **Career, Transfer and Employment Services**

The Gavilan College District shall provide assistance to EOPS eligible students to transfer to four-year institutions and/or to find career employment in their field of training. Appropriate District College and EOPS staff shall attempt to articulate coursework and support services needed by EOPS students with four-year institutional staff.

### **Direct Aid**

Financial assistance in the form of EOPS grants and work study shall be awarded to EOPS eligible students for the purpose of reducing potential student loan indebtedness, or to reduce unmet financial need, after Pell grants and other state, federal, or institutional financial aid has been awarded to the student.

### **Establishment of Objectives to Achieve the Goals in Implementing EOPS**

The EOPS Program plan shall ensure that Gavilan College District strives to achieve and maintain racial, ethnic and gender composition among income eligible students, which matches the composition of those who reside in the College service area.

Priority in outreach and recruitment activities shall be directed towards correcting the greatest under representation among students served.

Additionally, priority among underrepresented students shall be given to serving individuals who are first in their family to attend college.

Priority in serving students enrolled at the District College shall be:

- Serving continuing EOPS students with the lowest income.
- Serving continuing EOPS students transferring from another EOPS program.
- Serving first-time EOPS students with the lowest income.

The EOPS Plan shall address the following:

- The long-term goals of the EOPS Program in supporting the goals of the District College. The objectives of the EOPS Program to be attained.
- The activities to be undertaken to achieve the objectives.
- An operating budget, which indicates the planned expenditures of EOPS funds.
- The number of student to be served.
- An evaluation of the results achieved in the prior year of funding.

### **Program Evaluation**

Each college having an approved plan shall participate annually in an evaluation of the effectiveness of the program, which shall be conducted by the Chancellor. The annual evaluation may include on-site operational reviews, audits, and measurements of student success in achieving their educational objectives.

**Tentative Revision: October 2017**

Approved by the Board of Trustees August 13, 2002

## **AP 5205 Student Accident Insurance**

### **Reference:**

***Education Code Section 72500***

All injuries must be reported to the Security Department, Student Health Nurse, or the Vice President of Student Services or designee immediately upon notice that an injury occurred. If a student injury occurs during classroom or laboratory hours associated with the Gavilan College District, the faculty has the responsibility to ensure that the student's injury is addressed, and an accident report form is completed. A statement on the report form of how the injury occurred will be required ~~of the faculty member responsible~~ for the student when the injury occurred.

The Security Department, Student Health Nurse, nighttime administrator, ~~or~~ department administrator, or designee can assist faculty with an injured student and accident reporting.

**Tentative Revision: October 2017**

Approved by the Board of Trustees August 13, 2002

## **BP 5015      Residence Determination**

### **Reference:**

***Education Code Sections 68040; 76140  
Title V5, Sections 54000, et seq.***

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 and a day on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester, intersession or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time application for admission is 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 Superintendent/President of the District College shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title V 5 regulations.

See Administrative Procedures #5015

Approved by the Board of Trustees: August 13, 2002

## **BP 5055 Enrollment Priorities**

### **Reference:**

***Title V 5, Sections 51006, 58106; 58108***

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President of the Gavilan Joint Community College District shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title V 5 regulations.

See Administrative Procedures #5055

**Tentative Revision: October 2017**

Approved by the Board of Trustees: August 13, 2002

## **BP 5120      Transfer Center**

### **Reference:**

***Title V5, Section 51027***

***Education Code section 66720 - 66744***

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions.

The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

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

See Administrative Procedures 5120

**Tentative Revision: October 2017**

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees August 13, 2002

## **BP 5150 Extended Opportunity Programs and Services (EOPS)**

### **Reference:**

***Education Code 69640 – 69656;***

***Title V Sections 56200 et seq.***

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

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

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

**See Administrative Procedures #5150**

**Tentative Revision: October 2017**

Approved by the Board of Trustees August 13, 2002

## **BP 5200 Student Health Services**

### **Reference:**

***Education Code Section 76401***

The Gavilan College District shall maintain a health services program that reflects the overall philosophy of the District College and is responsive to the needs of the college community, within the confines of this Board policy, state and federal laws, maintenance of effort requirements and available funding.

The primary function of the health services program at the College is to help strengthen the educational process by facilitating the physical, emotional and social well being of its students and college community members in order to increase each person's potential success at the College.

Pursuant to Education Code §76355 (c) the following categories of students are exempted from the health fee required pursuant to subdivision (a):

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization.
- Students who are attending a community college under an approved apprenticeship training program.  
~~Low income students, including students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and the board of governors and contained in Section 58620 of Title 5 of the California Code of Regulations §76355.~~
- Students wishing to seek exemptions should visit the Admissions and Records Office.

See Administrative Procedures #5200

**Tentative Revision: October 2017**

Approved by the Board of Trustees August 13, 2002

## **BP 5800 Prevention of Identity Theft in Student Financial Transactions**

### **Reference:**

***15 U.S. Code Section 1681m(e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA)***

The Gavilan Community College District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the District serves as a creditor in relation to its students.

When applicable, the Superintendent/President of the District is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

**See Administrative Procedures #5800**

**NEW October 2017**

**BP 5570 Student Credit Card Solicitation**

**Reference:**

**Title V, Section 54400; Civil Code Section 1747.02(m)**  
**Education Code Section 99030.**

The Superintendent/President of the Gavilan College District or designee shall establish procedures that regulate the solicitation of student credit cards on campus.

See Administrative Procedure #5570

**NEW October 2017**