

BP 5030 Fees

Reference:

Education Code Section 70902(b)(9), 76300.5, 66205.3:

Title 5, Section 51012

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

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

- **Enrollment Fee** (*Education Code Section 76300*):
Each student shall be charged a fee for enrolling in credit courses as required by law.
- **Health Fee** (*Education Code Section 76355*):
As of November 2012, The District shall charge each student a fee of \$19 for fall and spring, and \$16 for summer for health supervision and services.

The President of the College shall present to the board for approval a fee to be charged to each full time student for student health services.
- **Parking Fee** (*Education Code 76360*):
The President of the College shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these Board policies. (See Board Policy 5030) (See Administrative Policy BP 6750)
- **Instructional Materials** (*Education Code Section 76365; Title 5, Sections 59400, et seq.*):
Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.
- **Physical Education Facilities** (*Education Code 76395*):
Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.
- **Student Representation Fee** (*Education Code 76060.5*):
Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
- **Transcript Fees** (*Education Code 76223*):
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The President of the College is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two

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verifications of various records. There shall be no charge for searching for or retrieving any student record.

- **International Students Application Processing Fee (*Education Code Section 76142*):**
The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. The President of the College may establish this processing fee and regulations for determining economic hardship. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.
- **Out-of-State Tuition**
Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available from the Vice President of Student Services.
Tuition will be charged for the maximum number of possible units registered for by the student. In the case of flexible unit classes, the student may not carry "paid up" units from one term to the next.

As of January 2013, the Non-resident tuition fee is \$192.
- **Deferment of Fees for Out-of-State Financial Aid Students**
Students who have been approved for financial aid who are out-of-state who are out-of-state may request and be approved for a deferment of their fees for tuition and registration.

See Administrative Procedures #5030

Amended by the Board of Trustees: January 14, 2014

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BP 5030 Fees

Reference:

~~Education Code Section 70902(b)(9), 76300.5, 66205.3;~~

~~Education Code Section 76300 et seq.~~

~~Title V5 Section 54012-58520~~

~~California Community College Chancellor's Office (CCCCO) Student Fee Handbook~~

~~ACCJC Accreditation Standard I.C.6~~

The Board authorizes the following fees. The Superintendent/President of the District College or designee shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are enrolled and accounted for properly. Fee amounts shall be published in the online Gavilan College District Catalog Semester Schedule, the Semester Guides, and on the Gavilan College website under "Current Fee Schedule".

- **Enrollment Fee** (*Education Code Section 76300*):

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

- Baccalaureate Degree Pilot Program Fees (Title V5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

- **Health Fee** (*Education Code Section 76355*):

As of November 2012, The District shall charge each student a fee of \$19 for fall and spring, and \$16 for summer for health supervision and services.

The Superintendent/President of the District College shall present to the Board for approval a fee to be charged to each ~~full-time~~ student for student health services.

- **Parking Fee** (*Education Code 76360*):

The Superintendent/President of the College or designee shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these Board Policies. (See Board Policy 5030) (See Administrative Policy BP 6750)

- **Instructional Materials** (*Education Code Section 76365; Title V5, Sections 59400, et seq.*):

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

- **Physical Education Facilities** (*Education Code 76395*):

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

- **Student Representation Fee** (*Education Code 76060.5*):
Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Transcript Fees (*Education Code 76223*):

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

- **International Students Application Processing Fee** (*Education Code Section 76142*):
The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. The Vice President of Student Services or the Director of Admissions & Records/Registrar ~~the President of the College~~ may establish this processing fee and regulations for determining economic hardship. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

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Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available from the Vice President of Student Services.

Tuition will be charged for the maximum number of possible units registered for by the student. In the case of flexible unit classes, the student may not carry "paid up" units from one term to the next.

~~As of January 2013, the Non-resident tuition fee is \$192.~~

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Students who have been approved for financial aid who are out-of-state ~~who are out-of-state~~ may request and be approved for a deferment of their fees for tuition and registration.

See Administrative Procedures #5030

Tentative Revision: September 2017

Amended by the Board of Trustees: January 14, 2014

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BP 5035 Withholding of Student Records

Reference:

Title 5, Section 59410

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.

See Administrative Procedures #5035

BP 5035 Withholding of Student Records

Reference:

Title 5V, Section 59410

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

See Administrative Procedures #5035

Tentative Approval September 2017

Approved by the Board of Trustees: August 13, 2002

BP 5500 Standards of Conduct

Reference:

***Education Code Section 66300 and 66301
Accreditation Standard II.A.7.b***

The President, Vice Presidents or designee shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

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

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

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

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the President of the College.
3. The manufacture, possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

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10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying
11. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

See Administrative Procedures #5500

Amended by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: February 8, 2005

Approved by the Board of Trustees August 13, 2002

BP 5500 Standards of Student Conduct

Reference:

Education Code Section 66300 and 66301

ACCJC Accreditation Standard A.7.b

ACCJC Accreditation Standards I.C.8 and 10

The Superintendent/President of the Gavilan Joint Community College District, Vice Presidents or designee shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

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

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

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

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President of the District College.
3. Unlawful the manufacture possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of ~~the college or~~ the District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying
12. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
13. Willful misconduct which results in injury or death to a student or to District college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District college personnel.
15. Academic dishonesty, such as but not limited to: cheating, plagiarism (including plagiarism in a student publication).~~, or engaging in other academic dishonesty.~~
16. Dishonesty; forgery; alteration or misuse of District college documents, records or identification; or knowingly furnishing false information to the District.
17. Unauthorized entry upon or use of District college facilities.
18. Lewd, indecent or obscene conduct or expressions on District-owned or controlled property, or at District-sponsored or supervised functions.
19. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

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