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ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4110 Residency Determination

1. Overview of Conditions to Determine Residency Status

- a. In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his/her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose (Education Code, §§68017, 68062; Title 5, §54020). California residence for tuition/fee purposes will be dictated by the following factors:

i. Physical Presence:

A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student. A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the person always intended to return to California and did nothing inconsistent with that intent. Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of length of that presence (Education Code §§68017, 68070; Title 5 §54022).

ii. Evidence of Intent:

Intent to make California the home, for other than a temporary purpose, may be manifested in a number of ways, a listing of which is available from Admissions & Records. A student who is 19 years of age or older and who has maintained a home in California continuously for the last two years, shall be presumed to have the intent to make California the home for other than a temporary purpose, unless the student has evidenced a contrary intent by having engaged in any of the activities listed in Section 1(a)(ii)(1) of this Regulation. A student who is under 19 years of age, shall be presumed to have the intent to make California the home for other than a temporary purpose if both the student and his/her parent have maintained a home in California continuously for the last two years, unless the student has evidenced a contrary intent by having engaged in any of the activities listed in Section 1(a)(ii)(1) of this Regulation (Education Code §68041; Title 5 §54024).

1. Conduct inconsistent with claim of residency include, but are not limited to: (1) maintaining voter registration and voting in another state; (2) petitioning for divorce in another state; (3) attending an out-of-state educational institution as a resident of that other state; (4) declare nonresidence for state income tax purposes; or (5) pay taxes in another state or country as a resident.



iii. **Legal Presence in the United States**

Non-U.S. Citizens, including unmarried minors, may establish residence unless precluded by the Immigration and Nationality Act (8 U.S.C. 1101, et seq.) from establishing domicile in the United States, provided the student has had residence in California for more than one year prior to the residence determination date for the term for which attendance at the College is proposed. In general, non-U.S. Citizens are precluded from establishing domicile in the United States if their status in the country is undocumented, or is under a visa which requires residence outside the United States, or entered the United States solely for a temporary purpose (Education Code §68062(h); Title 5, §54045).

iv. **Financial Independence for Reclassification**

A student seeking reclassification from nonresident to resident shall be determined financially independent or dependent. Financial independence shall be among the factors to be considered for reclassification. Students claimed by parents/legal guardians on their income taxes in another state will be precluded from establishing California residency for tuition purposes (Education Code §68044; Title 5 §54032).

- b. Residency classifications shall be determined for each student at the time of each enrollment term and whenever a student has not been in attendance for more than one semester. Summer and winter intersessions are not included in this consideration.
- c. Residency classification is derived from a residence determination date, which corresponds to the day immediately preceding the opening day of instruction for any term during which the student proposes to attend the College.
- d. Residence classification is the responsibility of the Admissions and Records Office, under the supervision of the Dean of Enrollment Services. Students must be notified of residence determination within 14 calendar days of submission of the admission application.
- e. The College shall publish the residence determination date and a summary of the regulations governing residency determination and classification.
- f. The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence Education Code §§66700, 68044, and 70901).

2. Criteria for Residency

To determine a person's place of residence, reference is made to the following statutory rules:

- a. A student who has resided in the State of California for more than one year immediately preceding the residence determination date is a resident.
- b. A student who has not resided in the State for more than one year immediately preceding the residence determination date is a nonresident. Except as otherwise provided in statute, as noted in Section 3 of this Administrative Regulation, a student classified as a nonresident shall be required to pay in addition to other fees required, a nonresident fee (Education Code §76140).



- c. The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence (Education Code §68060). In determining the place of residence, the following rules are to be observed:
- i. Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence (Education Code §68061);
 - ii. A person may have only one residence (Education Code §68062);
 - iii. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose (Education Code §68062);
 - iv. A residence cannot be lost until another is gained (Education Code §68062);
 - v. The residence can be changed only by the union of act and intent (Education Code §68062);
 - vi. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed (Education Code §68062);
 - vii. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies under the Self-Support (Education Code §68071) or the Two-Year Care and Control exceptions (Education Code §68073; Title 5 §54047).
 - viii. The one-year residence period necessary to be classified as a resident does not begin until the student both is present and has manifested clear intent to become a California resident (Education Code, §68062(d); Title 5, §54020).

3. Statutory Exceptions from Nonresidency Status

The following individuals are exempted from nonresidency status for tuition/fees purposes only:

a. **Minor with Continuous Attendance:**

A student who is a minor and remains in California after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the State the minimum time necessary to become a resident, so long as continuous attendance is maintained at the College.



Self-Supporting Minor: A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the State the minimum time necessary to become a resident (Education Code, §§68044, 68071; Title 5 §54040).

- b. **Public School Full-time Credentialed Employee:** A student holding a valid credential authorizing service in California public schools, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls at the College, shall be entitled to resident classification for no more than one year, if the student meets any of the requirements below; thereafter, the student's residency status will be determined under the other provisions of this Administrative Regulation (Education Code, §§68044, 68078; Title 5 §54046).
- i. Holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools;
 - ii. Holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements;
 - iii. Is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
- c. **State Agency Full-Time Employee:** A student who is a full-time employee of a California Community College, the California State University, the University of California, or of any state agency or a student who is a child or spouse such employee, may be entitled to resident classification, until the student has resided in the State the minimum time necessary to become a resident. Employee of any state agency means a person employed by the state, who is assigned to work outside the state (Education Code §68079).
- d. **Armed Services Member Stationed in California:** A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District (Education Code, §§68044, 68075; Title 5 §54042).
- e. **Dependent of an Armed Services Member Stationed in California:** A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this State, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled at the College resident (Education Code, §§68044, 68074; Title 5 §54041).



- f. **Nonresident Veteran, Spouse, or Dependent:** Students verified to be covered individuals that qualify to use Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California, and their covered spouse or dependent children may be waived from nonresident tuition and the capital outlay fee while living in California, provided the eligible veteran was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, regardless of the veteran's state of residence (Education Code, §68075.7).
- g. **Child or Spouse of Individual Killed in the September 11, 2001 Terrorist Attacks:** An individual who is the child or spouse of a person who died, on or after September 11, 2001, as a result of the terrorist attacks, who resided in California at the time of the incident may be granted residency (Education Code, §§68121, 76300).
- h. **Relocated Federal Service Employee and Dependent Children:** A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to California as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- i. **Dependent or Ward of the State of California:** A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the State through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident (Education Code, §68085).
- j. **Agricultural Workers and Children of Agricultural Workers:** A student who lives with a parent, or is him/herself an agricultural laborer in California and other states, may be granted California residency if the student/parent has performed such labor in California for at least two months per year in each of the two preceding years, and the student/parent resides in the District. The parent must have claimed the student as a dependent on state or federal personal income tax returns if sufficient personal income was earned to incur tax liability (Education Code, §68044, 68074, 68075; Title 5 §54050).
- k. **U.S. Citizen Children of Deported Parent:** A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible (Education Code, §76140).



1. **Non-Citizens (“AB 540 Students”):** The District will admit any non-citizen who is 18 years of age or a high school graduate for regular attendance. If non-citizens are present in the United States with undocumented status or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions below:
 - i. If, for at least one year and one day prior to the start of the term in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident (Education Code, §68062(h); Title 5, §54045).
 - ii. Any student who is not a nonimmigrant alien, other than those holding a T or U visa are exempt from paying nonresident tuition (Education Code, §§68062(h), 68130.5; Title 5, §54045) if the following provisions are met:
 1. Attended a high school in California for three (3) or more years or effective January 1, 2015 pursuant to AB 2000, attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and attended a total of three or more years in California elementary schools, California secondary schools, or a combination of those schools
 2. Graduated with a high school diploma from a California high school or attained the equivalent thereof.
 3. Complete a questionnaire form prescribed by the California Community Colleges Chancellor’s Office and furnished by the College, verifying eligibility for this nonresident tuition exemption.
 - iii. Benefits associated with AB540 do not extend to persons who are absent from California, but are taking distance education courses from California Community Colleges.
 - m. **Other Waivers:** The district may authorize an exemption from nonresident tuition, in whole or in part, for (1) foreign students (citizens and residents of foreign countries) attending a California Community College, provided that the nonresident has demonstrated a financial need for the exemption and not more than 10% of the nonresident foreign students are so exempted. Exemptions may be made on an individual basis; (2) all students taking six or fewer units. Apportionment may not be claimed for these waivers (Education Code, §76140).
4. **Reclassification to California Resident Status**

Reclassification requests will be considered upon review of a petition for reclassification and documentation demonstrating financial independence.



a. **Petition for Reclassification:**

A student previously classified as a non-resident may be reclassified as of any residence determination date. Petitions must be submitted to the Admissions and Records Office. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. Written documentation may be required of the student in support of the reclassification request.

b. **Financial Independence:**

A questionnaire to determine financial independence must be submitted with the petition for reclassification. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- i. Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application (Education Code Section 68044);
- ii. Has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his or her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application; and
- iii. Has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
- iv. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Admissions and Records Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification. Students have the right to appeal according to the procedures above.

5. **Right to Appeal Residency Determination**

Students who have been classified as non-residents have the right to a review of their classification (Title 5 §54010 (a)). Any student, following a final decision of residency classification by the Admission and Records Office, may make a written appeal to the Dean of Enrollment Services within 30 calendar days of notification of final decision by the College regarding classification (Title 5, §54060).



6. The appeal must be submitted to the Admissions and Records Office Supervisor, who shall forward it to the Dean of Enrollment Services within five working days of receipt. The Admissions and Records Supervisor shall compile all documentation and evidence provided by the student, with a cover statement indicating the basis on which the residence classification decision was made.

The Dean of Enrollment Services shall review all the records and have the right to request additional information from either the student or the Admissions and Records Office.

Within 30 calendar days of receipt, the Dean of Enrollment Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reviewed and/or Updated: 4/29/03, 5/15/12, 3/26/13, 5/14/13, 3/2/16



AR 4111.1 Auditing of Courses

The auditing of courses is not permitted at Santa Monica College.

Reviewed and/or Updated: 12/11/01, 11/16/16

AR 4111.2 Classroom Assistance for Students with Disabilities

Any person attending a class must be officially enrolled, with the following exceptions.

A note-taker, classroom aide, sign language interpreter, real time captionist, or other assistant may be present in the classroom to assist a student who has been approved by DSPPS for an academic adjustment.

Some students with disabilities employ personal assistants to manage a variety of tasks such as mobility and other personal needs. A personal assistant may accompany a qualified student with a disability to classes and other student activities, if a formal request has been approved by the SMC Disabled Student Programs and Services (DSPPS). All such assistants must be registered with the DSPPS. The DSPPS will notify the instructor of the approval.

The assistant may provide all accommodations approved by DSPPS on a case-by-case basis. The student is independently responsible for content on all evaluated course work. The personal assistant is bound by the Rules for Student Conduct. (AR 4410)

Reviewed and/or Updated: 12/11/01, 11/06/12, 11/20/12



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4111.3 **California High School Proficiency Examination and General Education Diploma**

Students will be allowed to enter Santa Monica College at age 16 if they have passed the California High School Proficiency Examination (CHSPE) or the General Education Diploma (GED) and present either the "Student Score Report", CHSPE Certificate, or GED Diploma when applying for admission.

Reviewed and/or Updated: 4/29/03

AR 4111.4 **Mandatory Assessment, Course Placement, and Challenge Procedures**

1. Compliance

In accordance with Title 5 Regulations (Section 55522(a)(1)), Santa Monica College utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills. Multiple measures are used in combination with assessment tests to place students in English, mathematics, English as a Second Language (ESL), and select chemistry courses.

a. Disproportionate Impact:

Assessment placement instruments used at the College should be validated locally using the CCC Chancellor's guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias and are being used in a valid manner. Based on this evaluation, SMC shall determine whether any assessment test, method, or procedure has a disproportionate impact on particular groups of students. When there is a disproportionate impact on any such group, the College shall, in consultation with the Chancellor's Office, develop and implement a plan setting forth the steps the College will take to correct the disproportionate impact (Section 55522(a)(1)).

b. Alternate Means to Assessing Readiness/Placement in College Courses:

Santa Monica College may use any of the following methods to determine if a student meets the mandatory assessment requirement, or to place students into specific courses: 1) assessment test results from other institutions; 2) equivalent college-level coursework completed at other institutions; 3) Advanced Placement test scores; 4) the California State University's Early Assessment Program (or English Placement Test/Entry Level Mathematics test). Specific criteria are noted below (Section 55522(a)(2)).

c. Student Notification of Assessment Requirement, Preparation, and Placement Decisions:

All students applying to Santa Monica College will be notified by the Admissions Office if assessment is required. Students will also be informed of the availability of assessment test preparation materials, how test results will be used to inform placement decisions, and of the limits on re-testing (Section 55522(b)).



2. Assessment Requirements for Non-Exempt Students

All first-time college students (Matriculant 1; Enrollment Status 1) attending Santa Monica College who meet the criteria below will be required to complete both an English/ESL and a mathematics assessment test prior to enrolling in a fall or spring semester. Enforcement will be carried out through the college's student information system at the time of enrollment and will result in an "assessment hold" being placed on the student's record. The hold shall be removed once both tests are completed at SMC or appropriate prerequisite waivers granted by a counselor or department chair (or designee) are entered into the enrollment system. Students with disabilities should contact the Center for Students with Disabilities regarding accommodations. Accommodations shall be determined on a case by case basis.

Mandatory assessment will be enforced in the following manner:

- a. All students enrolling in more than 6 units during their first semester (fall or spring) will be required to complete the assessment tests, regardless of their academic goals.
- b. Students enrolling in up to 6 units during their first semester (fall or spring) may enroll in such units without having to complete the assessment tests by the time the semester starts if English/ESL/math is not a prerequisite for the desired course(s). These students, however, will be required to complete both tests before enrolling in the next regular semester.
- c. Students who wish to enroll only in activity or performance courses may be exempt from mandatory assessment.

3. Assessment of Exempted Students

Matriculant 1 students who have previously completed college coursework at other institutions may be exempted from the mandatory assessment requirement in Section 2 above. However, students interested in enrolling in specific English, ESL, mathematics, chemistry, life science, or other courses where English language or computational skill prerequisites are enforced, are responsible for meeting such prerequisites. Thus, students may be required to take the appropriate assessment test prior to enrollment or seek a prerequisite/placement waiver based on completed coursework or Advanced Placement tests as noted below.

4. Eligibility for English, ESL, and Mathematics Courses

Ordinarily, before enrolling in any Santa Monica College English, ESL, or mathematics course, a student must complete the Santa Monica College English, ESL, or mathematics assessment test administered by the Assessment Center.

Santa Monica College assessment scores are valid for one year.

Students may have one or more assessment tests waived by a counselor or appropriate department chair or designee based on the following:



a. Placement/Prerequisite Waivers Based on Completed College Coursework

Placement recommendations and prerequisite waivers may be issued upon completion of relevant college-level prerequisite coursework with a grade of C or better. Students must present a transcript, course descriptions, and syllabi to a counselor or appropriate department chair (or designee) for verification and processing. The student must file an official transcript with the Admissions Office. A waiver will be valid for a period of two years.

b. Waivers Based on Other Colleges' Assessment/Placement Programs

Santa Monica College will accept placement test results from other colleges under the limited circumstances noted below, on a case-by-case basis. Only official test results mailed in or faxed by the institution will be accepted. Placement tests must have been completed within the last year preceding enrollment at Santa Monica College.

If granted, the placement waiver will be valid for a period of one year.

1. Out-of-State and "Out-of-Area" Students Applying to SMC: Out-of-state students may complete the English/ESL and mathematics placement test at a college of their choice to fulfill the SMC mandatory assessment requirement, provided the placement examinations are those in use at SMC. SMC cut scores and multiple measures will be applied in determining placement level eligibility.
2. Students with Previous College Experience: Students who previously attended and completed coursework other than English, ESL, or mathematics at another institution may complete the English/ESL and/or mathematics assessment at that college, provided they are those in use at SMC. Additionally, students must have been in attendance at that college within the last year preceding SMC attendance. Local cut scores and multiple measures will be applied in determining placement level eligibility.

c. Waivers Based on Advanced Placement Examinations

College Board Advanced Placement test results may be used to determine a student's English, mathematics, and chemistry eligibility. Official AP results must be filed with the Admissions Office. Placement/prerequisite waivers may be issued in the manner outlined below. Unit credit applicable to the SMC Associate Degree requirements may also be granted. AP credit may be used for IGETC and CSU GE certifications; however, units granted by SMC do not reflect units granted by transfer institutions. Students are encouraged to discuss applicability of AP credit with a counselor.

If granted, the placement waiver will be valid for a period of two years.

1. A score of 3, 4, or 5 on the AP English Language and Composition or English Literature and Composition exam will qualify a student for English 2 and give 3 units of credit for English 1.



2. A score of 3 on the AP Calculus AB exam will qualify a student for Math 7 and give 5 units of credit for Math 2.
3. A score of 3 on the AP Calculus BC exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
4. A score of 4 or 5 on the AP Calculus AB exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
5. A score of 4 or 5 on the AP Calculus BC exam will qualify a student for Math 10, 11, 13, 15 and give 5 units of credit for Math 8.
6. A score of 3, 4, or 5 on the AP Statistics exam will give a student 4 units of credit for Math 54. Should the student desire to enroll in Math 54, a placement waiver for the mathematics assessment test may be issued for Math 54 only, provided the student has not been granted AP Statistics credit at SMC. Duplication of course credit (Advanced Placement and SMC coursework) will not be permitted.
7. A score of 3, 4, or 5 on the AP chemistry exam will qualify a student for Chemistry 11 and give 5 units of credit for Chemistry 10.

d. **Waivers Based on the CSU Early Assessment Program and CSU EPT/ELM**

Placement waivers for English and mathematics may be granted upon successful completion of the CSU Early Assessment Program, English Placement Test (EPT), or Entry Level Mathematics (ELM) tests. Specific procedures on the acceptance, review, and processing of these waivers will be established by the Assessment Center in consultation with the English and Mathematics Departments.

If granted, the placement waiver will be valid for a period of one year.

5. Retesting Policy for English, ESL, Mathematics, and Chemistry

Students who are dissatisfied with their initial English, ESL, mathematics, or chemistry assessment(s) results may retest through the Assessment Center as described below.

- A. Students may retest once any time after a two-week waiting period. Subsequent retesting is permitted once every year.
- B. Once a student enrolls in an English, ESL, mathematics, or chemistry course at SMC, the student may not retake the assessment for that subject area for a period of three years.

For circumstances not described above, students may submit a petition for special consideration through the Counseling Department, which may warrant retesting. Proper documentation in support of their petition may be required.



6. English, ESL, Mathematics, and Chemistry Assessment Results Challenge Procedures

Santa Monica College has in place a *Prerequisites/Corequisites* policy (BP 5120). Based upon the intent of such policy, the following procedure will be followed in granting challenge requests for students dissatisfied with their English, ESL, mathematics, and Chemistry 10 assessment scores:

- A. All students must have retested before going to the appropriate department to request an assessment test results challenge.
- B. If still dissatisfied with the scores of the second test, the student may request an assessment challenge with the appropriate department. The student must initially demonstrate how she/he has the knowledge or ability to succeed in the desired course. The department may then determine if the prerequisite challenge request is granted.
- C. Students may take an assessment challenge test only once.
- D. Students challenging their English or ESL retest results will be asked to complete a written exam in response to a topic of the department's choosing. The exam will be read and graded by a minimum of two faculty members, and will be assigned a placement recommendation.
- E. Students challenging their mathematics retest results will be asked to complete an exam(s) which will be scored by the department chair or designee. A score of 70% or better on the challenge test(s) is required to move to a higher-level course.
- F. Students challenging their Chemistry 10 retest results will be asked to complete an exam(s) that will be scored by the department chair or designee. A score of 70% or higher on the challenge test(s) is required to move to a higher-level course.
- G. Placement waivers will be issued by the department chair (or designee) to students who successfully complete the challenge exam. Waivers will be valid for a period of two years, and shall be final.

7. Chemistry Challenge Examination Results and Request for Waivers

Students wishing to enroll in Chemistry 11 must first complete Chemistry 10 or successfully complete the Chemistry Challenge Examination. Students may retest once only after an initial waiting period of two weeks following the first examination.

Reference: Title 5: 55522

Reviewed and/or Updated: 12/13/2006, 7/22/2008

Revised: 09/30/2014



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4111.5 **Submission of Official Transcripts and Test Scores**

Students who have completed coursework at other institutions and intend to pursue a SMC degree or certificate, and/or CSU GE or IGETC certification must submit test scores (ie: AP, CLEP, GCSE higher level exams, IB, etc.) and official transcripts of all applicable coursework. All test scores and official transcripts must be sent directly from the awarding institution or agency to the SMC Admissions office.

Reviewed and/or Updated: 12/11/01, 12/9/2015

AR 4111.6 **Transfer Credit from Foreign Institutions for a SMC Degree/Certificate**

Santa Monica College may accept postsecondary foreign coursework toward the fulfillment of a degree and certificate requirements, on a case-by-case basis, subject to the limitations noted below.

1. All coursework from foreign colleges must first be evaluated by an approved agency in the United States that evaluates foreign credentials and transcripts. A current list of approved agencies may be found on the Admissions and Records website.
2. After evaluation by an approved agency, all requests for transfer credit will be reviewed by the Admissions and Records office upon submission of a written request for evaluation.
3. Elective credit units may be granted at the discretion of the Dean of Enrollment Services (or designee).
4. General Education credit for a specific course may be granted at the discretion of the Dean of Enrollment Services (or designee) in consultation with the appropriate department chair (or designee), if relevant.
5. The following general education requirements for SMC degrees must be satisfied at a U.S. regionally accredited college or university. However, courses taken outside of the U.S. thought to meet these requirements will be considered on a case-by-case basis by the appropriate Department Chair (or designee).
 - a. Area II, Social Science Group A
 - b. Area IV, Language and Rationality Group A
6. There is no limitation on the number of foreign coursework units that may be applied toward degrees at SMC. Grades for foreign coursework will not be calculated into the SMC GPA. Students are responsible for satisfying all other degree/certificate requirements, including units in residence.
7. Final decisions on major course equivalencies will be made by department chair (or designee). Students may be requested to provide certified translations of course descriptions and syllabi. Department chairs may deny approval at their discretion in the absence of sufficient documentation.
8. The acceptance of foreign coursework by Santa Monica College does not in any way imply, nor guarantee, that other two- and four-year colleges/universities will accept such coursework. These institutions will conduct their own evaluations.

Reviewed and/or Updated: 4/29/03, 12/3/13, 5/14, 2/7/16



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4111.7 **Enrollment Overlap and Time Conflicts**

As a general rule, students cannot enroll in courses which meet at the same or overlapping time. FTEs cannot be claimed for a student's attendance in two or more courses that meet at the same or overlapping time.

It must be recognized, however, that certain conditions may force the College to reduce the number of courses and/or course sections scheduled. Without an occasional overlap in schedule, students could be denied the opportunity to complete their studies in a reasonable period of time. Given this, the College authorizes the Dean of Enrollment Services or designee to permit limited overlapping schedules, provided rational justification exists (scheduling convenience is not one) on a student-by-student basis. The College may also restrict enrollment in consecutive classes if in the College's estimation the student would fail to arrive on time to the second course due to distance traveled between the sites where the classes are held.

The following criteria will be applied in considering exceptions:

1. Classes may not overlap by more than 15 minutes. The faculty member teaching the affected class must grant his/her approval in order for the student's request to move forward. The instructor must complete the Time Conflict Approval form provided by the student stating how the student will make-up the missed time, under that faculty member's direct supervision, including the specific location, and day and time of the make-up sessions. The instructor is under no obligation to approve the student's request.
2. In the case of time conflicts due to distance/time needed for travel between classes, students may not enroll in: (1) same-campus classes unless there is a minimum 10-minute gap between classes; or (2) different sites/campuses unless there is a minimum 30-minute gap between classes.
3. Time Conflict Approval forms are available from and must be turned in to the Admissions & Records Office no sooner than two weeks before a term begins and no more than two weeks after the class has started. Students must state a reasonable rationale for why the overlapping schedule should be approved. The completed form must include the instructor's approval, subject to verification by the Admissions & Records Office.

Reference: Education Code Section 70902
 Title 5, Section 58030

Reviewed and/or Updated: 4/29/03; 9/23/15



AR 4111.8 Enrollment Priorities

I. Limitations on Enrollments

- a. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AR 4260 Prerequisites, Co-requisites, and Advisories).
- b. Enrollment may be constrained by, but not limited to, the following factors:
 - health and safety considerations;
 - facility limitations;
 - faculty workload;
 - availability of qualified instructors;
 - funding limitations;
 - regional planning;
 - legal requirements; and
 - contractual requirements.
- c. When enrollment must be limited, permissible methods to establish priorities for determining who may enroll include:
 - Limiting enrollment to first come, first served, or other non-evaluative selection techniques.
 - In the case of intercollegiate competition, honors courses, or public performance courses, allocating seats to those students judged most qualified.
 - Limiting enrollments in one or more sections to students participating in a learning community with linked courses. A reasonable percentage of sections of the course will not have such limitations.
 - Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

II. Enrollment Priority

Enrollment priority is provided for students who enroll at Santa Monica College for the purpose of degree or certificate attainment, transfer to a four-year college or university, or basic skills instruction for credit courses only, subject to the criteria below. Students with other goals may be included in the enrollment model and their priority shall be later in the enrollment cycle.

- a. Student Success and Support Program (SSSP): new students shall have completed orientation, assessments and developed an educational plan. This is considered “fully matriculated”; fully matriculated status with good standing will enhance a student’s enrollment date. Continuing students must have completed a comprehensive education plan (at least 3 terms) prior to their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.
- b. Students who have not been placed on academic or progress probation or any combination thereof for two consecutive semesters as defined in Section 55031;
- c. Students must not have completed more than 90 units at SMC excluding non-degree applicable English as a Second Language (ESL) or basic skills courses as defined in Section 55000(j) not to exceed 30 units or special classes as defined in Section 55000;



- d. Within each category below, students will be assigned equal priority within the number of SMC units completed plus those units in progress;
- e. Students may enroll on, or after, their scheduled enrollment date and time, but not before. Enrollment appointments will be posted on the student portal and will be communicated by email approximately two weeks before the enrollment priority cycle begins.

Enrollment appointments will be assigned according to the criteria stated in the following Priority Groups.

Priority Group 1.

Matriculant 1*, 2+, and 3^

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran, pursuant to Education Code Section 66025.8;
- A foster youth, or former foster youth, who is no older than 25 years of age at the commencement of the academic year, pursuant to Education Code Section 66025.9;
- A homeless youth who is under 25 years of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by a postsecondary educational institution that is a qualifying institution pursuant to Education Code Section 69432.7, as a homeless child or youth, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a(2)).
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services as set forth in Education Code Section 66025.91; and
- A student who is receiving services through CalWORKS or Tribal TANF (Temporary Aid to Needy Families) as set forth in Education Code Section 66025.92.

Students within this priority group will be randomly assigned an enrollment date as follows:

- a. All new and returning students must have completed assessment and orientation, and must have an educational plan by the deadline to receive priority.
- b. Continuing students must have completed a comprehensive educational plan prior to the completion of their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.
- c. All continuing students must be in good standing and have earned fewer than 90 units at SMC (excluding a maximum of 30 units of ESL or basic skills courses) to receive priority.

Priority Group 2.

Matriculant 1*

- Students participating in District-designated Special Programs including F1 status students.
- Alumni of In-District high schools and In-District residents (excluding F1 status students) will have equal priority for enrollment, regardless of the number of special programs in which they participate.
- In-District students shall be provided enrollment priority for the first 30 units attempted.

Students within this priority group will be randomly assigned an enrollment date as follows:

- a. All new and returning students must have completed assessment and orientation, and must have an educational plan by the deadline to receive priority.



- b. Continuing students must have completed a comprehensive educational plan prior to the completion of their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.
- c. All continuing students must be in good standing and have earned less than 90 units at SMC (excluding a maximum of 30 units of ESL or basic skills courses) to receive priority.

Priority Group 3.
Matriculant 1*

- a. Continuing students in good standing, who have a recorded educational goal of seeking a degree, certificate or transfer and have between 60-30 units earned at SMC including units in progress. Enrollment date is assigned in descending order starting with students who have earned 60 units at SMC including units in progress.

Priority Group 4.
Matriculant 1*

- a. Continuing students in good standing, who have a recorded educational goal of seeking a degree, certificate or transfer and have between 61 and 89 units earned at SMC including units in progress and excluding non-degree ESL and basic skills courses. Enrollment date is assigned in ascending order starting with students who have earned 60 units at SMC including units in progress.
- b. New, first time in college students, who have completed assessment, orientation, and have an educational plan. Enrollment date is randomly assigned within Priority Group 4.
- c. Returning students in good standing, who have earned less than 90 units at SMC including units in progress, and have a recorded educational goal of seeking a degree, certificate or transfer. Enrollment date is randomly assigned within Priority Group 4.

Priority Group 5.
Matriculant 1*

- a. Continuing students in good standing, who have a recorded educational goal of seeking a degree, certificate or transfer and have between 29 and 1 unit earned at SMC including units in progress and have completed assessment and orientation, and have an educational plan. Enrollment date is assigned in descending order starting with students who have earned 60 units at SMC including units in progress.
- b. New and returning students, who have NOT completed either assessment or orientation or an educational plan; have a recorded educational goal of seeking a degree, certificate or transfer. Enrollment date is randomly assigned within Priority Group 5.
- c. New students with previous college coursework. Enrollment date is randomly assigned within Priority Group 5.
- d. Non-credit students transitioning to credit enrollment. Enrollment date is randomly assigned within Priority Group 5.

Priority Group 6.
Matriculant 2+

- a. Continuing students with educational goals other than degree, certificate or transfer who have earned fewer than 90 units at SMC including units in progress. Enrollment date is assigned in ascending order, starting with students who have earned 60 units at SMC including units in progress.



- b. Continuing students with educational goals other than degree, certificate or transfer who have between 30-59 units earned at SMC including units in progress. Enrollment date is assigned in descending order, starting with students who have earned 59 units at SMC including units in progress.
- c. Continuing students with educational goals other than degree, certificate or transfer who have between 1-29 units earned at SMC including units in progress. Enrollment date is assigned in descending order, starting with students who have earned 29 units at SMC including units in progress.
- d. New students in good standing with educational goals other than degree, certificate or transfer. Enrollment date is randomly assigned within Priority Group 6.

Priority Group 7

Matriculant 1* or 2+

- a. Continuing, new, and returning students who are not in good standing (have two consecutive semesters of academic or progress probation or any combination thereof with fewer than 90 units earned at SMC including units in progress).
- b. Continuing students not on probation with 90 or more earned units at SMC plus units in progress.
- c. Continuing students who are not in good standing (have two consecutive semesters of academic or progress probation or any combination thereof with more than 90 units earned at SMC including units in progress;
- d. Students holding a Bachelor's degree or higher.

Priority Group 8.

Matriculant 3^

High school students in SMC's concurrent enrollment program.

* Matriculant 1:

A student with a recorded educational goal of degree, certificate, transfer or basic skills instruction and/or a first-time college student.

+ Matriculant 2:

A student with a recorded educational goal other than degree, certificate or transfer or a student holding an Associate degree or higher.

^ Matriculant 3:

A student taking classes while concurrently enrolled in high school or K-12.

These enrollment priorities apply to courses offered for all terms.

For updated enrollment priority policy as may be required by Ed Code or Title 5, refer to the Admissions website.

III. Loss of Enrollment Priority Notification

Enrollment priority specified above shall be lost at the first enrollment opportunity after a student:

- Is placed on academic or progress probation, or any combination thereof, for two consecutive semesters (not including winter or summer terms) as defined in Section 55031



- Has earned 90 or more degree-applicable semester units at SMC. This 90 unit limit does not include units for non-degree applicable ESL or basic skills courses.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P. Foster youth and former foster youth are not subject to loss of fee waiver or enrollment priority.

Within 30 days of the end of term, the District shall notify students who are placed on academic or progress probation of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive semester on academic or progress probation will result in the loss of priority enrollment as long as the student continues on probation. The District shall notify students who have earned 70 percent or more of the unit limit that enrollment priority will be lost when the student reaches the 90 unit limit. The District shall notify students of the ability to appeal the loss of enrollment priority.

IV. Appeal of Loss of Enrollment Priority

In accordance with Title 5, Section 58108, SMC will consider an appeal of the loss of enrollment priority for a given term due to:

1. Extenuating circumstances such as verified cases of accident, illness or other circumstances beyond the control of the student; or
2. A student with a disability not receiving, in a timely manner, a reasonable accommodation for which the student had applied; or
3. Students exceeding 90 units earned including units in progress (excluding basic skills courses). These would include but not be limited to students changing majors or those enrolled in high unit majors or programs (e.g. STEM majors, Nursing); or
4. Students on academic/progress probation for two consecutive semesters who have shown academic improvement in a term (achieving no less than a 2.0 G.P.A. and meeting at least 50% completion rate), but they still remain on probation; and lastly
5. Students of a Special Program that grants enrollment priority, but did not receive it. Students will need to provide verification of program participation.

The Admissions & Records Appeals Committee or Dean of Enrollment Services or designee will provide details of the appeals process and will have the sole discretion to determine the approval or denial of a student's appeal. The decision will be final and not subject to further appeal for the given enrollment cycle. An approved appeal will result in assignment of an improved enrollment priority date within the student's enrollment priority group.

The District will ensure that these procedures are reflected in college catalog, class schedules, college website and that all students have appropriate and timely notice of the requirements of this regulation.

References:

Education Code Sections 66025.8, 66025.9, 70901.5 and 76300;
Title 5 Sections 55000, 55031, 55530, 58106 and 58108

Revised: 3/2006, 11/15/2017, 3/14/2018



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4113 **Admission and Concurrent Enrollment of High School and Other Young Students**

Admission of Special Part-Time K-12 Students

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800, 48800.5, 76001 and 76002. The District may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria: (1) Age; (2) Completion of a specified grade level; (3) Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges. A special part-time student may enroll in up to, and including, 8 units per semester (fall and spring) or in up to 6 units per intersession (summer and winter), at the discretion of the district.

Admission is subject to seat availability. The student must:

- Submit a District application for admission;
- Submit a High School Concurrent Enrollment or High School Dual Enrollment application (as applicable) including a signed parental or Guardian Consent Form, counselor signed approval for recommended courses;
- The principal's signature is required only for summer session (**NOTE:** *A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.*)
- Be confirmed capable of profiting from instruction, by evaluation as noted below. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from instruction.

Admission of Special Full-Time K-12 Students

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800.5 and 76002. The District may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria: (1) Age; (2) Completion of a specified grade level; (3) Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges. A special full-time student may enroll in up to, and including, 12 units per semester (fall and spring) or in up to 8 units per intersession (summer and winter), at the discretion of the district.

Admission is subject to seat availability. The student must:

- Submit a District application for admission;
- Submit a High School Concurrent Enrollment or High School Dual Enrollment application (as applicable);
- Submit a signed parental or guardian consent;
- Submit a signed acknowledgment from their principal. (**NOTE:** *A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from school principal.*);
- Demonstrate that the student is capable of profiting from instruction;
- Written approval of the board of the school district of attendance. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from instruction.

Admission of K-12 Students at a Summer Session

In addition to the admission criteria stated above for Special Part-Time and Special Full-Time students, to be considered for admission as a summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.



The student must:

- Submit a District application for admission;
- Submit a High School Concurrent Enrollment or High School Dual Enrollment application (as applicable);
- Submit written and signed parental or guardian consent;
- Submit written and signed approval of principal that the student has availed themselves of all opportunities to enroll in an equivalent course their school of attendance; and
- Demonstrate adequate preparation in the disciplines to be studied.

All required documents shall be sent to the Dean of Enrollment Services (or designee).

Evaluation of K-12 Student Readiness to Benefit from Instruction

High School Students:

For students attending high school, the Dean of Enrollment Services or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at Santa Monica College. The decision of the Dean of Enrollment Services or designee shall be final. This determination may be done by *[one or more of the following options]*:

- a review of the materials submitted by the student, including complete transcripts;
- meeting with the student and parent or guardian;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.
- completion of required prerequisites for courses.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by the Dean of Enrollment Services. The student must provide complete transcripts and a letter signed by the principal indicating how the student can benefit from instruction. The Dean of Enrollment Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at Santa Monica College, and that the student's safety and that of others will not be affected. The decision of the Dean of Enrollment Services shall be final. Once a decision has been made, the student, student's parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria *[one or more of the following options]*:

- a review of the materials submitted by the student, including a complete transcript;
- meeting with the student and their parent or guardian;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor;
- completion of required prerequisites for courses.

Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline. Student may be exposed to materials of a mature nature.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Santa Monica College Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Santa Monica College Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.



College and Career Access Pathways (CCAP)

The Board of Trustees has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the Board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP partnership agreement shall be filed with the Office of the Chancellor of the California Community Colleges and the Chancellor's Office will submit the agreement to the Department of Finance before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a certification by the participating community college district of all of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.



- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The Board of Trustees exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)
- Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.



The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent all of the following information:

- The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.

References: Education Code Sections 48800, 48800.5, 48802, 49011, 66010.4, 68120, 76001, 76002, 76004, 76300 and 84757

Revised: October 2002 (for AR 5440) and April 1, 2015 (for AR 4113)
(AR 5011 replacing AR 4113 and AR 5440), November 29, 2017



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4114 **Student Success and Support Program**

Student success is the responsibility of the student and the institution, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the Student Success and Support Program (SSSP) is to increase California community college student access and success through the provision of core matriculation services, including assessment and placement, orientation, counseling, advising, and other educational planning services to provide students with the support services necessary to assist them in achieving their education goal and identified course of study.

1. Components and Participation

Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed. The matriculation components shall consist of Assessment and Placement, Orientation, Counseling/ Advising/ Other Educational Planning Services/ Education Plan Development (hereafter referred to as Counseling), and Follow-Up Services for at-risk students. Details concerning these components and exemptions are noted below.

2. Matriculation Status

Matriculation status shall be established for all new students at the time they submit their application for admission to the College. Their status shall be either "matriculant" or "exempt matriculant."

Students are considered matriculants if they are enrolling at Santa Monica College for the first time and their goal is to earn a degree at SMC, transfer to a four-year college or university, or complete a career certificate.

3. Exempt Matriculants

An "Exemption" is a waiver or deferral of a student's participation in assessment and placement, orientation, or counseling services, which are required of students.

Any student who is exempt from assessment and placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment as noted in Section 4 below. Information on exemptions and waivers is available in the College Catalog and the Schedule of Classes. Exemptions concerning assessment and placement testing are noted in AR 4111.4.

Once the period for exemption expires, students become matriculants, and must then meet any requirements from which they were initially exempted.

a. Orientation and Counseling (excluding education plan development)

Matriculants may be exempt from the orientation and the counseling component if they meet any of the following requirements:

- i. Have completed an Associate Degree or higher;
- ii. Have enrolled for a reason other than career development or advancement, transfer, attainment of a degree or certificate, or completion of basic skills or English as a Second Language course sequence;
- iii. Have enrolled solely to take courses that are legally mandated for employment as defined in Title 5, Section 55000 or necessary in response to a significant change in industry or licensure standards;
- iv. Are high school students concurrently enrolled at SMC (see AR 4113);
- v. Have previously attended SMC and are returning after a break in enrollment for no more than four semesters.



- b. Assessment and Placement
Matriculants may be exempt from the assessment and placement component provided they meet the exemption criteria noted in Administrative Regulation 4111.4 (Section 3).
 - c. Education Plan Development
Matriculants may be exempt from the student education plan development requirement (part of the Counseling component) only if they are not a first-time college student.
4. Required Institutional Services (55520)
Santa Monica College provides the following matriculation components:
- a. Orientation (55521)
During orientation, students shall be provided with information on a timely basis regarding the following:
 - i. Academic expectations and progress and probation standards
 - ii. Maintaining enrollment priority
 - iii. Prerequisites or co-requisite challenge processes
 - iv. Maintaining Board of Governors (BOG) Fee Waiver eligibility
 - v. Description of available programs, support services, financial aid assistance, campus facilities, and how they can be accessed
 - vi. Academic calendar and important timelines
 - vii. Enrollment and college fees
 - viii. Available education planning services
 - b. Assessment and Placement (55522)
Santa Monica College requires all matriculants to participate in English, ESL, and mathematics assessment prior to enrolling in courses. As noted in AR 4111.4, Santa Monica College:
 - i. Utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills;
 - ii. Utilizes multiple measures in combination with assessment tests to place students into courses.
 - iii. Validates assessment and placement instruments for local use according to the CCC Chancellor's Office guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias;
 - iv. Undertakes studies to ensure that no assessment test, method, or procedure has a disproportionate impact on particular groups of students;
 - v. Informs students of alternate means by which they may place into college courses;
 - vi. Notifies students of assessment and placement requirements, including placement test preparation materials.
 - c. Counseling, Education Plan Development, and Other Educational Planning Services (55523/55524)
Santa Monica College provides a variety of Counseling services to new and continuing students, including:
 - i. Assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study;
 - ii. The provision of information guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and;



- iii. Opportunities to develop an education plan outlining a course of study related to a student's academic and career goal. All matriculants must develop a one or two term abbreviated education plan prior to enrollment in their first semester. All matriculants are required to complete a comprehensive education plan encompassing the required goal coursework after completing 15-degree applicable units or prior to the end of their third semester.
 - d. Follow-up Services (55525)

The College shall maintain a follow-up system that ensures regular monitoring for early detection of academic difficulty and provides students with advice or referral to specialized services or curriculum offerings when necessary. Follow-up services shall be targeted to at-risk students, specifically students enrolled in basic skills courses, students who have not yet identified an education goal and course of study, students who are on academic/progress probation, or who have been disqualified. Santa Monica College will refer students when appropriate to support services and will share information about curriculum offerings. These services include, but are not limited to, probation/ disqualification interventions, academic early alert systems, and referral to other support services.

 - i. Probationary Students:
Santa Monica College requires students who are placed on academic and/or progress probation to enroll in a limited unit load and to meet with a counselor to develop intervention strategies and/or formulate an education plan to return to good standing.
 - ii. Disqualified Students:
To return to good standing, disqualified students must meet with a counselor to develop intervention strategies and/or revise an education plan.
 - iii. Undeclared Students:
Matriculants who have not declared educational goals must participate in career or academic selection counseling after completing 15 degree-applicable semester units or prior to the end of their third semester at Santa Monica College.
 - iv. Students Enrolled in Basic Skills Courses: (55520)
Santa Monica College shall provide Basic Skills students with the opportunity to participate in a variety of support services, such as counseling services, counselor outreach to Basic Skills courses, tutoring, and supplemental instruction.
5. Accommodations
- Accommodations for the select groups below may be provided by the College.
- a. Students with Disabilities:
Santa Monica College shall provide reasonable accommodations to the disability-related needs of individual students. Such accommodation shall be determined through an interactive process and on a case by case basis. Participation in the Disabled Student Programs & Services (DSPS) program is voluntary and, therefore, no student with a disability shall be denied an accommodation for the assessment because he or she chooses not to use the services provided by that program. Consultation is available with the ADA 504 Compliance Officer, if necessary.
 - b. Extended Opportunity Programs and Services (EOPS):
EOPS is authorized to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Participation in EOPS is voluntary and no student may be denied necessary support because he or she chooses not to use specialized services provided by this program.



- c. English Language Learners:
Santa Monica College shall ensure that SSSP services are accessible for English language learners and are appropriate to their needs. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.
6. Student Responsibilities: (55530)
- a. All students shall be required to:
- i. identify an education and career goal after completion of the 15th unit of degree-applicable coursework, or prior to the end of the third semester, whichever comes first. Failure to fulfill the mandatory SSSP requirements may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.
 - ii. engage diligently in course activities and complete assigned coursework; and
 - iii. complete courses and maintain progress toward an education goal.
- b. Nonexempt first-time students, prior to their first enrollment, shall be required to:
- i. identify an education goal;
 - ii. be assessed to determine appropriate course placement;
 - iii. complete online orientation;
 - iv. participate in counseling or other educational planning services to develop, at a minimum, an abbreviated student education plan. Failure to fulfill the required services may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.
7. Program Effectiveness and Improvement
Santa Monica College shall establish a program of institutional research for the ongoing evaluation of the services funded through the Student Success and Support Program and use the research results as a basis to continuously improve services to students.
8. Violations and Appeals (55534)
Formal written complaints about the matriculation process may be filed with the administrator in charge of the Student Success and Support Program or designee. Records of all such written complaints shall be retained in the Student Success and Support Program administrator's office for at least 3 years after the complaint has been resolved or longer if necessary to meet other requirements.

When a complaint contains an allegation that the District has violated the provisions of the Assessment policy (55522(c)), the College shall advise the student, upon completion of the challenge procedure, that he or she may file a formal complaint of unlawful discrimination, pursuant to Section 59300.

Reference: California Code of Regulations, Title 5, Sections 55500, 55502, 55510, 55511, 55512, 55516, 55518, 55520-55534,

Reviewed and/or Updated: 4/29/03

Revised: 11/25/2014 (Replaced former AR 4114 entitled Matriculation), 2/17/16



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4115 **Academic Adjustments for Students with Disabilities**

In accordance with State and Federal law, academic rules, policies and practices at Santa Monica College may be modified, as necessary, to ensure that they do not discriminate, or have the effect of discriminating on the basis of handicap, against qualified handicapped applicants or students. The procedure for seeking an adjustment is as follows:

Process for Adjustment

1. A student with a documented disability contacts the instructor or instructors prior to or at the beginning of the semester with a request for an academic adjustment.
2. The instructor or instructors discuss the request with the student and confer (if necessary) with the staff at the Center for Students with Disabilities to determine an appropriate adjustment.
3. A student with a documented disability may also seek an adjustment by requesting staff at the Center for Students with Disabilities to initiate contact with the instructor(s).
4. If the student, instructor(s) and staff at the Center for Students with Disabilities have made a reasonable effort to resolve the matter and are unable to agree on an appropriate adjustment within five working days, the matter may be referred to the 504 Compliance Office or her/his designee.
5. The 504 Compliance Officer or her/his designee will gather appropriate information and determine a reasonable accommodation within two working days after having received written notification of a problem from a concerned party and will make an interim adjustment pending a final resolution.

Appeal Process

1. If the student or the agents of the college do not concur regarding the requested academic adjustment, the matter will be forwarded to the Academic Accommodations Panel. The role of the Academic Accommodations Panel is to review the request for academic adjustment. Specifically, does the adjustment ensure access for the disabled for participation in the academic program and maintain the integrity of the course content?
2. The Academic Accommodations Panel will include the following members:
 - A faculty member from the Disabled Student Programs and Services (DSPS)
 - The 504 Compliance Officer
 - Two instructors from the academic area (one selected by the department chair and one selected by the instructor)
 - An advocate or information specialist of the student's choice (non-voting)
 - An academic administrator who serves as the chair of the committee
3. The student and the instructor will meet with the Academic Accommodations Panel and will have an opportunity to express their concerns.
4. The Academic Accommodations Panel will meet no later than 10 working days after the interim adjustment has been made and will then render a written decision within five working days.

Reviewed and/or Updated: 12/11/01



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4124 **Refunds**

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree pilot program fees (Title 5 Section 58520)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrants under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355). Some students are exempt from paying this fee.
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease / Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))



Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/ drop (CCCCO Student Fee Handbook)
- *Mandatory* student activities (CCCCO Student Fee Handbook)
- *Mandatory* Student Identification Cards (CCCCO Student Fee Handbook)
- *Mandatory* Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application for domestic students (CCCCO Student Fee Handbook)
- *Mandatory* Field trip (Title 5 Sections 55450 and 55451)
- Fees for dependents of certain veterans (Education Code Section 66025.3)
- Fees for dependents of certain victims of the September 11, 2001 terrorist attacks (CCCCO Student Fee Handbook)
- Fees for certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- *Mandatory* Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session if the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

Collection

Each student is responsible for paying all fees for a term or session. Failure to pay all enrollment fees by the deadline may result in the student being dropped from all classes.

- The District shall collect fees raised by an act of the legislature and made effective on or after the date a student has enrolled in an upcoming or current term.
- The District shall provide notice to students of availability of exemptions from certain mandatory, authorized and permissive fees.

The college catalog and schedule of classes contain the most current information regarding fees. These documents are updated regularly.

Failure to Pay Financial Obligations

The district may withhold grades, transcripts, and diplomas and may withhold enrollment privileges or any combination thereof from any student or former student who was notified of their failure to pay the proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (authorized in Education Code Section 72237.)



Refund of Student Fees

A refund of fees will be given to eligible students, providing at least one of the following eligibility requirements is met:

- A. The student's class has been canceled by the District.
- B. The fee was collected in error.
- C. The fees are refundable because of changes in law or regulation authorizing and establishing enrollment fees.
- D. The student has officially withdrawn from a class or classes by the refund deadline which is the first two weeks of instruction for a primary term-length course or by the ten-percent date for a short-term course. It is the student's responsibility to drop classes by the refund deadline or incur the fees per Title 5 Section 58508.
- E. The student is a member of an active or reserve military service and has received orders compelling a withdrawal from course(s) at any time during the term.

Refundable Fees

The college catalog and schedule of classes contain the most current information regarding refunds. These documents are updated regularly.

If the student has officially withdrawn from a class or classes by the refund deadline which is the first two weeks of instruction for a primary term-length course or by the ten-percent date for a short-term course, the following fees are refundable minus any applicable processing fee not to exceed \$10 per term:

- tuition and health fees. A processing fee is charged against the tuition fee refunded.
- non-resident tuition and health fees. A processing fee is charged against the tuition fee refunded.
- the A.S. fee
- the I.D. card fee

Exception: Parking fees can only be refunded in full within the first three weeks of the Fall and Spring term and within the first two weeks of the Winter, Summer and short terms. Refunds for parking fees must be requested through the Bursar's Office by published deadlines and a processing fee may be assessed. The student must complete and submit a "Request for Refund" form and attach the parking permit. A refund will be processed upon verification of purchase.

Non-Refundable Fees

Instructional materials fees are not refundable on or after the first day of the term.

Refunds as a Result of Enrollment Adjustments

Refunds due to changes in the college's educational offerings, changes in fees per Legislature, or fees collected in error will be refunded to the student in full and the refund processing fee will be waived.

Processing Time

If a student is eligible for a refund, the refund will be processed and mailed within 30 days of the transaction date per Title 5 Section 58508. Refunds to International and Veteran students may require a longer processing time. International students may request an emergency refund to be processed within 10 days if leaving the country.

Parking

To use the on-campus parking facilities, a student is required to purchase a parking decal. Parking for some of the satellite campuses are free but still require a printable decal. Student parking decals are not valid in faculty/staff parking areas. Parking fees vary depending on the term and reduced rates are available for students who qualify. Students are eligible for a reduced parking fee each term if eligible for



a California College Promise Grant (formerly BOG Fee Waiver) or who demonstrate financial need under federal standards or if at the time of enrollment, is a homeless youth as defined in subdivision (b) of Title 5 Section 66025.9.

Education Code Section 67301(b) requires the district to provide visitor parking at no charge for disabled persons or veterans and for persons providing transportation services to individuals with disabilities. Regulations in conformance with this requirement are contained in the California Code of Regulations, Title 5 Section 59306(a).

Transcript and Student Verification Fees

The first two copies of transcript and enrollment verifications are free excluding expedited requests. Fees are posted on the Admissions and Records website.

Reviewed/Revised: 11/2/2010; 9/20/2017

References:

Education Code Sections 66025.3, 66025.9, 66060, 66753, 67301, 68130.5, 70902(a)(b)(9), 72237, 73365, 76060.5, 76140-42, 76223, 76300, 76300.5, 76350, 76355, 76360-61, 76370, 76375, 76385, 76395, 78300, 79121, 81457-58, 81670, 81901(b)(3), 82305.6;

Title 5 Sections 51012, 54801, 54805, 55050, 55234, 55450-51, 58500, 58502, 58508-10, 58520, 58629, 59306, 59400, 59408, and 59410

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

[CCCCO Student Fee Handbook](#)

AR 4125 Transcripts

The fees charged to students for transcripts are:

1. The first two regular transcripts are free if requested by mail or in person and \$5 for any additional transcript. Additional fees may apply for transcripts if ordered online.
2. \$15 service charge for a "Rush" transcript available for pick-up or to be mailed on the third business day after the request is made.
3. A student may obtain an unofficial copy of his/her transcript for \$3 from the Admissions Office or for free from the College website.
4. Official transcripts may be subject to various college-issued holds.

Reviewed and/or Updated: 4/29/03, 4/12/10



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4131 **Records Classification and Retention**

The administrators responsible for Admissions and Records, Financial Aid and Student Life will annually classify student records into the following categories:

Class 1

Permanent Records (as defined in Section 59024, Title 5). Those records that are defined as permanent must be retained indefinitely.

Class 2

Optional Records (as defined in Section 59024, Title 5). Those records which are not required by law to be retained permanently but determined by the college to be worthy of further preservation.

Class 3

Disposable Records (as defined in Section 59025, Title 5). Those records are to be retained for three years beyond the academic year in which they were originated.

Class 4

Disposable Records. Those records which have no required retention period may be destroyed at any time.

Reference: Title 5, Section 54608, 59023-25
 Education Code Section 76220

Reviewed and Approved: 12/11/01



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4133 **Student Enrollment, Attendance, and Disenrollment**

To document and verify information submitted to the State Chancellor's Office in the areas of enrollment, attendance, and disenrollment, the Admissions and Records Office shall retain appropriate records. These documents, whether original hard copy, imaged, electronic, or in microfiche, shall provide accurate enrollment information, attendance and contact hours data, and shall be readily available for audits and internal controls.

The supporting records that document and trace student enrollment, attendance, and disenrollment, shall be used according to the procedures as outlined below:

1. Course enrollment documentation: The Admissions and Records Office shall be responsible for processing student registration, class enrollment, withdrawals, and incomplete documents. The admissions and records office shall also be responsible for processing class attendance rosters and grade rosters for purposes of instructors verifying student attendance, withdrawals, and grades. At the end of each semester a comprehensive report including student's programs, dates of withdrawals, adds, reinstates, and final grades shall be printed.

2. Attendance documentation:
All courses offered will be coded by the Office of Instruction as census, positive attendance, work experience, apprenticeship, internships, and adult education for purposes of claiming the appropriate type of apportionment.

Records for attendance documentation shall be developed for those categories described above. The Admissions and Records Office shall distribute, collect and submit to Information Technology monthly attendance rosters for courses coded as positive attendance.

It shall be the responsibility of the Admissions and Records Office and the Office of Institutional Research to claim apportionment according to a student's residence classification through student class recap summaries, census summaries, and monthly attendance reports. The attendance information shall be reported on the appropriate attendance reports and filed with the Chancellor's Office by the State filing deadlines. Documents and records supporting all apportionment claims shall be maintained by the Admissions and Records Office and the Office of Information Technology.

3. Disenrollment documentation:
The Admissions and Records Office and the Office of Information Technology shall provide proper documents for students to withdraw or for instructors to withdraw students according to college withdrawal policies. The college withdrawal policies shall include student and instructor procedures for clearing inactive students from class rosters prior to census dates and college withdrawal deadlines.

The Admissions and Records Office and the Office of Information Technology shall maintain all such documents used for student disenrollment as supportive records for audits.

Reviewed and/or Updated: 4/29/03



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4135 Compliance with the Family Educational Rights and Privacy Act (FERPA)

This regulation implements the federal Family Education Rights and Privacy Act of 1974 (FERPA) and State law.

A. Student Privacy Rights

Current and former students have the following rights regarding their student education records:

1. The right to be informed about their education records.
2. The right to inspect their education records.
3. The right to request amendment to their education records.
4. The right to have a formal hearing if the request for amendment is denied.
5. The right to prevent unauthorized disclosure of any or all of the information in their education records, subject to specific exceptions identified in FERPA and State law.
6. The right to lodge a complaint to the U.S. Department of Education about a violation of FERPA regarding their education record.
7. The right to waive these rights in writing, including the right to give written authorization to a third party to obtain a copy of their education records.

B. Definitions

For the purposes of this policy, Santa Monica Community College District (hereinafter “Santa Monica College” or “College”) has used the following definitions of terms:

1. “*Student*” means any person who attends or has attended Santa Monica College. The word “attend” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom.
2. “*Record*” means any information recorded in any way, including, but not limited to, hand writing, print, computer media, video or audio tape, film, microfilm, and microfiche.
3. “*Education records*” means any record maintained by Santa Monica College or an agent of the College which contains personally identifiable information related to a student. The following are not education records:
 - i. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - ii. Records relating to an individual who is employed by an educational agency or institution, that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose. Records relating to an individual in attendance at Santa Monica College who is employed as a result of his or her status as a student are education records and not excepted under paragraph of this definition.



- iii. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity which are made, maintained, or used only in connection with treatment of the student and disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution;
 - iv. Records maintained by Santa Monica College if (a) the records are maintained solely for law enforcement purposes, (b) are revealed only to law enforcement agencies of the same jurisdiction, and (c) the office holding these records does not have access to education records maintained by the College.
 - v. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.
 - vi. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. “*School Official*” means:
- i. A person employed by the District in an administrative, supervisory, academic, research or support staff position.
 - ii. A person elected to the Board of Trustees.
 - iii. A person such as an attorney or auditor employed by or under contract to the District to perform a special task.
5. “*Legitimate education interest*” means an official need to review or access a student education record by an official or employee of the College in order to fulfill a professional responsibility; to perform appropriate tasks that are specified in his or her position description or by a contractual agreement; to perform a task related to the student's education; to perform a task related to the discipline of a student; or to provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- School officials who use student education record information to serve their own personal needs or for purposes which are not related to their job responsibilities do not have a legitimate education interest in the information being used.
6. “*Personally Identifiable Information*” includes, but is not limited to--
- i. the student's name;
 - ii. the name of the student's parent or other family members;
 - iii. the address of the student or student's family;
 - iv. a personal identifier, such as the student's social security number, student number, or biometric record;
 - v. other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - vi. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty;
 - vii. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates; or
 - viii. email address.



C. Annual Notification

Students will be notified of their rights under FERPA and State law annually by publication in the Santa Monica College Catalog. The catalog is available on the College's website.

D. Procedure to Inspect Educational Records

1. Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect. (Forms for this request are available in the Admissions and Records Office.)
2. The record custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 15 work days or less from the receipt of the request. [Note: FERPA requires that access be provided with 45 days; however, state law requires that access be provided within 15 days.]
3. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

E. Right to Refuse Access

Santa Monica College reserves the right to refuse to permit a student to inspect the following records:

1. The financial state of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Santa Monica College if the application was denied.
4. Those records which are excluded from the FERPA definition of education records. The records will be made available if required by State law.

F. Refusal to Provide Copies

Santa Monica College reserves the right to deny copies of records not required to be made available by the FERPA or State law in any of the following situations:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

G. Fee for Copies of Records

The fee for copies will be \$0.20 per page.

The fees charged to students for transcripts are:

1. \$5 for an official transcript, with the first two free for currently enrolled students
2. \$10 service charge in addition to the transcript fee for a "Rush" transcript.
3. A student may obtain an unofficial copy of his/her transcript at no charge from the SMC Website.



H. Disclosure of Education Records

Santa Monica College will disclose information from a student's education records only with the written consent of the student, except as set forth below. The College may disclose information without student consent as follows:

1. To officials and employees of Santa Monica College, if that person has a legitimate educational interest to inspect a record.
2. To authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
3. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
4. To officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll.
5. To agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of students may be disclosed only as may be necessary for those purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions that will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
6. To accrediting organizations in order to carry out their accrediting functions.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
8. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, or subject to any regulations issued by the Secretary of Health, Education, and Welfare.
9. To the alleged victim of any sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which is the basis of any disciplinary action taken by a community college, shall be permitted access to that information. Access to student record information shall be in the form of notice of the results of any disciplinary action by the community college and the results of any appeal, which shall be provided to the alleged victim within three days following that disciplinary action or appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.



10. In compliance with a court order or a lawfully issued subpoena. The College shall make a reasonable effort to notify the student in advance of compliance with a lawfully issued subpoena and, in the case of compliance with a court order, if lawfully possible within the requirements of the order. This notification shall take place using a standard form approved by the FERPA Compliance Officer.

I. Record of Requests for Disclosure

Santa Monica College will maintain a record of all requests for and/or disclosure of information from a student's education records for the appropriate record retention period. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) In such cases, Santa Monica College will issue the following statement to accompany records released: "All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

J. Directory Information

Santa Monica College designated the following items as Directory Information:

- Student name
- City of Residence
- Age
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received and most recent previous school attended
- Student's photograph

The College may disclose any of those items without prior written consent unless notified in writing to the contrary by the student.

Students have the following options in connection with the release of directory information:

1. Do NOT permit SMC to release Directory Information to anyone.
2. Do NOT permit the release of information to the Military

K. Correction of Education Records

1. Any student may file a written request with the Superintendent/President to correct or remove information recorded in his or her student records which 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.



2. Within 30 days of receipt of the request, the Superintendent/President, or his or her 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 Superintendent/President or his or her designee shall then sustain or deny the allegations.
3. If the Superintendent/President, or his or her designee, sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information.
4. If the Superintendent/President, or his or her designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Board of Trustees.
5. Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, if any, and if that employee is presently employed by the community college district, determine whether to sustain or deny the allegations.
6. If the governing board sustains any or all of the allegations, it shall order the chief administrative officer, or his or her designee, to immediately correct or remove and destroy the information.
7. The decision of the governing board shall be final.
8. Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board unless the student initiates legal proceedings relative to the disputed information within the prescribed period.
9. If the final decision of the governing board is unfavorable to the student or if the student accepts an unfavorable decision by the chief administrative officer, 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.

L. Subpoenas.

Each office that routinely receives subpoenas for student records shall have a written policy on compliance with subpoenas. The written policy shall be approved by the FERPA Compliance Office. Any out of the ordinary subpoenas for student records shall be referred to Campus Counsel for review prior to release of the records.

M. Deceased Students

The privacy rights of an individual expire with that individual's death. Records held by an institution for a deceased person do not raise a FERPA issue but are a matter of institutional policy. The College will exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or third parties.

N. Training for Employees.

All faculty and staff, as well as any other agents of the college who request access to student academic records, must complete the FERPA tutorial and submit a signed acknowledgment form. Access to student records, including the academic records database, will be denied until the tutorial has been completed and the form submitted. The tutorial is intended to insure that anyone accessing student records understands the obligations under FERPA for proper use and protection of student records. All questions in the tutorial are supported by information found on the College's FERPA website. This requirement shall become effective on July 1, 2010, to allow faculty, staff, and other agents of the college a reasonable time to complete the



FERPA tutorial. The training shall include answers to common questions concerning FERPA compliance issues, including, but not limited to, issues related to (a) use of student email addresses, (b) distance education classes; (c) online discussion groups; (d) rights of parents, if any, when student is a minor; and (e) procedures and forms for responding to requests for records.

O. Compliance Officer.

The Associate Dean of Enrollment Services is designated as the FERPA Compliance Officer.

P. Types, Locations and Custodians of Education Records

The following is a list of the types of records that Santa Monica College maintains, their locations and their custodians:

Type	Location	Custodian	Retention Period
Admission Records	Webextender system, Vault, Attic	Dean, Enrollment Services	See below
Add/Drop Slips	Attic	Dean, Enrollment Services	3 years
Faculty Drop Rosters	Now done online & kept permanently in ISIS Previous documents kept in attic.	Dean, Enrollment Services	Permanently in ISIS Paper documents kept permanently.
Positive Attendance Rosters	Admissions Office	Dean, Enrollment Services	Permanently
Grade Rosters	Attic until imaged into webextender system	Dean, Enrollment Services	Permanently
Applications	Paper apps kept in attic to be imaged into webextender system. Online application information is kept in ISIS.	Dean, Enrollment Services	Permanently
Enrollment Verification Forms	Attic	Dean, Enrollment Services	3 years
Signature Pages	Imaged into webextender. Now, no longer required because of electronic signature process.	Dean, Enrollment Services	Permanently
Time Conflict Forms	Attic	Dean, Enrollment Services	3 years
Grade Change Forms	Webextender	Dean, Enrollment Services	Permanently



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Program and Academic Renewal Forms	Webextender	Dean, Enrollment Services	Permanently
Petitions for Special Consideration	Admissions office to be imaged into Webextender	Dean, Enrollment Services	Permanently
Grade Appeals	Admissions office.	Dean, Enrollment Services	Permanently
Graduation Petitions/Evaluations	Admissions office	Dean, Enrollment Services	Permanently
Other College Transcripts	Webextender/Attic to be imaged	Dean, Enrollment Services	Permanently
Requests for transcripts (forms)	Attic	Dean, Enrollment Services	3 years
Incompletes (prior to online submission)	ISIS/Webextender	Dean, Enrollment Services	Permanently
AB540 documentation	Webextender	Dean, Enrollment Services	Permanently
Name Change Forms	Admissions Office/Vault	Dean, Enrollment Services	3 years
Pass/No Pass Forms	Webextender	Dean, Enrollment Services	Permanently
Bursar's Office			
Payroll and Other Financial Records	Storage Pod	Bursar's Lead Staff member	3 years
Registration Billing Records	Storage Pod	Bursar's Lead Staff member	3 years
Auxiliary Services			
Payroll and Other Financial Records	Auxiliary Services	Auxiliary Services Staff	7 years
Registration Billing Records	Auxiliary Services	Auxiliary Services Staff	7 years
Financial Aid Records	In Fin Aid Office/ Attic	Financial Aid Office	3 to 5 years
Assessment Center			
Placement Records	Assessment scores are kept electronically in ISIS	Dean, Enrollment Services	Permanently
Counseling			
CalWORKs Program Eligibility Information from DPSS	CalWORKs Program Office	SMC CalWORKs counselors	5 years



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Mental Health Records	Psych Services	Coordinator of Psych Services Program	7 years
Veteran's Affairs eligibility paperwork	Veteran's Program Office	Veteran's counselor	Permanently
Medical verification of diagnosed disabilities	DSPS	Coordinator of DSPS	Permanently
Campus Disciplinarian			
Disciplinary Records	Student Judicial Affairs Office	Dean, Student Services/Campus Disciplinarian	3 years for ordinary cases; indefinite period of time for suspension cases
International Education Center			
Applications	Paper apps kept in IEC office and in the shed behind Outreach Office. Future documents to be imaged into webextender.	Dean, International Education Center	Permanently
Financial Information	Hard copies kept in IEC office and in the shed behind the Outreach office. Moving toward imaging documents into webextender.	Dean, International Education Center	3 years
Immigration Documents	Hard copies kept in IEC office and in the shed behind the Outreach office. Moving toward imaging documents into webextender.	Dean, International Education Center	3 years
Transcripts from other institutions	Hard copies kept in IEC office and in the shed behind the Outreach office. Moving toward imaging documents into webextender.	Dean, International Education Center	Permanently
Enrollment Verification Letters	Hard copies kept in IEC office and in the shed behind the Outreach office. Moving toward imaging documents into webextender.	Dean, International Education Center	3 years



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Advising and Counseling Notes	Hard copies kept in IEC office and in the shed behind the Outreach office. Moving toward imaging documents into webextender.	Dean, International Education Center	Permanently
Library Services			
Student user records	ISIS and Library automation system	Dean, Learning Resources	3 years after privileges have expired if no fees owed; otherwise permanently
District Employee user records	ISIS and Library Unicorn automation system	Dean, Learning Resources	3 years after privileges have expired if no fees owed; otherwise permanently
Community user records	ISIS and Library automation system	Dean, Learning Resources	3 years after privileges have expired if no fees owed; otherwise permanently
User Activity Archival logs	Library automation system	Dean, Learning Resources	365 days
Other Records			
Occasional Records (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	The appropriate office will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	The college staff person who maintains such occasional systems records.	

Reviewed and/or Updated: 12/11/01; Revised 1/12/10



ARTICLE 4200 **INTERNATIONAL STUDENTS**

AR 4210 **F-1 and F-2 International Students**

Applications will be accepted from those who wish to enter Santa Monica College as F-1 or F-2 status international students. F-1 and F-2 students will be admitted in both fall and spring semesters as well as winter and summer sessions. F-1 international students are required to enroll in programs of 12 or more units in the fall and spring semesters. F-2 students are limited to enrolling only on a less than full-time basis.

Criteria for Admission

F-1 and F-2 (except those attending high school) students must:

1. Achieve a score of 450 or more on the TOEFL Paper-Based test, 133 or more on the TOEFL Computer Based Test, or 45 or more on the TOEFL Internet Based Test or the equivalent proof of English proficiency as determined by the Dean of International Education or other person designated by the Dean. A list of accepted proofs of English proficiency will be kept on file in the International Education Center. Proof of English proficiency is not required if the student's first language is English or if the student is applying to the Intensive English Program.

F-2 students attending high school must meet eligibility requirements outlined in AR4113 High School Concurrent Enrollment and are subject to paying all applicable nonresident fees.

2. Be at least 18 years old on the first day of class attendance.
3. Provide proof of financial support that demonstrates the F-1 or F-2 student can meet the minimum estimated tuition and living expenses.

Applications for admission and information concerning the required English proficiency may be obtained from the International Education Center. Applications, transcripts, and test scores must be filed according to published deadlines.

Criteria for Denial

An F-1 or F-2 student may be denied admission if the student has:

1. Previously achieved a degree at any collegiate, technical, or business institution in the United States and the coursework they are attempting to repeat is part of the achieved degree; or
2. Achieved less than an overall GPA of 2.0 from a United States university, college, or community college. Students who are failing to make academic progress at another institution may be denied admission to SMC; or
3. Presented false documents.

Updated 7/19/11; Revised 9/9/15

Source: Education Code Section 76000; 34 CFR Section 668.16(p) 8 CFR Part 214

AR 4210.1 **Other Temporary Nonimmigrant Statuses**

In addition to F-1 and F-2 status, students with temporary nonimmigrant status will be admitted to Santa Monica College . These students will be subject to all nonresident tuition fees. Students with Tourist status (B1, B2 or "WT" Visa waivers, C, or D) will not be admitted.

Updated 9/23/2015

Source: Education Code Section 76000, 68130.5 and 76140 et seq.; Title 5 Section 54045.534; CFR Section 668.16(p), 8 CFR Part 214



AR 4310 Final Examinations and Grades

Final examinations for semester-long classes (16 weeks) are to be given at the assigned date and time as specified in the final examination schedule distributed through the Office of Academic Affairs via the Schedule of Classes. Final exams for sessions shorter than 16 weeks are to be given at the last scheduled class meeting.

Administering Final Examinations Outside of the Regularly Scheduled Time Period

Final examinations are not authorized to be given outside of the regularly scheduled time period without the approval of the Vice-President of Academic Affairs, except in the following instances:

1. Students with documented disabilities shall be reasonably accommodated (See AR 4115 – Academic Adjustments for Students with Disabilities) for exams taken outside of the scheduled time period. DSPS, the instructor, and the student will determine the time of the rescheduled exam in compliance with ADA requirements. The exam will take place at a time and date as close to the original exam time and date as possible.
2. If a student has an extenuating circumstance that results in a scheduling conflict, an instructor may allow a student to take the final examination with another of that instructor's sections. However, the instructor is not obligated to provide this alternative.
3. If the official final examination schedule presents an exam time conflict, the affected student and instructors must arrive at a reasonable solution. Any conflict resolution must be approved by the Department Chair or the Vice-President of Academic Affairs.

Nonappearance at Time of Final Examination

When a student does not show up for his/her scheduled final examination, it is suggested that the instructor give an "F" grade for the final examination and that this grade be averaged into the term's total for the final course grade. Students with documented extenuating circumstances may be eligible for an Incomplete course grade. See AR4310.1 (Incomplete Grades) for details.

Final Grades and Reports

After final examinations, instructors shall report final grades online. Once a grade is submitted, there shall be no authority to change it except when an instructor can certify that a clerical or mathematical error was made or that extenuating circumstances exist.

Final grades are to be submitted online by the deadline published by the Admissions Office which is consistent with the collective bargaining agreement. When submitting grades:

1. The online grade roster indicates if the student has previously withdrawn and has been given a "W" grade.
2. The instructor shall mark one and only one grade: "A", "B", "C", "D", or "F" or notation "P" or "NP" for each student or, if applicable, assign an Incomplete grade on the final grade roster. See AR 4310.1 (Incomplete Grades) for details.

Reviewed and/or Updated: 4/29/03

Revised: 11/2/10, 4/5/17



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4310.1 **Incomplete Grades**

Incomplete grades in a course or courses may be approved when illness, accident, emergency, or special circumstances beyond the student's control prevents the student from taking the final examination or completing other immediate "end of semester" course requirements. The student must be passing the class with a "C" or better prior to the final exam or final project. The Incomplete grade is not to be used to extend deadlines for coursework which the student might reasonably be expected to meet.

To assign an incomplete ("I"), the Instructor of Record must fill out the online request during the submission of final grades if he or she believes that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade. Instructors may require documentation that supports the student's request. Instructors are not required to grant Incompletes, and such decisions by the instructor are final and may not be appealed by the student.

The instructor will determine the date by which the "I" must be completed; this date shall be no later than one year from the end of the term in which the original grade was assigned. The instructor shall record in the online grade roster the conditions necessary for the removal of the "I" and the grade to be assigned (A through F) if the conditions are not met. The student and instructor will both receive copies of said conditions.

Incomplete grades will count in "Units Enrolled" but will not be included in "Units Attempted" or "Units Completed" and no grade points will be assigned.

Reviewed and/or Updated: 05/18/04

Revised: 11/2/10



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4311 **Grade Entries**

1. There will be a grade entry on the student's permanent record for each course in which the student was actively enrolled as of the first day of instruction of the first census week.
2. Evaluative Grades. Symbols in each course to indicate evaluative grades are:
 - A Excellent
 - B Good
 - C Satisfactory
 - D Passing, less than satisfactory
 - F Failure
 - P Pass
 - NP No Pass.
3. Non-evaluative Symbols:
 - a. I (Incomplete):

Incomplete symbols are given only on approval of the faculty members, and then only for unforeseeable, emergency, and justifiable reasons at the end of the term. Incomplete grades may be made up no later than one year from the end of the term that they were assigned. Students may petition for a time exemption due to unusual circumstances. The conditions necessary for the removal of the incomplete shall be stated by the instructor on a written record and communicated to the student. This record shall contain the conditions for removal of the incomplete and the grade to be assigned if the conditions are not met.
 - b. IP (In Progress).

The IP symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion. The IP symbol shall remain on the student's permanent record for the initial academic term in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the academic term in which the course is completed. The IP shall not be used in calculating grade point averages. The IP symbol may be assigned only by faculty members.
 - c. RD (Report Delayed).

The RD symbol may be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by another symbol as soon as possible. The symbol RD shall not be used in calculating grade point averages and may be assigned only by designated staff members.
 - d. W (Withdrawal).

The W symbol shall only be used in accordance with Board Policy Section 4320.
 - e. MW (Military Withdrawal).

The "MW" symbol shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from course. Upon verification of such orders, this symbol may be assigned at any time in accordance with Board Policy Section 4320. The "MW" shall not be counted in progress probation and dismissal calculations.



4. Grade Points. A system of grade points is used to determine a student's scholastic standing and eligibility for graduation or transfer to another college. For each unit of credit, the student will receive grade points as follows:

A	4 grade points per unit of credit
B	3 grade points per unit of credit
C	2 grade points per unit of credit
D	1 grade point per unit of credit
F	0 grade point per unit of credit
P	0 grade point per unit of credit (at least satisfactory - units not counted in grade computation)
NP	0 grade point per unit of credit (less than satisfactory - units not counted in grade computation)
I	0 grade point per unit of credit (units not counted in grade computation)
IP	0 grade point per unit of credit (units not counted in grade computation)
RD	0 grade point per unit of credit (units not counted in grade computation)
W	0 grade point per unit of credit (units not counted in grade computation)
MW	0 grade point per unit of credit (units not counted in grade computation)

5. Pass/No Pass

- a. Courses offered only on a pass/no pass basis

The purpose of this policy is to permit the college to offer courses specifically designated as Pass/No Pass courses. Students enrolled in courses designated as Pass/No Pass shall be evaluated on a single satisfactory standard of performance. The P/NP grading system shall be used to the exclusion of other grades. "Pass" shall be assigned for meeting that satisfactory standard; "no pass" for failure to do so. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Courses designated as pass/no pass shall be so noted in the college catalog.

- b. Students option for pass/no pass grades

The purpose of this policy is to permit the college to offer a student the option of enrolling in a course on a pass/no pass basis in lieu of enrolling on a grade basis. This option to enroll in a class on a pass/no pass basis is designed to encourage students to explore courses without fear of penalty of a low grade in areas in which they have an interest but no special competence. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. A "P" grade is to be recorded for performance equivalent to "C or better" and an "NP" grade is to be recorded for less than satisfactory performance (D or less).

To obtain approval to enroll in a course on a pass/no pass basis, the student must petition through the Office of Admissions and Records. The approval of the petition must be filed by published deadline which reflects 30% of the course length. Any course of duration two weeks or less may not be taken pass/no pass. A student taking a course on a pass/no pass basis cannot change to a letter grade basis after the published deadline that represents 30% completion of the course. The decision to take a course on a pass/no pass basis is irrevocable after the deadline even if it is later discovered that the "P/NP" grade is not acceptable by the student's transfer college.

- c. Criteria for approval of a petition for Pass/No Pass

(1) Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of Pass/No Pass enrollment. Full-time students (those enrolled in 12 or more units) are limited to 6 units of Pass/No Pass enrollment. Exceptions for enrollment in a single course exceeding 5 units may be authorized by the Dean of Enrollment Services.



- (2) Course units taken under the option of pass/no pass may not exceed a total of 12 units at Santa Monica College.
- (3) Students who have already received a bachelor of arts or science degree from an accredited college or university may take an unlimited number of units on a pass/no pass basis.

d. Pass/No Pass grades

Pass will be indicated on a student's permanent record as "P" with units completed and no grade points. No pass will be indicated on the student's permanent record as "NP" with no units completed and no grade points. In either case, a student's grade point average is not affected. Units in courses taken on a pass/no pass basis will be included in the student's cumulative units enrolled for purposes of determining lack of progress probation and dismissal.

6. Credit by Examination

The purpose of this policy is to permit the college to grant credit to any actively enrolled student in good standing who satisfactorily passes examinations previously approved by the appropriate college departments. Credit will only be granted for courses corresponding to Santa Monica College courses. Credit earned by examination shall be clearly annotated on the student's permanent record and added to units completed. Such credit shall not be counted in grade computation. Credit by examination shall not apply toward the residence requirements of the associate in arts degree.

7. Grade Point Average

A student's grade point average is the quotient of grade points divided by units attempted.

- a. "All units attempted" is defined as units of credit for which the student was enrolled in any college/university, regardless of whether he/she completed the course or received credit or a grade.
- b. Grades A, B, C, D, and F are included in "all units attempted."
- c. Units earned on a "pass/no pass" basis provide a P grade; these units are not included in "all units attempted."
- d. Exempted from inclusion in "all units attempted" are the following: W, NP, I, IP, RD, MW.

8. Refunds

In the case of students who are members of an active or reserve U.S. military service, and who receive orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee and buy back textbooks at the bookstore's used book rate unless academic credit is awarded.

Reference: Education Code Sections 76224 and 84522
Title V, Sections 51300-51308 and 52302

Reviewed and/or Updated: 12/13/05, 12/7/2010



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4312 **Faculty Initiated Grade Changes**

It is a recognized principle that evaluation in college courses is a prime responsibility of the instructor. Such evaluation involves measurement of achievement against the objectives of the course, and the assignment of a letter grade to denote the subject matter mastery of the student. Grades (A, B, C, D, F, P, NP) assigned by the faculty are considered to be final and will only be changed in cases of clerical or computational error. Faculty must report errors no later than two years following the date of the grade report, and include a brief written explanation and/or relevant documentation of the clerical or computational error.

Reference: Education Code 76224

Reviewed and/or Updated: 4/29/03; 5/12/15



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4313 **Grade Appeals Committee**

Basis for Grade Appeal

Under California Education Code, Section 76224(a), a grade given to a student shall be the grade determined by the instructor of the course, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final. For the purpose of a grade appeal, the following definitions apply:

- **Bad faith:** *The opposite of “good faith,” generally implying or involving actual or constructive fraud, or a design to mislead or deceive another, or a neglect or refusal to fulfill some duty or some contractual obligation, not prompted by an honest mistake as to one’s rights or duties, but by some interested or sinister motive.*
- **Fraud:** *Fraud consists of some deceitful practice or willful device, resorted to with intent to deprive another of his/her right, or in some manner to do him/her an injury.*
- **Incompetence:** *Lack of ability, inefficient and without the qualities needed to discharge one’s obligations and duties.*
- **Mistake:** *Some unintentional act, omission, or error arising from ignorance, surprise, imposition, or misplaced confidence.*

Criteria for Eligibility

- The student may not concurrently be enrolled in a course they are appealing.
- The student must not have subsequently repeated the course being appealed.

The Role of the College Ombudsperson in the Grade Appeal Process

1. Prior to filing a formal grade appeal petition, the student must meet with the college ombudsperson to discuss a potential appeal. The ombudsperson will serve as a source of information, assistance, and referral. The ombudsperson’s role is to encourage informal conciliation in the grading dispute between the student and the instructor. The ombudsperson will confer with the instructor of the course as needed. The ombudsperson is a neutral party and does not take part in the formal grade appeal process.
2. If the instructor of the course is unavailable or otherwise unresponsive, the ombudsperson will confer with the appropriate department chair, who will contact the instructor. In the event the department chair determines that the instructor is indefinitely unavailable (deceased, no forwarding address and/or failure to reply to written communication), the department chair (or designee) has the authority to act on the instructor’s behalf. The ombudsperson will inform the student of this action.
3. If after conferring with the Ombudsperson, an informal resolution satisfactory to the student is not reached, and the filing deadline for a grade appeal has not elapsed, the student may initiate the formal grade appeal process noted below.

Initiating the Formal Grade Appeal Process

1. To start the formal Grade Appeal process, the student must complete and submit a Grade Appeal Petition form to the Dean of Enrollment Services office.
 - a. The filing deadlines are:
 - i. For courses taken in Summer— November 30
 - ii. For courses taken in Fall— April 30
 - iii. For courses taken in Winter—May 30
 - iv. For courses taken in Spring—October 30



- b. Failure to submit the petition by the deadline to the Dean's office will terminate the grade appeal process. Extensions will not be given under any circumstances.
2. The formal grade appeal petition must contain a written statement of the grounds for appeal, (i.e., whether the grade was given by mistake, fraud, bad faith, or incompetence of the instructor. Dissatisfaction with a grade is not a reason for appeal. . The student must include any supporting documentation desired, including but not limited to signed witness affidavits (subject to authentication), email communications, exams, or assignments at this time. Students will not be permitted to submit additional documentation at any other time.
3. The grade appeal petition shall provide for a response by the faculty member involved, the department chair, and the Vice President of Academic Affairs. The instructor or department chair may include any supporting documentation desired, including but not limited to signed witness affidavits (subject to authentication), email communications, exams, or assignments at this time.
4. After all parties have provided a response to the student's appeal by the specified deadline, the student shall meet with the Dean of Enrollment Services or designee to review the completed file. The student must decide at this time if he/she wishes to proceed with a hearing before the Grade Appeal Committee.
 - a. If the student does not wish to proceed, the grade appeal will cease and the case will be closed. The grade given by the instructor will remain in effect.
 - b. If the student wishes to proceed, the hearing shall be held as soon as feasible, based on the Committee's availability and the queuing of the student's grade appeal request.
5. The Dean of Enrollment Services office will notify all parties once the hearing date has been scheduled. Hearings are only held during the Fall and Spring semesters, and are scheduled on a "first filed, first heard basis."

In preparation for the Grade Appeal hearing, students with disabilities may request any accommodations to which they may be entitled under the Americans with Disabilities Act. Students must request these accommodations through Disabled Student Programs and Services (DSPS) in a timely manner so the necessary arrangements may be made.

Grade Appeal Committee Membership, Quorum, and Authority

1. The Grade Appeal Committee shall consist of:
 - a. Three (3) students appointed by the Associated Students President.
 - b. Three (3) faculty members appointed by the Academic Senate President.
 - c. One (1) academic manager appointed by the Superintendent/President (or designee) who shall serve as the Committee chair.
 - d. The Dean of Enrollment Services or designee acting as the Committee's moderator, who shall not have voting privileges.
2. Quorum
Five (5) of the seven (7) members constitute a quorum, and at least one (1) academic manager, two (2) students, and two (2) faculty members must be included in the quorum. Committee decisions will be determined by a majority vote of those present
3. Authority
The Grade Appeal Committee is empowered with the authority to:
 - a. Review and question all materials presented for its consideration.
 - b. Question the student and the instructor during the hearing.



- c. Proceed with the hearing in the event that either the student or the instructor does not appear as scheduled because of a documented extenuating circumstance. Once scheduled, hearings will not be postponed.
 - d. Render decisions based upon the testimony given by the party present and the materials previously submitted by the party not in attendance.
 - e. Go into closed session to deliberate.
 - f. Issue written comments or recommendations to the student and/or faculty, where relevant, and refer either party to other College resources as needed. Such recommendations are not binding, but represent suggestions the Committee believes will avoid future misunderstandings with respect to grading. Recommendations issued to the faculty member shall not be forwarded to the student and do not constitute a student record.
4. Committee Findings
- a. In deciding if a grade change is warranted, the Grade Appeal Committee must first decide if the student met the burden of proof for the basis of the appeal: instructor mistake, fraud, bad faith, incompetence (as noted on the petition).
 - i. If the Committee concludes the basis of the appeal was not supported by a preponderance of the evidence presented, the grade issued by the instructor will remain in effect.
 - ii. If the Committee concludes the basis of the appeal was supported by a preponderance of the evidence presented, the Committee will then deliberate if a grade change for the course is warranted. Based upon this deliberation, the Committee may issue the following findings: (1) a grade change is not warranted; (2) change the grade issued by the instructor to a specific grade.

The Hearing

1. The student and all parties to the appeal shall be given not less than ten (10) calendar days' notice of the time and place of the hearing, unless both parties agree to an earlier deadline.
2. Grade Appeal Committee members must notify the Chair of potential conflicts of interest and are strongly encouraged to recuse themselves from proceedings and deliberations.
3. The student may bring counsel or other representatives to the hearing. These individuals may not participate in the proceedings, unless the representatives serve as witnesses. Counsel participation will terminate the hearing. Students are required to notify the College of counsel/guest(s) presence to these proceedings no less than 48 hours prior to the scheduled hearing.
4. Each party shall have the right to present the written statements previously submitted with the petition and witnesses named in the petition, if appropriate. Parties will not be permitted to introduce new evidence at the hearing.
5. Each party shall have the right to question evidence, witnesses, and supporting documents within their allotted time during the hearing.
6. The student filing the appeal will bear the burden of proof and must demonstrate through the evidence presented that the grade was issued as a result of instructor mistake, fraud, bath faith, or incompetence.



7. The Grade Appeal Committee hearings shall be closed to the public. Any materials related to the hearing, including electronic recordings of the proceedings, may not be released to the student requesting the grade appeal or to any other individual or group. With the exception of the Dean of Enrollment Services (or designee), no other party present at the hearing may record the proceedings in any manner. Violators will be removed from the hearing, which may proceed without the removed individuals. Violators will be reported to the proper College body for further action.
8. In accordance with the Family Education Rights and Privacy Act (FERPA), the student may submit a written request to the Dean of Enrollment Services or designee to inspect and review any grade appeal materials compiled during the process, with the exception of personnel-related materials, not subject to disclosure. The request must be made no less than one week in advance of the scheduled hearing.
9. All members of the Grade Appeal Committee shall honor the confidentiality of the hearing and any comments made by individual members of the Committee pertaining to any appeal case should not be interpreted as official opinions or decisions of the Committee.

Issuance of Formal Decisions

Within ten (10) school days after the close of the hearing, the Grade Appeal Committee shall make its formal written decisions regarding the student's grade appeal and communicate the decision to the student and the instructor. The Vice President of Academic Affairs, the Vice President of Enrollment Development, the department chair, and the Ombuds Office will be copied on this letter.

Appeal of Committee Formal Decisions

1. Timeline and Basis for Appeal to Superintendent/President
Within five (5) school days after issuance of the written Grade Appeal Committee's decision, the student or faculty member may request a review of the decision to the Superintendent/President. The request must be directed to the Superintendent/President and filed with the Dean of Enrollment Services office. The request will state in writing the grounds for review and will be based upon one or more of the following provisions:
 - a. The required procedures were not followed;
 - b. There is insufficient evidence to support the Grade Appeal Committee's decision.
2. Superintendent/President (or designee) Review
 - a. Within thirty (30) school days of receipt of the request for review, the Superintendent/President (or designee) will review the decision of the Grade Appeal Committee. The Superintendent/President has the sole authority to:
 - b. Adopt the decision of the Grade Appeal Committee;
 - c. Modify the decision of the Grade Appeal Committee; or
 - d. Reverse the decision of the Grade Appeal Committee.
 - e. The decision of the Superintendent/President (or designee) will be communicated to the student in writing, and a copy sent to the instructor, Dean of Enrollment Services, Grade Appeal Committee Chair, Vice President of Academic Affairs, Vice President of Enrollment Development, and the department chair. The decision of the Superintendent/President is final and binding.

Reference: Education Code 76224

Reviewed and/or Updated: 10/19/04; 03/24/15



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4314 **Credit by Examination**

Students currently enrolled at Santa Monica College may receive credit by examination in four ways as stipulated in this regulation and AR 4111.4. Said credit may be applied toward a local degree or certificate of achievement, as appropriate. Students should be aware that other colleges and universities may limit the use of credit by examination. Students are urged to consult with the college or university of interest.

1. SMC Credit by Exam

In order to receive credit, the following conditions must be met:

- a. The student must be enrolled and in good standing at Santa Monica College during the semester in which the exam is taken.
- b. Prior to the semester in which the exam is taken, the student will have successfully completed at least six units of credit at Santa Monica College.
- c. The student may not take an exam in a course in which the student has previously enrolled.
- d. A given exam may be taken only once.
- e. A maximum of 18 units of credit by exam may be attempted at Santa Monica College. A maximum of 15 units of credit by exam may be completed at Santa Monica College.
- f. Credit will not be allowed for a course at a lower level than a course for which credit has been previously earned either at Santa Monica College or another accredited college or university in the United States or a recognized institution abroad.
- g. A list of departmentally approved courses for which a student may receive credit by exam shall be filed with the Curriculum Committee and published in the college catalog.
- h. Students must notify the College of their intent to take the exam by the end of the third week of the semester during which the exam is to be taken. The exam will be given by the end of the eighth week of the semester.
- i. Departmental exams will be given only during the Fall and Spring semesters and must be administered by a faculty member designated by the faculty chair or administrator.
- j. Departments utilizing exams created by other agencies shall abide by the regulations of those agencies.
- k. Units earned through credit by exam will not apply toward the 12-unit residency requirement for a degree at Santa Monica College.
- l. Courses for which credit is received by exam will count toward units completed only and will not be included in the calculation of the student's grade point average.
- m. Credit earned by exam will be posted to the student's transcript at the end of the semester during which the credit was received.

2. College Level Examination Program (CLEP)

Santa Monica College students are permitted to earn units of college credit under the College Level Examination Program (CLEP), a standardized national testing program.

- a. Students may receive credit for CLEP exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive CLEP credit, an official CLEP score report sent directly from the College Board must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.



- d. CLEP exam results may be used to determine a student's eligibility in select courses for placement purposes.
- e. Credit awarded through CLEP examination may be used to satisfy SMC degree, area of emphasis and CSU-GE breadth requirements, as approved by the Curriculum Committee.
- f. An acceptable CLEP score for CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. A maximum of 30 units of credit may be earned for CLEP examinations.
- i. CLEP credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- j. No fees will be charged for the processing and posting of CLEP credit.

3. Advanced Placement (AP) Exams

- a. Students may receive credit for AP exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive AP credit, an official AP Score Report sent directly from the College Board must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. AP exam results may be used to determine a student's eligibility in select courses for placement purposes.
- e. Credit awarded through AP exams may be used to satisfy SMC degree, area of emphasis, IGETC, or CSU-GE breadth requirements, as approved by the Curriculum Committee.
- f. An acceptable AP score for IGETC or CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. AP credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- i. No fees will be charged for the processing and posting of AP credit.

4. International Baccalaureate (IB) Exams

- a. Students may receive credit for IB exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive IB credit, an official IB transcript sent directly from the International Baccalaureate Organization must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. IB exam results may be used to determine a student's eligibility in select courses for placement purposes.
- e. Credit awarded through IB examination may be used to satisfy SMC degree, area of emphasis, IGETC, or CSU-GE breadth requirements, as approved by the Curriculum Committee.
- f. An acceptable IB score for IGETC or CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. IB credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- i. No fees will be charged for the processing and posting of IB credit.

*Title 5, Sections 55050, 55052
Reviewed and/or Updated: 4/29/03, 7/19/11, 11/30/16*



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4314.1 **Credit by Examination – High School Articulation**

For purposes of this section, the term “High School Articulation” means a high school or adult education course or courses that the faculty in the appropriate Career Technical Education discipline at Santa Monica College, using policies and procedures approved by the curriculum committee established pursuant to Title 5 section §55002, have determined to be comparable to a specific community college course.

1. Before taking the high school articulated class credit by exam
 - a. A list of approved high school articulations shall be available from the SMC Academic Affairs office.
 - b. In order to receive credit, a student must achieve the designated requirements outlined in the high school articulation agreement established by the SMC department, high school faculty and Academic Affairs.
 - c. The high school articulation credit by exam includes written, oral, or skill tests or a **combination of all three as determined appropriate by the department that has established the high school articulation.**
 - d. Prior to receiving high school articulation credit, a student must complete the SMC application, be in good academic standing at Santa Monica College and successfully complete the credit by exam requirements.
 - e. Each high school articulated class may be challenged by exam only once.

2. Obtaining credit for the high school articulated class after completing the credit by exam
 - a. A maximum of 18 units of credit by exam may be attempted at Santa Monica College. A maximum of 15 units of credit by exam may be completed at Santa Monica College.
 - b. A student must submit the required paperwork for credit by exam to the SMC Academic Affairs office within 90 days of the completion of the high school articulated course.
 - c. Once records are verified and eligibility determined, the student will receive appropriate units for the high school articulated class. No grade will be given and the units will be posted on the transcript with a “credit by exam” notation.
 - d. Units awarded through a high school articulation credit by exam may be used to satisfy SMC degree, Certificate of Achievement, and Departmental Certificate requirements if the equivalent SMC course meets the requirement. However, credit may not be transferable to a four-year college or university.
 - e. High school articulation units will not apply toward financial aid eligibility nor can they be used to satisfy the 12-unit residency requirement for graduation.

Title 5: section 55050

Approved: 11/2/10, 2/28/2017



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4320 **Attendance**

On Ground Courses

Attending a class regularly and on time is considered necessary for normal progress in a class. Therefore, a student must attend all sessions of the class the first week and attend class regularly and on time throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 4321 (Withdrawal from Class) or as stated on the instructor's syllabus.

Faculty will determine the consequences of absences and late arrivals.

Online and Hybrid Courses

Substantive participation is considered necessary for normal progress in an online or hybrid class. Therefore, a student taking an outline or hybrid course must participate in the class the first week, and regularly participate throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 4321 (Withdrawal from Class) or as stated on the instructor's syllabus.

Faculty will define required participation in the syllabus for an online or hybrid course and will determine the consequences of a lack of participation.

Reference: Title 5, Section 58004

Reviewed and/or Updated: 6/11/02, 10/23/12



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4321 **Withdrawal from Class**

1. Pursuant to Title 5, Section 58004 of the California Code of Regulations, faculty must clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:
As of census day, any student who has
 - been identified as a no show, or
 - officially withdrawn from the course, or
 - been dropped from the course. A student shall be dropped if they are no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. The “drop date” shall be the day immediately preceding census day.
2. A student may also be dropped after census day for excessive absences or for non-participation in an on-line course as stated in the instructor’s course syllabus.
3. Students have the ultimate responsibility for dropping courses they no longer attend as stated in AR 4320.
4. A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made pursuant to Title 5, Section 59300 and 55024.8 that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
5. During the first two weeks of a full length course or 10th percentile of a short term course, a student may withdraw from a single class or from all classes and may be eligible for a refund minus a processing fee not to exceed \$10. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in “units enrolled” as defined in the lack of progress and disqualification policy.
6. To avoid a “W,” a student may withdraw from a single class or from all classes until the day before the published census day deadline or 20th percentile of a short term course. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress and disqualification policy.
7. To receive a guaranteed “W,” from the day after census through the 75th percentile of a semester or session (the end of the 12th calendar week for a full length course), a student may withdraw from a single class or from all classes pursuant to Title 5, Section 55024 (a.4) upon informing instructor. A student will receive "W" notation(s) on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress and disqualification policy.



8. The last official drop date shall correspond to the 75th percentile of the semester or session. A student actively enrolled in any class after the 75th percentile shall receive one of the following grades: A, B, C, D, F, CR, NC, P, NP, I, IP, or RD.
9. After the 75th percentile of the semester or session, a student or his or her representative may petition for a late withdrawal if there are extenuating, and verifiable circumstances beyond the control of the student which make the withdrawal necessary. A student's representative must present documentation that the student is incapacitated and therefore unable to act on his/her own behalf. The petition must be initiated by the student and/or representative, taken to the instructor of record and returned to Admissions Office, A student will be assigned a "W" upon certification with the instructor and authorized by the Dean of Enrollment Services or designee. A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student's transcript and their corresponding units included in "units enrolled" as defined in the lack of progress and disqualification policy.
10. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no longer than 90 calendar days from the end of the term in which the class was taken. Students must have had such extenuating, documented, and verifiable circumstances as those stated in Section 7 above, in order for his/her retroactive withdrawal request to be considered.
11. The military withdrawal "MW" symbol shall be assigned only for students who are members of an active or reserve U.S. military service and who receive orders compelling a withdrawal from courses.
 - a. Upon verification of such orders, this symbol may be assigned at any time unless academic credit has been awarded. The "MW" shall not be counted in progress probation and disqualification calculations.
 - b. Students who are members of an active or reserve U.S. military service, and who have withdrawn from courses due to military orders, may file a petition with the district requesting a refund of the enrollment fee. The district shall refund the entire fee unless academic credit has been awarded.
12. Pursuant to Title 5, Section 58509, a "W" will not be assigned (and if assigned will be removed) for any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is expressly authorized by Title 5, Section 58509. The community college district may provide a full refund of enrollment fees.

Reference: Education Code Sections 70901, 70902
Title 5, Section 58004, 58508, 58509, 55024

Reviewed and/or Updated: 06/08/04, 5/15/12

Revised: 12/23/08, 06/12/12



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4331 **Academic Renewal**

Academic Renewal is a process intended to facilitate transfer, degree and certificate completion, and/or removal from academic probation. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units, may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office. Once approved, academic renewal is irreversible.

To qualify for academic renewal, the student must meet the following criteria:

1. Coursework to be disregarded is limited to 'D' and 'F' grades in courses not subsequently completed with a 'C' or higher at SMC or at another accredited institution.
2. The student's previous performance is not reflective of their recent demonstrated ability. Subsequent to the coursework to be disregarded, the student must have completed a minimum of 36 semester units with at least a 2.0 GPA, or a minimum of 24 semester units with at least a 2.5 GPA, or a minimum of 15 semester units with at least a 3.0 GPA at a regionally accredited college or university. Units must be consecutive and must have begun any time after the coursework to be disregarded.
3. There must be a lapse of at least one year since completion of the most recent coursework to be disregarded. All coursework will remain legible on the student's permanent record ensuring a true and complete record. The student's permanent record shall be annotated so that it is readily evident to all users of the record that any course disregarded may not satisfy certificate, degree, or general education course requirements.

Reference: Title 5, Section 55046; Education Code Section [70901.5](#)
Reviewed and/or Updated: 12/09/03, 7/22/08, 11/4/14, 11/24/15



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4332 Progress Renewal

Progress Renewal is a process intended to facilitate transfer, degree and certificate completion, and/or removal from progress probation. The student must meet with a counselor and complete a progress renewal petition. All coursework will remain legible on the student's permanent record ensuring a true and complete record. A maximum of 30 semester units, including up to two Withdrawal ("W"), No Pass ("NP"), or No Credit ("NC"), or any combination of two of these notations/grades in the same course may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office. Once approved, progress renewal is irreversible.

To qualify for progress renewal, the student must meet the following criteria:

1. Coursework to be disregarded is limited to Withdrawal ("W"), No Credit ("NC"), and No Pass ("NP") notations/grades.
2. The student's previous performance is not reflective of their recent demonstrated ability. Subsequent to the coursework to be disregarded, the student must have completed a minimum of 36 semester units with at least a 2.0 GPA, a minimum of 24 semester units with at least a 2.5 GPA, or a minimum of 15 semester units with at least a 3.0 GPA at a regionally accredited college or university. Units must be consecutive and must have begun any time after the coursework to be disregarded. Any Withdrawal ("W"), Incomplete ("I"), No Credit ("NC"), or No Pass ("NP") notation/grades received during this time-frame will make the student ineligible for progress renewal.
3. There must be a lapse of at least one year since completion of the most recent coursework to be disregarded.

Reviewed and/or Updated: 12/09/03; 07/22/08, 11/4/14, 10/28/15



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4340 **Credit Course Enrollment Limitation**

1. Definitions

- a. Substandard coursework is defined as a course in which a student has received a grade of D, F, NP, or NC.
- b. Withdrawal coursework is defined as a course in which a student has received a "W"
- c. A repetition is defined as enrollment in a course after a grade or "W" has been obtained.

2. Repetition of Satisfactory Coursework

Repetition of courses in which a student has received a grade of "C" or better is permitted only in cases of unusual extenuating circumstances as described below. As a general rule, a student earning a satisfactory grade may not enroll in that course again, unless one of the following exceptions applies:

- a. A significant lapse of time (more than 36 months) has passed since the student was awarded a grade and a recency requirement has been established as a prerequisite for the course at Santa Monica College or at another institution of higher education to which the student seeks to transfer. Previous grade and credits earned will be disregarded from GPA calculation. [55040(b)(3), 55043]
- b. Repeating a portion of a variable unit open entry/open exit credit course to complete the entire curriculum for the course. Previous grade and credits earned will be disregarded from GPA calculation. [55044(a)]
- c. A petition is approved based on the finding that a previous grade (whether substandard or satisfactory) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Previous grade and credits earned will be disregarded from GPA calculation. [55040(b)(5), 55045]
- d. Students with documented disabilities may enroll multiple times in a course specifically designed for students with disabilities. Such repetitions are considered to be disability-related accommodations and must therefore be authorized by the DSPS Coordinator (or designee) on a case by case basis. Previous grade and credits earned will be disregarded from GPA calculation. [55040(b)(7), 56029]
- e. A student may be permitted to repeat a course if enrollment in the course is designated by statute or regulation as a condition of that student's paid or volunteer employment. Previous grade and credits earned will be disregarded from GPA calculation. [55040(b)(8)]
- f. A student may be permitted to repeat a course as a result of a significant change in industry or licensure standards such that the repetition of the course is necessary for the student's employment or licensure, subject to appropriate documentation. Previous grade and credits earned will be disregarded from GPA calculation. [55040(b)(9)]



If one of the above exceptions applies, the student must request repetition directly through a counselor and present supporting documentation. A list of courses with a recency requirement will be maintained through the Curriculum Committee in the Office of Academic Affairs.

3. Repetition of Substandard and Withdrawal Coursework

- a. A student may repeat a course one time to alleviate a substandard grade or "W" without authorization from a counselor. [55040(b)(2)]
- b. A student may request to repeat a course a second time (third enrollment) to relieve a substandard grade or "W" by meeting with a counselor. The counselor will determine whether a Petition for Special Consideration is warranted. Repetition approval is not automatic and is determined on a case by case basis. If a petition is submitted, a final decision for its approval will be made by a review committee comprised of at least two counseling faculty members and the Dean of Counseling and Retention (or designee) and such decision will be final.
- c. A student may request to repeat a course to alleviate a substandard grade or "W" a third time (fourth enrollment) only under exceptional conditions involving the completion of a degree, certificate, transfer requirements, or as outlined in Section 2 of this regulation. In such cases, a Petition for Special Consideration may be submitted only after meeting with a counselor. Repetition approval is not automatic and is determined on a case by case basis. A final decision for its approval will be made by a review committee comprised of at least two counseling faculty members and the Dean of Counseling and Retention (or designee) and such decision will be final.

4. Student Permanent Academic Record and Grade Point Average (GPA)

- a. The student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- b. In cases where a student has earned more than two substandard grades, the first two substandard grades will be removed in calculating grade point average.
- c. In cases when a student is authorized to repeat a course a third time (fourth enrollment), grades earned in the third and fourth enrollment will be used in calculating grade point average, academic probation, and disqualification status. [55041(a)(1)]

5. Active Participatory Courses that are Related in Content

Active participatory courses are defined as those courses for which individual study or group assignments are the basic means by which learning objectives are obtained (55000). Students are permitted no more than four enrollments within a group of Physical Education, Visual Arts, or Performing Arts active participatory courses that are related in content. This limitation includes repetitions to alleviate a substandard grade or "W" during one or more of these enrollments, or petitions for repetition due to extenuating circumstances (55045). Exceptions for significant lapse of time may be considered pursuant to Section 2(a) of this regulation.



6. Conditions for Repeatability of Courses

The College has designated specific categories of courses as repeatable. All grades and credits earned in repeatable courses will be included in calculating the student's GPA [55041(c)]. A list of such courses and all necessary supporting documentation is maintained through the Curriculum Committee in the Office of Academic Affairs.

1. Courses required by the California State University and University of California for completion of a degree [55040(b)(1), 55041(a)(1); maximum 4 enrollments].
2. Intercollegiate Athletics courses in which a student athlete is required to enroll to participate in an organized competitive sport, or conditioning courses in Athletics, which support the organized competitive sport.
3. Intercollegiate Academic or Vocational competition courses between students from different colleges [55040(b)(1), 55041(a)(3); maximum 4 enrollments].

Reference: Title 5, Section 55003, 55040, 55041, 55042, 55043, 55044, 55045, 55253, 56029, 58161
Reviewed and/or Updated: 5/24/05, 3/27/12, 11/19/13, 5/14



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4342 **Standards of Student Success – Probation and Disqualification**

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services and programs to help students meet their goals. In order to achieve their goals, SMC students are expected to take responsibility for meeting the SMC Student Success Standards of “Academic Achievement” and “Timely Progress” as defined below:

1. Standards of Student Success

a. Academic Achievement:

A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA of 2.0 or higher meets the standards of academic achievement. The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.

b. Timely Progress: A student who has enrolled in 12 or more cumulative units and receives less than 50% total of “W,” “I,” “NC” or “NP” notations has met the standards of timely progress.

2. Probation

Students who do not meet the conditions of academic achievement or timely progress will be placed on academic and/or progress probation. Students on probationary status are limited to an enrollment maximum of nine (9) units in a fall or spring semester and an enrollment maximum of five (5) units in a winter or summer intersession. Probationary students may also face restrictions from financial aid and/or SMC special programs in which they are involved.

There are two types of Probation: “Academic Probation,” and “Progress Probation.”

a. Academic Probation: A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA less than a 2.0 is placed on academic probation.

The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.

b. Progress Probation:

A student who has enrolled in 12 or more cumulative units and receives 50% or more “W,” “I,” “NC,” or “NP” notations is placed on progress probation.

c. Probationary Status Removal: Once a student’s status becomes probationary, the student should meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a Student Success Plan, including a comprehensive student education plan. d. Probationary status will be removed when the student meets the Standards of Student Success, as stated above.

1. If the student is on academic probation, probationary status will be removed once the cumulative total SMC GPA returns to 2.0 or higher.

2. If the student is on Progress Probation, probationary status will be removed once the percentage of cumulative “W,” “I,” “NC,” or “NP” grades no longer exceeds 50 percent.



- d. After two consecutive semesters of academic and/or progress probationary status, a student will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities. A student with demonstrated extenuating circumstances may appeal the loss of enrollment priority with Admissions and Records.
- e. Effective Fall 2016, a student will lose eligibility for the Board of Governors Fee Waiver after two consecutive semesters of academic and/or progress probationary status. Foster youth are exempted. A student with demonstrated extenuating circumstances may file an appeal with the Financial Aid Office.

3. Disqualification

Any student on academic or progress probation for two consecutive semesters will be subject to disqualification. There are two types of Disqualification: "Academic Disqualification" and "Progress Disqualification."

- a. Academic Disqualification will result if the cumulative total SMC GPA below a 2.0 is earned in the semester (fall or spring) following any semester of academic probationary status. However, any student on academic probation whose most recent regular semester grade point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.
- b. Progress Disqualification will result if the cumulative SMC percentage of "W," "I," "NC," or "NP" notations received exceeds the allowed percentages, as defined in Progress Probation section 2(b), in the semester (fall or spring) following a semester of progress probationary status. However, any student on progress probation whose most recent regular semester work does not exceed 50% of "W," "I," "NC," and "NP" notations shall not be disqualified, but shall be continued on lack of progress probation.

Disqualification is a serious academic matter, as it means a student has been dismissed from Santa Monica College. Disqualified students are not eligible to enroll in courses at Santa Monica College, receive financial aid, and/or participate in SMC programs. In addition, disqualified students are often ineligible to transfer to other colleges or universities. Students who become disqualified after enrolling for the following semester will be administratively dropped from all enrolled classes, unless reinstated by a counselor.

4. Reinstatement after Disqualification for academic or lack of progress reasons

Reinstatement to SMC after disqualification is generally based on the number of times a student has been disqualified. Students transferring to SMC who have been disqualified from other institutions for academic or lack of progress reasons will be subject to the same reinstatement policy as SMC students. Students coming from other institutions must submit all college transcripts before being considered for reinstatement.

The following is the SMC Disqualified Student Reinstatement Policy:

- a. All disqualified students wishing to be considered for reinstatement are required to submit a Petition for Reinstatement by the stated deadline for each term, as established by the Counseling Department.

If a counselor determines that there is justification to reinstate a student, the student will be considered a readmitted disqualified student. The student will be allowed to enroll in up to a maximum of 6 units for a regular semester and up to a maximum of 3 units for winter and summer intersession, unless counselor determines an exception is warranted. Once the student's status has changed to probationary status, the student will be limited to a maximum of 9 units for a regular semester and a maximum of 5 units for winter and summer intersession. Once students meet the SMC Standards of Student Success, they will not have such unit limitations.



- b. After the first disqualification, students wishing to be considered for reinstatement to SMC are required to meet with a counselor to develop a Student Success Plan and petition for reinstatement for the desired semester.
- c. After the second disqualification, students are required to sit out for at least one semester. Students wishing to petition for reinstatement must meet with a counselor to develop a Student Success Plan. The counselor may determine any additional requirements to be met for reinstatement, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.
- d. After the third disqualification (and each disqualification thereafter), students are required to sit out for at least one year. Readmission to SMC after the year has passed will require a new application to SMC, a petition for reinstatement and must meet with a counselor to discuss possible readmission and to develop a Student Success Plan. The counselor may determine any additional requirements to be met for readmission, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.
- e. After two consecutive semesters of probationary status, disqualified status or readmitted status, students will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities.

5. Reinstatement after disqualification for other reasons

Students disqualified, suspended, expelled from other institutions for disciplinary issues should meet with the Admissions and Records supervisor to resolve their enrollment status.

Title 5, Sections 55030-55034

Reviewed and/or Updated: 9/16/03, 4/10/10, 11/20/12, 5/3/13, 9/20/13; 4/27/2016

§ 55032. Removal from Probation.

- (a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.
- (b) A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).
- (c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:
 - (1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or
 - (2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%) for removal from probation.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

Reviewed and/or Updated: 9/16/03, 4/10/10, 11/20/12, 5/3/13, 9/20/13; 4/27/2016, 7/11/2016
Title 5, Sections 55030-55034



ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

AR 4343 Remedial Coursework Limitation

Remedial coursework consists of pre-collegiate basic skills courses which are designated by Santa Monica College as non-degree credit courses.

The list of basic skills courses is provided in the college catalog which includes a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this regulation.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this regulation.

References: Title 5, Sections 55035 and 55502

Approved: December 11, 2001

Revised: 5/24/2017



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4344 **Dismissal of Students for Behavior or Performance that is Unsafe or Contrary to Program Standards**

These guidelines have been developed to establish standards and procedures for dismissing students from programs in which the student's behavior and/or performance is determined to be unsafe or otherwise contrary to the standards established for successful completion of the program. Any student dismissed from a program shall be removed from all classes in such program and shall not be eligible to take any classes in the program unless readmitted to the program.

These programs include, but are not limited to:

- Cosmetology
- Early Childhood Education
- Medical Laboratory Technician
- Nursing
- Respiratory Therapy

The overall process for determining whether a student meets the standards specific to a particular program will include one or more of the following levels of intervention: the faculty level (classroom, field, clinical setting, lab), the program or department level, and the college level (joint administration-faculty committee). Some cases may warrant immediate intervention at the department/program level or college level. The College shall ensure that due process rights for the student are honored.

I. Faculty Level Intervention (Classroom/Field/Clinical Setting/Laboratory)

1. Instructors shall use professional judgment in identifying student behavior and/or performance that they consider inappropriate, or which is contrary to program standards.
2. The instructor shall meet with a student as early as possible to discuss his/her concerns. Such concerns include, but are not limited to the following: issues of safety or health regarding self, other students, patients, clients, or children; lack of sensitivity in classroom or field work/clinical/lab settings; poor judgment; or any other concern. The instructor shall document the meeting. These notes can be brief but must include the date and time of the meeting and a summary of topics discussed. Where applicable, a plan for remediation should be developed and provided to the student. The plan may also document any actions that may be taken if the behavior in question continues. Faculty members should communicate concerns to the department chair/program leader.
3. Students may seek assistance from the Ombudsperson.
4. If the instructor is satisfied with the student's performance for the remainder of the semester/session, nothing more need be done.
5. If the instructor continues to have concerns regarding the student's behavior and/or performance (even though the student may have passed or is passing the class academically), the instructor shall inform the department chair/program leader to determine the course of action, if any.

II. Program or Department Level Intervention

- e. The dismissal of a student from a program is a departmental concern and should not be viewed as an individual instructor's responsibility.
- e. Each department shall develop program standards to evaluate students.



- e. Each department is to develop a readmission review procedure for students dismissed from its program(s).
- e. These program standards and readmission procedures shall be approved by the Vice President for Academic Affairs before they go into effect, and shall be provided to the student upon admission to the program and as the need arises.
- e. Each program will have its own set of procedures for informing students of faculty concerns, documenting meetings to discuss these concerns, working out behavioral contracts to assist students in meeting program standards, and any other procedure the faculty considers helpful to the student or to the program.
- e. The department chair /program leader shall convene a meeting with program faculty to consider all concerns pertaining to the student in question and to determine what actions will be taken. It shall be the program leader/department chair's responsibility to inform the student of any decisions made and, as appropriate, discuss a behavioral plan, along with any actions that may be taken if the concern in question is not successfully addressed.

III. College Level Intervention (Joint Administration/Faculty)

1. Students may be dismissed from a program in accordance with established procedures
2. The program leader/department chair shall notify the student in writing of the dismissal decision and its effective date. The letter shall provide students with the procedures to appeal the dismissal.
3. Any student who wishes to appeal dismissal from a program shall have 10 school days to file a written request for an appeal with the Dean of the office of Student Judicial Affairs.
4. The student will be able to present his/her case before the Appeals Committee on Program Dismissal within 10 school days of the filing of the request for appeal.
5. Committee hearings shall be closed to the public.
6. The term "school day" shall mean any day that classes are in session except Saturdays and Sundays.
7. Members of the Appeals Committee on Program Dismissal
 - The Dean of the office of Student Judicial Affairs (chair) or designee.
 - Two academic deans (not from the involved department/program and appointed by Committee chair (or designee).
 - Two faculty (appointed by the Academic Senate President)
 - Two students (appointed by the Associated Students)
8. The student may bring to the hearing counsel or other representatives.
9. Each party shall have the right to present written statements, witnesses if appropriate, and any other forms of evidence at the hearing,. Each party shall have the right to question evidence and supporting documents.



10. The District bears the burden of proof by a preponderance of the evidence and that preponderance of the evidence means “more likely to be true than not true.”
11. The Committee chair shall notify in writing the student, faculty member, department chair/program leader, and the Superintendent/President of the Committee’s decision. The decision shall be rendered within ten (10) school days of the conclusion of the hearing.
12. Within five (5) school days after service of the decision, either party may make a written appeal to the Superintendent/President (or designee). The Superintendent/ President (or designee) shall render a decision on the appeal based on the written record within thirty (30) days of receipt of the appeal.
13. The decision of the Superintendent/President (or designee) shall be final.

Reviewed and/or Updated: 4/29/03, 11/27/13, 5/14



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4345 **Suspension of Services Provided by Disabled Student Programs and Services (DSPS)**

A qualified student with a disability may be denied services through DSPS in two ways:

- (A) Lack of measurable progress, or
- (B) Inappropriate use of services.

Reference: California Code of Regulations, Title 5, Section 56010(b)

Measurable Progress

A lack of measurable progress is defined as either:

1. Failure to meet the academic standards outlined in AR 4342 Probation and Disqualification, standards established by the College, or
2. No progress for two consecutive semesters with the goals outlined in the DSPS Student Educational Contract (SEC) when enrolled in special, non-credit courses.

Reference: California Code of Regulations, Title 5, Section 56010(a)

Inappropriate Use of Services

Inappropriate use of services is a failure to comply with the policies and procedures of service provision that a qualified student has been authorized to use. Failure to comply with the terms stated within each specific service provision area may result in suspension or termination of that specific service in the following ways:

1. Only services that have been used inappropriately may be suspended or terminated during an enrolled term, and only for the duration of the term.
2. The student shall be notified in writing prior to the suspension or the termination of said service. The student may file a written appeal addressed to the ADA Compliance Officer within 10 working days following the date of the notice. The ADA Compliance Officer or his/her designee will render the final decision within 10 working days and notify the student in writing of said decision.
3. As with all requests for service, authorization of services in subsequent terms will follow the Academic Adjustments for Students with Disabilities (AR 4115).

Reference: Title 5, Section 56010

Reviewed and/or Updated: 4/29/03

Revised: 12/4/12



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4350 **Graduation Requirements**

Graduation Requirements

Petition for Graduation

A petition for graduation must be submitted for approval during the semester in which the student expects to complete the requirements for graduation. Filing dates and petitions for graduation are available on the Admissions and Records webpage. Per AR 4356, the College is authorized under Title 5 Section 55063 and 55072, to confer upon a student a degree or certificate of achievement without requiring the student to first petition for conferral. Students are cautioned that receipt of a degree may impact their eligibility to receive continued financial aid; however, students may appeal the loss of financial aid due to the receipt of the degree.

Students who complete the requirements during the winter session will graduate the following spring.

Students who will complete at most 8 units to meet the requirements for graduation in the summer, must petition by the prior Spring deadline to participate in the graduation ceremony.

Associate Degree

Graduation from Santa Monica College with an Associate Degree (Associate of Arts, Associate of Science, Associate in Arts for Transfer, or an Associate in Science for Transfer) requires successful completion of 60 applicable units with a “C” (2.0) or better GPA. Any course taken on a “pass-no pass” basis with a grade of “P” shall count toward the degree applicable units provided a “P” is equivalent to a “C” or better. Requirements include the following: (1) a minimum of 12 units in residency at Santa Monica College; (2) relevant general education requirements (3) the major coursework or area of emphasis and (4) electives (if relevant).

Students pursuing an Associate of Arts or an Associate of Science degree must complete at least 50% of the units required in the major or area of emphasis at Santa Monica College. All major coursework must be completed with a “C” or better grade.

Per California Education Code, Section 66055.8, students admitted to the SMC registered nursing program who have previously earned a Bachelor’s degree or higher at a U.S. regionally accredited college or university are not required to complete SMC general education requirements. However, Baccalaureate and Post Baccalaureate courses may not meet the nursing program’s curriculum requirements. Students should consult a nursing counselor for further information.

Associates Degree for Transfer (ADT) to CSU

Students pursuing an Associate in Arts for Transfer or an Associate in Science for Transfer may complete the major coursework or area of emphasis and general education requirements at any U.S. regionally accredited college or university. There is no minimum unit requirement to be completed at Santa Monica College for the major or area of emphasis or general education, but a minimum of 12-units in residency must be completed at Santa Monica College. Students must also complete the California State University Certification Pattern (CSU GE) (including Area 1C) or Intersegmental General Education Transfer Curriculum (IGETC) pattern. All coursework in the area of emphasis must be completed with a “C” or better grade.



Baccalaureate Degree

Graduation from Santa Monica College with a Baccalaureate Degree requires successful completion of 120 degree-applicable units with a “C” (2.0) or better GPA. Any course taken on a “pass-no pass” basis with a grade of “P” shall count toward the degree applicable units provided a “P” is equivalent to a “C” or better. Requirements include the following: (1) General Education; (2) area of emphasis; and (3) electives (if relevant). At least 50% of the units required for the area of emphasis must be completed at Santa Monica College.

Certificate of Achievement

Per ARs 4354, 4354.1, and 4354.2, graduation from Santa Monica College with a Certificate of Achievement requires successful completion of the appropriate coursework in the major or area of emphasis with a “C” (2.0) or better GPA. At least 50% of the units required must be completed at Santa Monica College, or in the case of the Intersegmental General Education Transfer Curriculum (IGETC), or the California State University General Education Certification Pattern (CSU GE) at least 50% of the units must be completed at any combination of California Community College(s).

Credit Allowed

1. U.S. Regionally Accredited Colleges and Universities:

All degree-applicable coursework (including appropriate upper division, and graduate level coursework) that is completed at a regionally accredited college or university is allowed provided it meets or exceeds SMC graduation requirements. If a college is newly regionally accredited, coursework completed at that institution within the two years preceding its formal accreditation will be accepted in fulfillment of graduation requirements.

2. Conversion of Quarter Units to Semester Units

To convert quarter units to semester units, divide the total number of quarter units by 1.5.

3. Military Service Credit

a. Basic Service Credit: Service credit may be used in fulfillment of graduation requirements. Separation papers (DD214) indicating dates of entrance and separation must be provided to the Admissions and Records Office to determine the number of units SMC will award. A maximum of 9 units may be awarded on the basis of service alone:

1. 5 units for basic training
2. Up to 4 units based on service time (1 unit for each six months of service time).
 - 3 of these 9 units satisfy the Area E requirement for the California State University General Education Certification Pattern (CSU GE).

b. Educational Experiences in the Armed Forces: Credit may be awarded in fulfillment of graduation requirements for military courses and training received while in the Armed Services, provided a recommendation for college credit has been made and recorded in the American Council on Education’s (ACE). *Guide to the Evaluation of Educational Experience in the Armed Services*. The appropriate Admissions and Records staff will determine the applicability of said courses toward general education, and toward the major or area of emphasis in consultation with the appropriate department chair. Courses deemed not applicable toward general education or the major or area of emphasis may be used as elective units.



Students must provide their DD 214 to receive Basic Service Credit and CSU GE area E credit. An official Joint Services Transcript or Air Force and Air National Guard (CCAF) Transcript is required for course specific credit. Students with military records prior to 1974 should consult with Veterans Office or Admissions Office for credit options based on other military records.

4. **Credit for Advanced Placement (AP) Exams**
Students may receive credit for Advanced Placement (AP) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. Course credit will not be granted where it duplicates previous college course work. Students must request that their official AP reports be sent directly from The College Board to the Admissions and Records Office. AP results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.
5. **College Level Examination Program (CLEP)**
Students may receive credit for College Level Examination Program (CLEP) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. A maximum of 30 units of credit may be allowed for CLEP examinations. Course credit will not be granted where it duplicates previous college course work.

Students must request that their official CLEP score reports be sent directly from The College Board to the Admissions and Records Office. CLEP results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.
6. **International Baccalaureate (IB) Exams**
Students may receive credit for International Baccalaureate (IB) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. Course credit will not be granted where it duplicates previous college course work.
Students must request that their official IB score reports be sent directly from The International Baccalaureate Organization to the Admissions and Records Office. IB results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.
7. **Supporting Documents**
Whenever units are allowed or requirements have been met by coursework other than that taken at Santa Monica College, supporting documents must be maintained in the student's permanent file. Such documentation includes (but is not limited to): official transcripts, military service separation papers, foreign credit evaluations etc.

Credit Not Allowed

Coursework not acceptable in fulfillment of graduation requirements includes:

- Basic skills/developmental coursework as noted in the SMC catalog or as determined when evaluating non-SMC coursework.

Institutional Accreditation

As a general rule, only coursework from a regionally-accredited college or university may be used in fulfillment of a Santa Monica College degree or certificate.



Coursework from non-regionally accredited colleges or universities may be considered as prescribed below, and subject to approval from the Dean of Enrollment Services.

1. Credit from non-regionally accredited colleges and universities
 - a. Before a record from a non-regionally accredited college or university is evaluated:
 - (1) The student must have earned at least 30 units at an accredited college or university of which 12 units must be in residence at Santa Monica College.
 - (2) The average GPA in those courses attempted must be at least a 2.0.
 - (3) The student must file the “*Use of Non-Accredited Coursework Petition*” with the Admissions and Records Office, indicating which coursework is to be evaluated.
 - (4) The Admissions and Records Office must have on file an official transcript of the coursework to be evaluated showing subjects, grades, and units.
 - b. Courses completed with a "C" or better grade will be considered for credit. Any course taken on a “pass-no pass” basis with a grade of “P” shall count toward the degree applicable units provided a “P” is equivalent to a “C” or better. Grades and grade points will not be figured in the computation of the grade point average at SMC.
 - c. The total credit awarded for non-regionally accredited coursework will be limited to 15 units, except as noted below:
 - (1) Religion or theology courses will not be accepted.
 - (2) A registered nurse, who has a current California nursing license, may be granted 30 units of college credit from a non-regionally accredited college or university as prescribed below:
 - (i) All other graduation requirements have been met; the student has successfully completed 30 units of regular college coursework; and the student has met the 12 units in residence requirement.
 - (ii) Credit given to the student for his or her previous registered nursing coursework will meet the major requirements.
 - (iii) Credit will be listed on the transcript by subject field and units allowed.
 - (iv) If coursework at the non-regionally accredited college or university appears to duplicate that completed at an accredited college or university, a reduction of credit will be made.
 - (v) Credit will not be granted for private, non-regionally accredited correspondence courses.
 - (vi) Records from colleges or universities that are not fully accredited will be reviewed by the Dean of Enrollment Services. Some may qualify on the same basis as fully accredited colleges and universities.
 - d. Regardless of the number of units awarded for non-accredited coursework, students must complete at least 50% of the units required for the major or area of emphasis for the degree or certificate at Santa Monica College.

Official Transcripts and Test Score Reports

Official transcripts and test score reports from all relevant institutions/sources must be on file with the Admissions and Records Office at the time the graduation petition is submitted. Official transcripts/scores must be submitted to Santa Monica College directly by the source institution. Transcripts/test scores from students will not be accepted.

Reference: Education Code Sections 66746-66749, 78205, 70901, 78040-78043; Title 5 Section 55063, 55072, 55022, 55052, 55002, 55062, 55070, 55009, 40500, 40402, 40403, 55061

Reviewed and/or Updated: 4/29/2003, 7/22/08, 5/17/11, 12/3/13, 3/1/17



AR 4351 **Catalog Rights**

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and major/area of emphasis requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

A student is entitled to receive a degree or certificate of achievement provided the student has met all degree or certificate requirements consistent with catalog rights. Santa Monica College will post the degree or certificate to the student's transcript based on the applicable catalog year rights and report to the California Community Colleges Chancellor's Office on the term it is granted.

Reviewed and/or Updated: 6/11/02, 6/7/11, 04/28/15



ARTICLE 4300: STUDENT PROGRESS AND GRADUATION

AR 4352 Recognition of Academic Excellence

Santa Monica College prides itself in the quality of its academic programs and student services. The college values its students' lifelong appreciation and commitment toward education. To this end, academic excellence by students will be recognized in the following fashion:

1. Definition of graded units:
Courses in which letter grades were received. Grades of P, NP, and I are excluded from consideration in granting of honors recognitions.
2. Dean's Honor List
Recognition of academic excellence shall be granted to all Santa Monica College students meeting the following criteria after each regularly scheduled semester (fall and spring) and students' transcript shall be annotated with this designation:
 - a. Completion of twelve (12) or more graded units at SMC in the qualifying semester;
 - b. Earning a semester grade point average (GPA) of 3.0 or higher.
3. Honors at Graduation
Students who have consistently demonstrated academic excellence while attending Santa Monica College shall be recognized at graduation and students' transcript shall be annotated with the appropriate honors recognition, provided the applicable criteria are met and the students are in good academic standing (not on disqualified status for lack of progress) at the time of graduation. Students who have been suspended for disciplinary reasons from the college are ineligible to receive honors at graduation regardless of GPA attained.
 - a. Graduating with Highest Honors
 - i. Attainment of a cumulative GPA of 4.0 (includes coursework from other colleges);
 - ii. Completion of a minimum of 12 units at Santa Monica College;
 - b. Graduating with High Honors
 - i. Attainment of a cumulative GPA of 3.70 – 3.99 (includes coursework from other colleges);
 - ii. Completion of a minimum of 12 units at Santa Monica College;
 - c. Graduating with Honors
 - i. Attainment of a cumulative GPA of 3.0 – 3.69 (includes coursework from other colleges);
 - ii. Completion of a minimum of 12 units at Santa Monica College.

Approved: 5/4/04, 3/8/17



ARTICLE 4300: STUDENT PROGRESS AND GRADUATION

4353 Adjustment of Graduation Requirements for Students with Disabilities

In cases in which an otherwise qualified student's disability-related functional limitations may preclude him/her from successful completion of a course required for a degree or certificate, a course substitution may be considered.

If the student and the academic department mutually agree upon a course substitution, and the proposed course substitution meets the requirement of comparable concept mastery, the course substitution will be granted by the Vice President of Academic Affairs. If the academic department has denied a student's request for course substitution and the student remains unable to complete a course, the student may appeal this decision by taking the following steps:.

Process for Course Substitution:

1. The student will complete a written, formal request and submit this petition to a DSPTS faculty member. This request may only be accepted by DSPTS after the student has completed 45 applicable units. This request should be submitted prior to the student's final semester to avoid last semester negotiations.
2. A preliminary review of the student's disability-related need for a course substitution will be made, taking into account the unique needs of each student. This review must be conducted by a team of appropriate professionals within DSPTS, including the Coordinator of DSPTS. Sufficient written documentation that the student meets all standardized criteria established by Title 5 and the Chancellor's Office relevant to the student's disability must be demonstrated to the DSPTS office in order to proceed with a formal request. (Sections 56032-56044 of Subchapter 1 of Chapter 7 of Division 6 of Title 5)
3. If the DSPTS team determines that the above requirements are met, it will develop an educational plan with the student that addresses the student's particular disability, immediate and future educational and career goals, and how this particular course substitution will affect any prerequisite, graduation or transfer requirements detailed by this educational plan. Within thirty (30) instructional days of receiving the formal request, DSPTS and the student will present this plan in writing to an ad hoc committee consisting of the following individuals:
 - Academic Dean (Chair of the ad hoc committee)—appointed by the President or designee.
 - DSPTS Coordinator or designee
 - Department Chair from the area in which the course to be substituted is offered
 - Two at-large faculty members:
 - Curriculum Committee Chair (or designee)
 - Faculty member not from the department from which the student seeks the substitution (appointed by the Academic Senate President)
 - ADA/Section 504 Compliance Officer (non-voting)



A quorum shall be established when at minimum the Department Chair (or designee), the DSPS Coordinator (or designees), and one faculty member are present. Other, non-voting individuals may be present if requested by committee members. The petition will be evaluated on a case-by-case basis. Through the evaluation of the student's transcript and the proposed plan, it must be evident that the student is otherwise qualified and will meet all other graduation requirements (see AR 4350). Within twenty (20) days of the referral from DSPS, this committee will determine if the requested substitution constitutes a fundamental alteration of the educational program in which case necessary adjustments of the educational plan may be presented. The plan developed by the ad hoc committee becomes effective immediately and will be coordinated and implemented by DSPS. The Coordinator of DSPS or his/her designee will ensure that the provisions of the plan are followed.

4. If a course substitution (which may include a special project or independent study coursework) is recommended, a written contract between the ad hoc committee and student will be established. The relevant academic departmental representatives will recommend a substitution which will achieve student learning outcomes and objectives comparable to those of the course for which the work will be substituted. The committee, may at its discretion request/require any of the following:
 - Completion of the substitute work within a specified period of time.
 - If a project or independent work is assigned, the department chair and/or a departmental faculty member will be solely responsible for evaluating the student's work and communicate its evaluation results to committee members.
5. Once the agreed upon project or independent work has been successfully completed, the ad hoc committee may at its discretion reconvene to certify its completion and forward its approval to the Vice President of Academic Affairs for final approval.
6. It is the student's responsibility to consider the consequences of course substitution in transferring to another postsecondary institution. If the original course is required for transfer, it is the student's responsibility to contact the transfer institution for consideration of a disability-related adjustment.
7. The district is not obligated to develop a substitute course. Academic requirements that are essential to a program or directly linked to licensing requirements will not be considered for substitution.

Reference: Title 5, Sections 56032-56044

Approved: 05/02/06



ARTICLE 4300: STUDENT PROGRESS AND GRADUATION

4353.1 Full-Time Status for Students with Disabilities with Reduced Course Load

The purpose of this Administrative Regulation is to provide full-time status to qualified students with significant disabilities who, as a direct result of disability, are unable to carry a full course load and, consequently, would be unable to participate fully in the benefits and privileges afforded full-time students.

Under College policy, full-time status requires enrollment in no less than 12 units. While it is typically preferable for a student with a disability to be accommodated through methods such as academic advising, priority enrollment, and academic accommodations, it may be necessary for a student to request a reduced course load because of a more severe academic impact of a significant disability. Factors unrelated to the disability such as employment, curricular activities, family/personal obligations, inadequate academic preparation, failure to use appropriate academic accommodations, or poor class attendance cannot be the primary reason(s) for a student with a reduced course load to be considered a full-time student. Students who are approved for full-time status with reduced course loads should work closely with their academic advisers on a coursework plan, particularly with respect to university and college degree completion time limitations.

This policy will allow an eligible student to carry a reduced course load without forfeiting the benefits and privileges of full-time status. However, eligible students should follow up with auxiliary services such as federal financial aid, personal health insurance, and non-College sponsored scholarships as these and other services may be adversely affected by the reduction in semester hours. The College cannot require outside entities to abide by the College's determination of a reduced course load/ full-time status designation. If a student who has been approved for a reduced course load further reduces his or her course load below the approved number of hours for full-time status, the student's full-time status shall be revoked automatically and will no longer be in effect.

Procedure

Requests for reduced course loads/full-time status should be submitted to the Coordinator, Disabled Students Programs & Services (DSPS), or designee. The Coordinator, DSPS, or designee will grant or deny the request based on consideration of the factors set forth above. The reduced course load, if approved, is not permanent but must be re-evaluated each semester.

Approved: 12/7/2010



ARTICLE 4300: STUDENT PROGRESS AND GRADUATION

4354 Career and Department Certificates of Completion

At least 50% of the units required for certificates of achievement and department certificates must be completed at Santa Monica College.

AR 4354 does not apply to the IGETC Certificate of Achievement (AR 4354.1) or the CSUGE Certificate of Achievement (AR 4354.2).

Approved: 12/12/06

Revised: 11/02/10, 04/07/15

4354.1 IGETC Certificate of Achievement

In order for a student to receive an IGETC Certificate of Achievement, as opposed to IGETC certification for transfer, at least 50% of the units must be completed at any California Community College(s). A minimum grade of "C" (2.0 on a 4.0 scale) or "P" is required for each course applied to the IGETC Certificate of Achievement and complete certification is required to receive an IGETC Certificate of Achievement. Refer to AR 4350 for IGETC certification requirements for transfer.

Approved: 11/2/10, 3/8/17

4354.2 CSUGE Certificate of Achievement

In order for a student to receive a CSU GE Certificate of Achievement, as opposed to CSU GE certification for transfer, at least 50% of the units must be completed at any California Community College(s). A minimum grade of "C" (2.0 on a 4.0 scale) or "P" is required for each CSU GE Area A1, A2, A3, and B4 course. A minimum grade of "D-" (.07 on a 4.0 scale) or "P" is acceptable for other CSU GE areas applied to the CSU GE Certificate of Achievement. The minimum overall GPA on the CSU GE pattern must be a "C" (2.0 on a 4.0 scale) and complete certification is required to receive a CSU GE Certificate of Achievement. Refer to AR 4350 for CSU GE certification requirements for transfer.

Approved: 11/2/10, 3/8/17



AR 4355 Graduation Proficiency Assessments in Mathematics

Consistent with degree requirements approved by the faculty, all Associate degree recipients must demonstrate proficiency in mathematics. Mathematics proficiency is demonstrated by completing one of the two options below:

Option 1. Students must satisfactorily complete a mathematics course at the level of Intermediate Algebra or another mathematics course at the same level or higher taught at an accredited college or university; or

Option 2. Students must complete one course from the Associate Degree General Education requirements in Area IV, Group B (Language and Rationality), and in addition satisfy either a or b below:

- a. Take the SMC Mathematics Assessment and demonstrate a proficiency level equivalent to or greater than Intermediate Algebra ; or
- b. Pass the SMC Mathematics Proficiency Test administered by the Assessment Center. Students may take this test upon completion of a minimum of 30 degree applicable semester units. Retesting for the Mathematics Proficiency Test is limited to one time only after a waiting period of eight (8) weeks.

Approved: 11/14/06, 3/22/17

AR 4356 Number of Degrees and Certificates Awarded to a Student

Santa Monica College may award an Associate Degree, Certificate of Achievement, or Department Certificate to a student upon completion of all required coursework and scholarship requirements as noted in Administrative Regulations 4350 (Graduation Requirements), 4354 (Certificates of Achievement and Department Certificates), 4354.1 (IGETC Certificate of Achievement), and 4354.2 (CSUGE Certificate of Achievement).

The College is authorized under California Code of Regulations Title 5, Section 55063 and 55072, to confer upon a student a degree/certificate without requiring the student to first petition for conferral. The Admissions and Records Office shall establish a procedure by which it notifies potential awardees of its intent to confer the degree/certificate and avail them with the opportunity for postponement by a specific deadline.

There shall be no limitation imposed by the College upon the maximum number of degrees and/or certificates that may be awarded for any given student.

Reference: Title 5, Section 55063, 55072

Approved: 11/25/14



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4405 **Student Bill of Rights**

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the intellectual and social development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. Students are entitled to the following rights.

1. Access to Higher Education

Consistent with state law, Santa Monica College provides access to services, classes, and programs without regard to race, ethnicity, gender, gender identity, age, religion, national origin, disability, or sexual orientation.

Reference: Education Code 72011

2. Student Rights In the Classroom and Student Activities

The professor, in the classroom and in conference with the student, should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any courses of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students shall have protection through orderly procedures against prejudiced or capricious academic evaluations. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Any student shall have access to a hearing before an unbiased academic appeals committee, as provided for under Board policy.

C. Protection Against Disclosure

Information about student views, beliefs, and political associations which professors and administrators acquire in the course of their work as instructors, advisors and counselors, should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, always with the knowledge or consent of the student. Nothing in this section shall prevent disclosure of information as provided for in state or federal law.

3. Confidentiality of Student Records

Transcripts, health records, disciplinary records, library records and counseling records are confidential except under judicial process or in cases where the safety of persons or property is involved.



Reference: Education Code 76210, 76240-76246

4. Student Activities

In student activities, the district guarantees the right of students to organize, to exercise freedom of speech, to participate in student government and recognized college governance processes, and to prepare and distribute student publications.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests. Any group of six associated students may form such an organization as stipulated in AR 4445.

- (i) The membership, policies and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in that organization. No student should be barred from any organization because of race, ethnicity, gender, gender identity, age, religion, national origin, disability, or sexual orientation-
- (ii) Affiliation with an extramural organization should not, of itself, disqualify a student organization from institutional recognition.
- (iii) Since campus advisors are required, each organization should be free to choose its own advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations. However, it is understood that the governing board must retain responsibility under the education code for supervision and regulation of student affairs.
- (iv) Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedure, and a current list of officers and advisors. They shall be required to submit a membership list as a condition of institutional recognition.

Reference: Education Code 76060, 76062

B. Freedom of Inquiry and Expression

- (i) Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that, in their public expressions or demonstrations, students, or student organizations, only speak for themselves.
- (ii) Students should be allowed to invite and to hear any person of their own choosing, provided that there is compliance with the laws of the State of California, orderly scheduling of facilities, and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by sponsoring group or the institution.

Reference: Education Code 76120



C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

Reference: Education Code 76067

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible, the student publications should be independent entities, financially and legally separate from the college. Where financial and legal autonomy are not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications.

Student publications which are published as laboratory work for the journalism department will be subject to the same faculty and administrative direction as any other laboratory course in the college and should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college or student body. In the delegation of editorial responsibility to the editorial board, the college, through the journalism instructor, should provide sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The editorial freedom of student editors and managers of student publications not connected with the Journalism Department also entails the responsibilities listed above. As safeguards for the editorial freedom of such publications, the following provisions are necessary:

- (i) The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- (ii) Editors and managers should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then, by orderly and prescribed procedures, as outlined in Board of Trustees policy.
- (iii) All student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college or student body.

5. Enactment

This Bill of Rights is a separate entity and apart from any Constitution, and it shall stand by itself. This Bill of Rights shall become effective upon passage by the student body and the Board of Trustees. All amendments to this Bill of Rights shall be ratified by the student body and the Board of Trustees.

Reference: Education Code 72023.5

Reviewed and/or Updated: 4/29/03, 5/19/15



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4410 **Rules for Student Conduct**

1. Students enrolling in the college assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Misconduct or "good cause" for which students are subject to discipline falls into the following categories:
 - A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, persistent abuse of other students, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel. [E.C. §76033(a)]
 - B. Assault, battery, or any threat of force or violence upon a student or college personnel. [E.C. §76033(b)]
 - C. Willful misconduct which results in injury or death to a student, college personnel, or college visitor, or which results in cutting, defacing, or other injury to any real or personal property owned by the District. [E.C. §76033(c)]
 - D. The use, sale, or possession of any controlled substance while on campus, or at any college-sponsored event, or being under the influence of any controlled substance or any poison classified as such by Schedule D in Section 4160 of the State of California Business and Professions Code while on campus or any college-sponsored event. [E.C. §76033 (d)]
 - E. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees. [E.C. §76033 (e)]
 - F. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct. [E.C. §76033 (f)]
 - G. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:
 - (1) Intentional touching of another person's intimate parts without that person's consent or other intentional sexual contact with another person without that person's consent.
 - (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent.
 - (3) Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following:
 - (a) The vagina or anus of a person by any body part of another person or by an object.
 - (b) The mouth of a person by a sex organ of another person.
 - H. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:
 - (1) Prostituting another person
 - (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
 - (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure.
 - (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
 - I. Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college.



- J. Forgery, alteration, or misuses of college documents, records, or identification.
- K. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other authorized college activities.
- L. Theft of or damage to property of the college or of a member of the college community or campus visitor.
- M. Willful or blatant misuse of email or other inappropriate forms of communication towards faculty, staff or students including but not limited to phone, voicemail, written notes and any form of electronic communication.
- N. Unauthorized entry to college facilities or unauthorized use of college supplies, equipment including computer hardware, and licensed software.
- O. Violation of college policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of college facilities, responsible computer use policy, or the time, place, and manner of public expression, library procedures, college bills and debts, or residence.
- P. Disorderly conduct or lewd, indecent, or obscene conduct or expression on college-owned or controlled property or at college-sponsored or supervised functions.
- Q. Failure to comply with directions of college officials acting in the performance of their duties.
- R. Possession or use of alcoholic beverages on the campus property, at any college-sponsored event, or presence on campus or at any college-sponsored event while under the influence of alcohol.
- S. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on college property or at college-sponsored activities.
- T. The act or crime of willfully and repeatedly following or harassing another person in circumstances that would cause a reasonable person to fear injury or death especially because of expressed or implied threats.
- U. Hate crimes or hate incidents: A hate crime or hate incident is any act or attempted act directed against a person(s) based on the victim's actual or perceived race, nationality, religion, sexual orientation, disability or gender. The difference between a hate incident and a hate crime is that a hate incident is a non-criminal act.
- V. Except as authorized by the College, the sale, purchase, exchange, distribution or receipt of add codes, class seats and academic work (lab reports, term papers, exams, extra credit, etc.), including, but not limited to, misconduct described in AR 4411 (Code of Academic Conduct) and AR 4435 (Responsible Use of Computer Resources).
- W. Any other offense set forth in the State of California Education Code which constitutes "good cause."

76034 (a) Except in response to conduct specified in subdivisions (g) and (h) of Section 76033, no student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or attendance. [E.C. §76034]

76034(b) This section is not intended to limit provisions of federal law, or limit the ability of community college districts to take appropriate action under federal law.

2. Disciplinary Sanctions to Enforce Adequate Standards of Student Conduct [E.C. §§76030, 76031, 76032]

- A. Sanctions
Disciplinary sanctions include, but are not limited to, verbal or written reprimand, disciplinary probation, removal from class, ineligibility to participate in extracurricular activities, temporary disciplinary holds, suspension, and expulsion. Repeated and/or multiple infractions may lead to a greater disciplinary sanction. Subsequent to investigation of allegations made against a student, the College Disciplinarian is authorized to impose the sanctions listed above for good cause as set forth in Section 1 of this administrative regulation.



- B. Right to Inspect
If a written report is placed in the student's disciplinary file, the student shall have the right to inspect and appeal the information as specified in Education Code Section 76232.
- C. Definitions
When the term "College Disciplinarian" is used, it shall refer to the designee of the Superintendent/President.
The term "school day" is used in this Administrative Regulation for the purpose of calculating deadlines and shall mean any day that classes are in session except Saturdays and Sundays.

A copy of this administrative regulation shall be made available to students upon request.

- D. Written Reprimand
- (1) A written reprimand, issued by the College Disciplinarian, serves to place in a student's disciplinary records (not the academic records) a statement that he/she has not met the standards of conduct as set forth in Section 1 of this administrative regulation.
 - (2) A student receiving a written reprimand shall be notified that:
 - a. the reprimand serves only as a warning that continued conduct of the type described in the written reprimand may result in further disciplinary action against the student;
 - b. such records are not part of a student's academic record at the college and that the disciplinary records will be destroyed three years after the date of the reprimand;
 - c. the student has an opportunity to write a response to the reprimand and that the response shall be placed on record with the reprimand; and
 - d. with respect to reprimands, there shall be no hearing or appeal to the Student Conduct Appeals Committee.
- E. Disciplinary Probation
- (1) A student who fails to meet the standards of conduct as set forth in Section 1 of this administrative regulation may be placed on disciplinary probation by the College Disciplinarian. The student shall be notified in writing that continued conduct of the type described in a "notice of probation" will result in a greater sanction. The notice of disciplinary probation must include:
 - a. the sanction that will be imposed if the conduct described in the notice of probation continues. The sanction must be authorized by this administrative regulation.
 - b. the period of time the student is to be on probation. This period may not exceed one year.
 - (2) A student placed on disciplinary probation shall be notified that:
 - a. the imposition of disciplinary probation serves as notice that continued conduct of the type described in the notice of probation will result in the imposition of sanction;
 - b. the disciplinary probation is not part of a student's academic record at the college and that the disciplinary records will be destroyed three years after the probation ends;
 - c. the student has an opportunity to write a response to the notice of disciplinary probation and that the response shall be placed on record with the notice of disciplinary probation; and
 - d. with respect to disciplinary probation, there shall be no hearing or appeal to the Student Conduct Appeals Committee. However, before the sanction set forth in the notice of probation is imposed, the student shall be given notice and an opportunity to appeal to the Student Conduct Appeals Committee.



- F. Removal from Campus Activities
- (1) Removal from Class [E.C. §76032]
 - a. An instructor is authorized to remove a student from class for cause for the day of the incident and the next class meeting. The instructor shall immediately report the removal to the College Disciplinarian. During the period of removal, a student shall not be returned to the class without the concurrence of the instructor.
 - b. If the student requests, the College Disciplinarian shall hold a conference with the student and other appropriate personnel regarding the removal from class.
 - c. If the student removed is a dependent minor for federal income tax purposes, the parent or guardian shall be notified in writing by the College Disciplinarian.
 - d. With respect to removal from class, there shall be no hearing or appeal to the Student Conduct Appeals Committee.
 - (2) Removal from Extra-Curricular Activities [E.C. §76030]
 - a. The College Disciplinarian may remove a student from extracurricular activities for a period not to exceed one (1) year. One or more of the following may be imposed for good cause as set forth in Section 1 of this administrative regulation:
 1. Removal from all college organization offices;
 - a. Ineligibility to participate in or attend all college-sponsored activities, including public performances; Nothing in this administrative regulation shall restrict the College Disciplinarian from imposing lesser sanctions than those described.
 - b. Before removal from the above-mentioned activities is imposed, the student shall have a right to pursue the Hearing and Appeal Process as set forth in Section 2, F of this administrative regulation. Removal from activities imposed pursuant to interim/immediate suspension as described in Section H(4) of this administrative regulation shall be governed by the appeal rights afforded in cases of interim/immediate suspension.
- G. Temporary Disciplinary Holds
- A disciplinary hold prevents a student from conducting any transactions with the college, such as enrollment and fee payment, use of library privileges or any other college business.

The College Disciplinarian may place a temporary disciplinary hold on a student's college record to:

- (1) enforce a suspension or expulsion after the appeal process has been exhausted and the suspension or expulsion becomes final. The College Disciplinarian may remove a temporary disciplinary hold after a student has served a suspension provided that the Student Conduct Appeals Committee reviews and approves the student's petition to be readmitted.
- (2) enable the College Disciplinarian to conduct a thorough investigation of an alleged violation of the Student Conduct Code. In such cases, the College Disciplinarian shall remove the temporary disciplinary hold
 - a. as soon as the investigation is complete and the student in question is exonerated, or
 - b. when the student enters the appeal process. In such cases the College Disciplinarian may opt to lift temporarily the disciplinary hold to enable the student to conduct a specific transaction with the college, while the appeal process is underway.



- H. Suspension [E.C. §§76031, 66017]
- (1) The College Disciplinarian is authorized to suspend a student for good cause as set forth in Section 1 of this administrative regulation.
 - (2) The period of suspension may be:
 - a. For a period of up to ten (10) days of instruction from one or more classes.
 - b. For the remainder of the school term from one or more classes.
 - c. For one (1) or more terms from all classes and activities of the college.
 - (3) Whenever the student suspended is a dependent minor for federal income tax purposes, the parent or guardian shall be notified in writing by the College Disciplinarian.
 - (4) Before a suspension becomes effective, the student shall have the right to pursue the Hearing and Appeal Process as set forth in Section 3 of this administrative regulation, except that an interim suspension may be imposed by the College Disciplinarian where an immediate suspension is required in order to protect the safety or welfare of persons or property pending a hearing. As soon as practical, the College Disciplinarian shall hold a formal conference with the student to give the student an opportunity to respond to the charges against him or her.
 - (5) The College Disciplinarian shall, upon the suspension of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of Penal Code Section 245 (assault with a deadly weapon or instrument). [E.C. §76035]
- I. Expulsion [E.C. §76030]
A student may be expelled by the Board of Trustees for good cause as set forth in Section 1 of these rules. Expulsion is authorized when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the safety of the student or others.
3. Hearing and Appeal Process
- A. Notice
- (1) The student shall be given written notice of the disciplinary action to be taken, if any. Such notice shall include:
 - a. a statement of the specific facts and charges upon which the disciplinary action is based;
 - b. a copy of the disciplinary rules of the District which relate to the alleged violation; and
 - c. a statement that the student has the right to file with the office of the College Disciplinarian a *Notice of Intention to Appeal* the decision to the Student Conduct Appeals Committee and that such notice must be filed within two (2) school days following receipt of the notice of disciplinary action.
 - (2) Prior to giving notice, the College Disciplinarian may schedule a formal conference regarding the basis for possible disciplinary action.
 - (3) The student shall be deemed to have accepted the disciplinary action, unless within two (2) school days following written notice of the specific facts and charges, the student files with the College Disciplinarian written *Notice of Intention to Appeal*.
 - (4) Within five (5) school days after filing a *Notice of Intention to Appeal*, the student shall file with the College Disciplinarian a written response to the charges. Only charges to which the student responds may be reviewed by the Appeals Committee.
- B. Student Conduct Appeals Committee and Procedures
- (1) Statement of Purpose
 - a. The committee is established to hear appeals of students regarding decisions made by the College Disciplinarian.



- b. Specifically, the committee will hear appeals concerning disciplinary action involving removal from extra-curricular activities, suspensions, and expulsions.
- (2) Selection
At the beginning of each academic year or as needed, the Superintendent/President or designee shall establish a standing panel from which members of individual Student Conduct Appeals Committee panels may be constituted.
- (3) Standing Panel
The standing panel of the Student Conduct Appeals Committee shall consist of:
 - a. At least five (5) students appointed by the Associated Students President;
 - b. At least five (5) faculty members appointed by the Academic Senate President;
 - c. At least five (5) classified employees appointed by the CSEA President; and
 - d. At least five (5) academic managers appointed by the Superintendent/President one of whom will chair the committee and will only vote in the case of a tie.
- (4) Individual Hearing Panel
Each individual panel will be drawn from the standing panel by the Superintendent/President or designee.
To hear each appeal, the Superintendent/President or designee will appoint a hearing committee consisting of two (2) students, two (2) faculty members, two (2) classified employees, and one (1) manager.
To conduct business, the panel must have a quorum of at least one member from each of the four constituent groups.
Decisions of the committee shall be made by simple majority vote.
- (5) Time Frame
 - a. The committee shall convene for an appeal hearing prior to the sanction taking effect and not more than thirty (30) school days after receipt of the notice of intent to appeal.
 - b. In cases where suspension is immediately effective, the committee shall convene for an appeal hearing not more than ten (10) school days after receiving the notice of intent to appeal.
 - c. The student shall be given written notice of the time and place of the hearing. If the student fails to appear for the hearing, the decision of the College Disciplinarian shall stand.
- (6) Hearing Order
 - a. At the beginning of the hearing, the designated college management member, or attorney or college representative, shall present the college case, first with an initial summary that includes the evidence to be presented, followed by a detailed presentation of the findings, including presentation of evidence and witnesses. The student and/or attorney or representative may cross-examine the college's witnesses, and examine the evidence.
 - b. Next, the student or his/her attorney or representative shall present his/her case, including any evidence or witnesses. The college's representative may cross-examine the student's witnesses, and examine the evidence.
 - c. Examination and cross-examination must be limited to issues and matters relevant to the case.
 - d. The designated college management member, attorney or representative may present a closing argument summarizing the college's findings.
 - e. The student or his/her attorney or representative may present closing argument, summarizing his/her case.



- f. The committee may question witnesses but should limit its inquiries to eliminating confusion, uncertainty or lack of clarity in the witness' statements.
 - g. All hearings shall be recorded, except for closed deliberations.
 - h. All hearings shall be closed to the public.
- (7) Evidence
The committee may review any relevant evidence presented during the hearing. The committee is not required to give validity to any written testimony/ evidence if the witness or writer of the evidence does not personally appear at the hearing. Hearsay evidence is admissible but no decision may be made based solely on hearsay.
- (8) Rights of the Committee
The basic rights of the committee shall include, but not be limited to the following:
- a. The committee has the right to decide:
 - 1. Relevance
 - 2. Materiality
 - 3. Competency
 - 4. Number of witnesses
 - 5. Time allocation
 - b. The committee has the right to:
 - 1. Instruct the witness
 - 2. Question the witness
 - 3. Examine the evidence
- On failure of the witness to follow directions, the committee may dismiss the witness.
- (9) Rights of the Student
- a. The student may, with the permission of the hearing committee, have a translator or qualified interpreter if the student's command of the English language prevents him/her from being able to fully participate in the proceedings.
 - b. The student may have legal counsel or representation, but must notify the College Disciplinarian at least two (2) school days prior to the hearing.
- (10) Standard of Proof
The District will instruct the Committee that the District bears the burden of proof by a preponderance of the evidence and that preponderance of the evidence means "more likely to be true than not true."
- (11) Decisions
- a. The Student Conduct Appeals Committee shall have the power to accept, reject or modify the decision of the College Disciplinarian, but in no case shall impose a more stringent sanction.
 - b. Decisions should include:
 - 1. Findings of facts (what the student did);
 - 2. Conclusions (with relation to the rules of conduct); and
 - 3. A decision (disciplinary action affirmed, rejected, or modified)
- (12) In the hearing, the committee should decide the following issues:
- a. Does the alleged act constitute a violation of the Student Conduct Code?
 - b. Did the student involved commit the act with which he/she is charged?
 - c. If the acts are found to have been committed by the student, and are also found to constitute a violation of the Student Conduct Code, were there any "attendant circumstances" shown in mitigation and/or in aggregation?
 - d. The facts in each individual case shall be considered when making a determination on the appropriateness of the sanction imposed.



- (13) The decision of the Student Conduct Appeals Committee shall be sent to the student and the Superintendent/President in writing within six (6) school days of the hearing. This decision shall include the findings and conclusions of the Student Conduct Appeals Committee.
- C. Readmission of Suspended Students
- (1) Any student who has served a suspension for a period of at least one (1) full term, shall submit a petition for readmission to the Office of the College Disciplinarian. The petition for readmission shall document the steps that the student has taken since the suspension to eliminate the behavior that caused the suspension. Said petition shall be completely separate, apart and in addition to any procedures required by the Admissions and Records Office.
- (2) Within ten (10) school days of the petition for readmission submittal, the Student Conduct Appeals Committee panel shall review the petition for readmission to determine whether the student has made reasonable adjustment in the behavior or that the student has received the appropriate guidance, counseling and/or attention necessary to avoid the behavior that brought about the suspension. The Student Conduct Appeals Committee panel may delegate the decision to the College Disciplinarian or may conduct its review by email or teleconference.
- (3) The Student Conduct Appeals Committee panel may request a hearing with the student to ascertain whether the student's claim regarding the behavioral adjustment is accurate. The student shall be notified of the date, time and place of the hearing within ten (10) school days of the petition for readmission submittal. The student may present further evidence or documentation in support of his/her claim. The College Disciplinarian shall notify the student within five (5) school days of the committee's decision. The Student Conduct Appeals Committee panel may:
- approve the student's request to be readmitted with a statement to include conditions of re-admission, if any.
 - deny the student's request to be readmitted due to lack of supporting evidence and/or documentation indicating that a behavioral adjustment has occurred.
- D. Appeal of Committee Decision
Within two (2) school days after receiving the written decision of the Student Conduct Appeals Committee, the student may request a review of the decision by the Superintendent/President. A copy of said request shall be sent to the College Disciplinarian. The student shall state in writing the grounds for review, basing the request upon one or more of the following provisions:
- The required procedures have not been followed and that the student has been demonstrably damaged; and/or
 - There is insufficient evidence to support the committee decision; and/or
 - The penalty imposed is inappropriate.
- E. Superintendent/President Review
- (1) In cases of suspension and/or lesser sanction:
Within thirty (30) school days of receipt of the request for review, the Superintendent/President shall review the decision of the Student Conduct Appeals Committee, the basis upon which it was made, and the student's appeal based on D.(1), (2) and/or (3). The Superintendent/President has the sole authority to:
- Adopt the recommended discipline of the Student Conduct Appeals Committee;
 - Modify or reduce the discipline recommended by the Student Conduct Appeals Committee; or
 - Reverse the discipline recommended by the Student Conduct Appeals Committee.



The decision of the Superintendent/President shall be communicated to the student in writing, and a copy sent to the College Disciplinarian. In cases of suspension and/or lesser sanction, the decision of the Superintendent/President is final.

- (2) In cases where expulsion has been recommended:
- a. The recommendation of the Student Conduct Appeals Committee shall be forwarded to the Superintendent/President or designee for review and decision.
 - b. The Superintendent/President's decision shall be based upon evidence presented at the expulsion hearing or the facts of the case as presented by the College Disciplinarian.
 - c. The Superintendent/President or designee may accept the recommendation of the Student Conduct Appeals Committee and recommend to the Board of Trustees that the student be expelled, or impose a lesser sanction. The Superintendent/President or designee shall render a decision within ten (10) business days of receipt of the recommendation of the Student Conduct Appeals Committee. Notice of the Superintendent/President or designee's recommendation shall be mailed to the student, and, in cases where expulsion is recommended, forwarded to the Board of Trustees for final action.
 - d. The Board of Trustees' decision to expel a student shall be based upon evidence presented at the expulsion hearing or the facts of the case as presented by the College Disciplinarian.
 - e. The Superintendent/President or designee shall, upon the expulsion of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of Penal Code Section 245 (assault with a deadly weapon or instrument) [E.C. §76035] and additional code sections.
 - f. Whenever the student expelled is a dependent minor for federal income tax purposes, the parent or guardian shall be notified in writing by the College Disciplinarian within five (5) school days.

Reviewed and/or Updated: 12/11/01, 8/8/11, 6/2015, 7/11/2016



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4411 **Code of Academic Conduct**

To maintain the academic integrity of Santa Monica College, faculty and students must take responsibility for maintaining an educational environment characterized by academic honesty. Therefore, under no circumstances will academic dishonesty be tolerated.

1. Faculty Responsibilities

In order to maintain an environment of academic integrity, faculty will:

- A. Make every attempt to conduct classes in a manner that encourages honorable behavior, ensures equal opportunity for student success, and discourages academic dishonesty.
- B. Inform students in writing and, whenever possible, verbally, of the course requirements, grading procedures, and expectations for acceptable academic conduct and behavior.
- C. Inform students of the SMC Code of Academic Conduct and the consequences of behavior in violation of the Code.
- D. In instances where alleged academic integrity violations are filed, inform students of their right to due process.
- E. Ensure that the appropriate process for reporting a violation of the Code of Academic Conduct is followed (see Reporting a Violation).

2. Student Responsibilities

In order to maintain an environment of academic integrity, students will:

- A. Familiarize themselves with the Code of Academic Conduct, Honor Code, and Student Conduct Code.
- B. Behave in a manner that encourages learning and upholds the Code of Academic Conduct and Honor Code.
- C. Act with fairness (i.e., not seek undue advantage) towards other students in classroom interactions, completion of assignments, examinations, or any other academic activity.
- D. Make every attempt to prevent the unauthorized use of their work.

3. Academic Dishonesty Conduct Defined

Santa Monica College defines academic dishonesty as an act of fraud or deception, in any academic exercise. This includes, but is not limited to, the following actions or attempted actions:

- A. Using unauthorized testing aids such as calculators, recorders, electronic devices or notes on any examination or assessment, or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).
- B. Allowing another individual to assume one's identity for the purpose of satisfying course requirements or enhancing one's grade or score in any of the following: testing, assessment, on-line classes, field trips, or attendance.
- C. Falsifying attendance records or grade rosters.



- D. Representing the words, ideas or work of another as one's own (plagiarism) in any academic exercise, including the use of commercial term papers, solution manuals, or any other work of another regardless of how it is created or published.
- E. Changing answers on a previously scored test, assignment, or experiment.
- F. Copying or allowing another student to copy from one's paper or answer sheet during an examination or for a graded assignment.
- G. Inventing information for the purpose of completing a laboratory experiment, a case study analysis, or field trip.
- H. Giving or receiving information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission.
- I. Accessing or reproducing exams in any form without the prior authorization of the instructor with the purpose of sharing, selling, or publishing them.
- J. Intentionally or knowingly helping another to violate any provision of this Code.
- K. Forging or altering academic documentation (including transcripts, assessment scores/results, letters of recommendation, enrollment certifications, registration forms, and medical certification) concerning oneself or others.

4. Reporting a Violation

Given an incident of academic dishonesty, faculty should adhere to the following procedures:

- A. Inform the student of the nature of the alleged violation and the impending course of action.
- B. Complete and submit the Academic Dishonesty Report Form, along with any related evidence, to the College Disciplinarian within ten (10) school days of the allegation. The term "school day" is used in this Administrative Regulation for the purpose of calculating deadlines and shall mean any day that classes are in session except Saturdays and Sundays.

5. Consequences for Violating Academic Conduct

- A. Given an alleged violation of academic honesty, the instructor may impose one or both of the following sanctions, subject to appeal to the Santa Monica College Honor Council:
 - (1) dismiss the student from the class or activity for up to two class sessions;
 - (2) assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.
- B. Upon receiving a report of alleged academic dishonesty, the College Disciplinarian will notify the student, the campus Ombudsperson, and the department chair of the content of the alleged violation. The Campus Disciplinarian will then conduct such investigation as he/she deems necessary.



Subsequent to investigation, the College Disciplinarian may:

- (1) Confirm the sanction imposed by the instructor and notify the student of his/her right to appeal the sanction to the SMC Honor Council.
- (2) Provide the student with the opportunity for a conference with the campus Ombudsperson or designee in an effort to resolve the accusation informally. As part of the informal resolution process, the Ombudsperson or designee may confer with the faculty member and department chair or designee.
- (3) Impose sanction under AR 4410. In severe incidents of academic dishonesty, including but not limited to impersonation, presentation of falsified documents, stealing exams or research papers, or repeated violations, the College Disciplinarian may suspend or recommend expulsion of a student from the College in accordance with the procedures set forth in AR 4410.

C. In any case where the College Disciplinarian confirms the alleged incident of academic dishonesty, he/she shall place in the student's disciplinary records: a copy of the Academic Dishonesty Report Form; a summary of the College Disciplinarian's Investigative Findings; and a description of the sanction imposed by the Instructor or College Disciplinarian.

A student whose disciplinary records contain a report of academic dishonesty shall be informed that:

- (1) the information placed in the student's disciplinary record is not part of his/her academic record at the college and that the disciplinary records will be destroyed within three years, providing there are no further acts of misconduct;
- (2) the student has an opportunity to write a response to each document included in his/her disciplinary record, and that the response shall be placed on record with the original document;
- (3) the inclusion of these documents in the student's disciplinary records may be challenged if a student appeals the alleged incident upon which they are based to the SMC Honor Council.

D. The College Disciplinarian and the SMC Honor Council may recommend to the Superintendent/President and Board of Trustees the revocation of any degrees, certificates, course credits awarded to a student when findings indicate that a severe incident of academic dishonesty with direct bearing on the award of the degree, certificate or course credit has occurred.

6. Appeal Procedure

A student has the right to appeal sanctions imposed by the instructor or College Disciplinarian under AR 4411 through the procedure set forth in AR 4412.

Reviewed and/or Updated: 12/12/06, 12/09/08

Revised: 9/26/2011



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4412 **Honor Code/Honor Council**

1. Mission Statement

Santa Monica College is committed to the academic, social, and ethical development of our students. We strive to create a learning environment that is challenging and supportive of the community at-large. We are committed to upholding fundamental values of honesty, trust, fairness, respect, responsibility, civility, and community. In recognition of this effort we hereby establish this Honor Code and Honor Council.

2. Honor Code

The Honor Code consists of the following principles:

- A. Honesty: means fairness and straightforwardness of conduct; implies a refusal to lie, steal, or deceive in any way.
- B. Integrity: implies that one is true to a trust; one adheres to a code of moral values.
- C. Social Responsibility: is demonstrated by adherence to policies of the institution, departments, labs, libraries and individual classes.
- D. Respect and Civility: implies that one will conduct oneself in a courteous and respectful manner in our communications and actions toward members of the campus community.

3. Student Honor Statement

As testament to their commitment and readiness to join the Santa Monica College academic community, all students are expected to uphold the Honor Code. At the time of enrollment students will certify the following statement:

In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue.

At the direction of a faculty member or testing officer, students may be requested to affirm or re-affirm their commitment to the Honor Code as they participate in any given examination, paper submission, or any other academic exercise.



4. Honor Council Responsibilities and Membership

A. Membership

- (1) Honor Council membership is extended to up to 17 members of the college community who are committed to upholding the Mission and Principles of the Honor Code. The Honor Council shall consist of the following:
 - a. A minimum of one (1) and up to five (5) students appointed by the Associated Students President.
 - b. A minimum of two (2) and up to five (5) faculty members appointed by the Academic Senate President.
 - c. A minimum of one (1) and up to five (5) classified employees appointed by the Honor Council Membership.
 - d. The College Disciplinarian and one (1) academic manager appointed by the Superintendent/President.
- (2) The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance by two-thirds vote of the membership appointed.
- (3) The Honor Council Chair shall be appointed annually by the Academic Senate President. The Co-Chair shall be the College Disciplinarian or other academic administrator appointed by the Superintendent/President. The Chair will work closely with the Office of Student Judicial Affairs.

B. Responsibilities

The Honor Council shall be guided by the Honor Code and has the following responsibilities and authority:

- (1) To advise and confer with faculty members, administrators, staff, and students on matters pertaining to academic integrity;
- (2) To create and conduct educational presentations designed to promote academic integrity;
- (3) To establish operational procedures with the approval of the Joint Academic Senate Student Affairs Committee and the College Disciplinarian;
- (4) To collect and disseminate statistics pertaining to Honor Code violations;
- (5) To issue an annual report to the Joint Academic Senate Student Affairs Committee and campus community on academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
- (6) Other responsibilities as agreed upon with the Joint Academic Senate Student Affairs Committee;



- (7) To provide students accused of violating the Honor Code due process protections via the implementation of an Honor Council Hearing Board;
- (8) To appoint from its members two faculty, two students, and two classified staff to an Honor Council Hearing Board (“Hearing Board”) to adjudicate cases of alleged violations of the Honor Code. The Hearing Board will be chaired by an academic administrator appointed by the Superintendent/President (or designee).

5. Honor Council Hearing Board

A. Appeal Procedure

- (1) Given an alleged violation of the SMC Honor Code, a student has the right to appeal any sanction imposed by a faculty member or the College Disciplinarian through the appeal procedures established by the College.

Upon formal notification of imposed consequences for alleged academic dishonesty violation, the accused student has ten (10) school days to appeal such decision to the Honor Council. The term “school day” is used in this Administrative Regulation for the purpose of calculating deadlines and shall mean any day that classes are in session except Saturdays and Sundays.

- (2) Once the student initiates the appeal process, he or she will be provided the opportunity for a conference with the campus Ombudsperson or designee in an effort to resolve the accusation informally.
- (3) If no resolution is reached after an informal conference, the student may proceed with a formal appeal to the Honor Council. An appeal petition, along with any supporting documentation, must be filed with the Office of Student Judicial Affairs within ten (10) school days of the informal conference or refusal to participate in such conference.
- (4) In all cases where the alleged violations are subject to sanctions less than immediate suspension, alleged violations of the SMC Honor Code are subject to review by the SMC Honor Council as stipulated in AR 4412. In cases where a violation is subject to interim/immediate suspension, appeal shall be governed by the appeal rights afforded in cases of interim/immediate suspension as described in AR 4410.
- (5) Final grade disputes for alleged instructor mistake, bad faith, fraud, or incompetence are subject to AR 4313 (Grade Appeals Committee). The Grade Appeals Committee will not adjudicate issues pertaining to academic dishonesty.



B. Hearing Boards

- (1) A quorum for a Hearing Board will be established by a minimum of three hearing board members which must include at least two (2) faculty and one (1) student. The Chair may vote in the case of a tie. Members appointed to a hearing panel must notify the Honor Council Chair of potential conflicts of interest and are strongly encouraged to recuse themselves from any such proceedings and deliberations.
- (2) Hearing Board hearings are closed to the public. The student may bring legal counsel or other representatives, however, these individuals may not participate in the proceedings. Counsel participation will terminate the hearing. Students are required to notify the College of counsel/guest(s) presence to these proceedings within 48 hours of the scheduled hearing. Each party will have the right to present written statements, witnesses, if appropriate, and any other forms of evidence. Each party will have the right to question evidence and supportive documents.
- (3) Standard of Proof

The District will instruct the Hearing Board that the District bears the burden of proof by a preponderance of the evidence and that preponderance of the evidence means “more likely to be true than not true.”
- (4) Any materials related to the hearing, including electronic recordings of the proceedings, may not be released to the student requesting the appeal or to any other individual or group. In accordance with the Family Education Rights and Privacy Act (FERPA) the student may submit a written request to the College Disciplinarian or designee to inspect and review these materials. The request must be made no less than one week in advance.
- (5) The Hearing Board is empowered with the authority to:
 - a. Affirm or deny the alleged violation.
 - b. Where appropriate, educate the student and/or faculty on issues related to academic integrity.
 - c. Recommend sanctions commensurate with the violations, including, but not limited to: failure in assignment, test, course; reprimand, suspension, or expulsion.
 - d. Reverse instructor-imposed sanctions in the absence of substantive evidence of alleged academic violation. Substantive evidence may include or consist of instructor’s account of academic violation.



6. Appeal of Hearing Board Recommendation

A. Within five (5) school days after receiving the written decision of the Hearing Board, the student or faculty member may request a review of the decision to the Superintendent/President. A copy of said request shall be sent to the Honor Council Chair and the College Disciplinarian. The request will state in writing the grounds for review and will be based upon one or more of the following provisions:

- (1) The required procedures were not followed;
- (2) There is insufficient evidence to support the Hearing Board's decision;
- (3) The penalty imposed is inappropriate.

B. Superintendent/President Review

- (1) Within thirty (30) school days of receipt of the request for review, the Superintendent/President will review the decision of the Hearing Board and the basis upon which it was made. The Superintendent/President has the sole authority to:
 - a. Adopt the decision of the Hearing Board;
 - b. Modify the decision of the Hearing Board; or
 - c. Reverse the decision of the Hearing Board.
- (2) The decision of the Superintendent/President will be communicated to the student in writing, and a copy sent to the Honor Council Chair and College Disciplinarian. In all cases the decision of the Superintendent/President is final.

Approved: 10/17/06
Revised: 9/26/2011



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4420 **Enrollment and Scholarship Standards for Participation in Santa Monica College Student Government**

For the purpose of this AR 4420, an “officer” is a student who is elected or appointed to any student government position.

1. Determination of Eligibility for Candidacy:

The Student Government Administrator or designee shall determine eligibility of all student government leaders in accordance with this Administrative Regulation, and shall serve as the advisor to all governing bodies. All candidates for Associated Students officer must have a minimum semester GPA of 2.0 in the fall semester immediately preceding the semester in which they are elected, and a cumulative GPA of 2.0 in all work completed at Santa Monica College. All candidates for Associated Students officer must be in good standing (no current disciplinary sanction pursuant to SMC Board Policy 4420).

- a. Candidates for Associated Students President and Vice President must have completed a minimum of twenty units at Santa Monica College. They must have completed a minimum of eight of those units in the fall semester immediately preceding the semester in which they are elected.

In addition, candidates must meet one of the following criteria:

- i. They must serve as an Associated Students Director, Inter-Club Council Officer, Student Trustee, or Associated Students Commissioner in the semester in which they are elected; or
 - ii. They must serve as an active delegate of the Inter-Club Council or a club officer in any semester prior to the semester in which they are elected.
- b. Candidates for Associated Students Board of Directors in the student government of Santa Monica College must be enrolled in Santa Monica College at the time of election, and throughout his or her term, with a minimum of eight semester units.
 - c. Candidates for Student Trustee in the student government of Santa Monica College shall be enrolled in Santa Monica College at the time of election and throughout his or her term with a minimum of five semester units. Per California Education Code (Section 66016.3), only students exempted from nonresident tuition may serve as student trustee.

2. Maintaining Eligibility

- a. Elected or appointed Associated Students Board Directors who fail to complete each semester during their term with a minimum of eight units with a 2.0 GPA will be automatically removed from office, and will be ineligible for appointment to any Judicial Board, Joint Council, and Inter-Club Council position for the remainder of the original term of office.
 - i. If a student is enrolled in six units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
 - ii. The term of office, defined in the Associated Students Constitution, is July 1 to June 30.



- b. If the Student Trustee fails to complete each semester with a minimum of five units with a 2.0 GPA, he/she will be automatically removed from office, and will be ineligible for appointment to any Associated Students positions (e.g., Judicial Board, Joint Council, primary commissioner, ICC) during the remainder of the term of office.
 - i. If the student is enrolled in five units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
 - ii. The term of office, defined in the Associated Students Constitution, is June 1 to May 31.

3. Office Terms and Limitations for Elected Positions

- a. The Associated Students Board of Directors, the Inter-Club Council Chairperson /Vice Chairperson, and the Inter-Club Communication Officer shall hold no more than one elected or appointed office during their one (1) year term from July 1 to June 30.
 - i. No person shall serve in any one office of the Board of Directors positions for more than one (1) academic year term, nor shall any person serve on the Board of Directors for more than two (2) academic year terms total.
 - ii. No person shall serve in any combination of elected or appointed student government positions for more than (3) academic year terms.
- b. The Student Trustee shall hold office from June 1 to May 31. The Student Trustee shall serve for no more than one term.

4. Vacant Positions

- a. The Associated Students shall establish policies and procedures for filling vacant positions.
- b. The Associated Students shall fill Board vacancies in accordance with the regulations governing the filling of vacancies described in the A.S. Constitution.
- c. Directors who are appointed to the Board of Directors must meet the same eligibility standards as elected officers.

5. Other Student Government Positions

All candidates for Associated Student officer must be in good standing (no current disciplinary sanction pursuant to SMC Board Policy 4420).

- a. Associated Students Commissioners:
To be eligible for appointment and to hold office, Commissioners to Associated Students Directors must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and have a cumulative GPA of 2.0 in all work completed at Santa Monica College at the time of appointment and throughout the term of service.



- b. **Student Representatives to Campus Committees:**
Students serve on campus committees in accord with Board Policy 2230 on Participatory Governance. They must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.

 - c. **Student Club Officers:**
Officers of student clubs must be enrolled in and complete a minimum of six units each semester with a minimum GPA of 2.0, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.
 - i. Officers of student clubs may serve in the same office for a maximum of one year.
 - ii. Students may serve as officers of a club or clubs for a maximum of three years.
- 6. Students with Disabilities:**
- Any unit requirement in this Administrative Regulation may be reduced to not less than five units by the student making a request to the Coordinator, Disabled Students Programs & Services (DSPS), or designee, in accordance with AR 4353.1 and obtaining approval for such request.

Reviewed and/or Updated: 4/29/20/2003

Revised: 9/23/2014, 7/11/2016

Reference: Education Code, Section 76061, 66016.3



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4430 **Use of Open Space on Campus by Student Organizations**

Campus facilities shall be made available for the use of recognized on-campus student groups. In order to reserve any campus facility, the student group must obtain the approval of the Dean of Student Life and file an approved Application for Use of College Facilities with the Events Office.

Definitions:

Student Organization -- any student group currently registered with the Student Activities Office. Any student organization that is not currently registered with the Student Activities Office will be considered an off-campus group subject to District policy and administrative regulations in regard to off-campus groups.

Activity Hour

Tuesdays, Thursdays and Fridays, 11:15 a.m. until 12:35 p.m. during the regular semester are designated as activity hours.

1. Any meeting or event scheduled during these hours by clubs or student associations will require the approval of the faculty advisor and the Dean of Student Life or designee.
2. Any activity in the Free Speech Area, the Clocktower Area, Library Walkway or Amphitheater during the campus activity hours will require approval from the Dean of Student Life or designee.
3. Use of classroom space during the Activity Hour by recognized student organizations will require approval by the Dean of Student Life or designee.

Free Speech Area

The Free Speech Area is defined as the area at the Art Complex grass area, and the Main Stage grass area. Any person may speak in the Free Speech Area at any time. Speech in this area may not be amplified by use of any sound or voice enhancement equipment, unless an Application for Use of Campus Facilities is approved by the Dean of Student Life or designee.

Designated Program Areas -- The Clocktower Area, Library Walkway, the Amphitheater and the Free Speech Area are the designated Program Areas.

All Other Campus Facilities -- To reserve any other campus facility will require completion of an Application for Use of Campus Facilities approved by the appropriate administrator, and filed with the Events Office.

Food Distribution and/or Sales on Campus

The foremost concern in the distribution and/or sale of food by any recognized club or organization on campus is public health and safety.

Each person or group will be responsible for completing a Permit for Temporary Food and Beverage Form from the Student Activities Office, obtaining the approval from the faculty advisor, the Dean of Student Life, and Events Manager, as well as the appropriate permit from the Los Angeles County Health Department, if required. A copy of the Application for Use of College Facilities permit and the food permit must be on file in the offices of the Dean of Student Life and the Events Manager and must be displayed on the table from which food or beverages are distributed.



- A. On-campus clubs and organizations who wish to sponsor a single food event (such as bake sale, Club Row, or other one-time event involving food sales or distribution) must:
1. obtain approval of the faculty advisor, the Dean of Student Life, the Events Manager,
 2. complete an Application for Use of College Facilities and an approved Temporary Food and Beverage Permit
 3. Complete Collection of Cash Funds form.
 4. A copy of all forms must be on file in the office of Student Life and with the Events Manager at least two weeks prior to the event.
- B. On-campus clubs or organizations that wish to distribute or sell food more than once per semester must:
1. Follow steps 1 - 4 above.
 2. Obtain the appropriate health department permit.

Amplification/Loud Sounds on Campus

Amplified sound at any event shall require approval of the Dean of Student Life and the filing of an approved Application for Use of College Facilities with the Events Office. Loud sounds or amplification will be limited to the Free Speech Area, Clocktower Area, Library Walkway and the Amphitheater. Exceptions will be made only in rare instances and will require the approval of the Vice President for Academic Affairs.

Sponsorship of Off-Campus Individuals or Groups

Sponsorship of Off-Campus Individuals or Groups may include financial assistance; use of campus facilities, grounds and personnel; and the use of organizational names for promotion of activities.

No individual, club or organization may sponsor any outside group without the written approval of the appropriate administrator. For faculty and classified personnel, the appropriate person is Vice President, Business and Administration. For Associated Students and student clubs, the appropriate person is the Dean of Student Life. Any individual, organization or club that sponsors an off-campus group assumes responsibility and liability for the outside group's activities. In addition to the proceeding, a student organization must obtain the approval of the faculty advisor, who must approve the event, and be present at the event, for the entire duration of the event.

Reference: Education Code Section 76062

Note: Please refer to Administrative Regulation 6311 for Use of SMC Facilities or Grounds by other college and community groups.

Reviewed and/or Updated: 12/11/01



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4431 **Student Dances**

On Campus Student Groups

On campus student groups wishing to sponsor a dance on campus must plan the event in cooperation with their faculty advisor.

A meeting that includes the faculty advisor, the Dean of Student Life, the Student Activities Advisor, the Events Manager, campus police, club representatives and good services representatives must be scheduled a minimum of four weeks prior to the event to discuss the details of the event. The faculty advisor, the Dean of Student Life and the Events Manager must complete and sign a "Facilities Use Permit." For further details of the rules and regulations please see the Dean of Student Life.

Off-Campus Groups

No individual, club, or organization may sponsor any outside group without the written approval of the appropriate administrator. For faculty and classified personnel, the appropriate person is the Executive Vice-President of Business and Administration. For the Associated Students and student clubs, the appropriate person is the Dean of Student Life. Any individual, organization, or club that sponsors an off-campus group assumes responsibility and liability for the outside group's activities. If it is a club, in addition to the preceding, the faculty advisor must approve the event and be present at the event.

Reviewed and/or Updated 12/11/01



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4432 **Posting and Distribution of Publicity**

This regulation applies to the main campus and each of the satellite campuses.

Posting of Publicity Approval

Student activities and other student and college related material may be publicized and advertised on campus in designated areas only, subject to the following conditions:

1. For posting on Associated Students bulletin boards:
 - a. Material must be stamped by SMC Office of Student Life (A.S.)
2. For posting on departmental bulletin boards:
 - a. Material must be approved by department chairperson or designee.
3. For posting on bulletin boards in classrooms:
 - a. Faculty members are responsible for posting on bulletin boards in classrooms;
 - b. Posted material should be related to classroom instruction;
 - c. Posted material should be respectful of instructors and students using that room;
 - d. Publications by students or other parties advertising sales of goods or services (e.g., paid tutoring services, selling of books, rentals) are prohibited and subject to removal by college personnel.
4. Posting is prohibited on all permanent structures, such as buildings, sidewalks, walls, windows, doors, blackboards, lawns, trees, phone booths, vending machines.
5. Posting of commercial publications:
 - a. Commercial advertisements for off-campus events, productions, sales, etc., may be posted only on the designated bulletin boards. Publicity posted on campus must be stamped by the SMC Office of Student Life or designated satellite campus office before being displayed.
 - b. Sales by off-campus individuals or organizations, promoting their bulletins, circulars, newspapers, magazines, or other printed material are permitted in designated areas. These individuals and organizations must obtain a permit from the office of the SMC Events Manager. In-person selling shall be accomplished in such a manner as not to harass or intimidate any student or other person on campus.
6. Content of Publicity for Posting:
 - a. In an effort to maintain an environment conducive to learning and free of harassment, the following guidelines should be observed:
 - i. Publicity may not contain references to the promotion of alcohol, illegal substances, or obscene material.



- ii. Publicity must not advertise events that restrict attendance on the basis of age, race, ethnicity, religion, sex, sexual orientation, national origin, disability, or political affiliation.
- iii. Posting parties are strongly encouraged to include specific contact information (e.g., name, organization, telephone, email) on all their publications.

Distribution of Publicity by Off-Campus Individuals and Organizations

Off-campus individuals and organizations wishing to distribute (not post) materials on campus must adhere to the following rules and regulations:

1. The individual or organization should, but is not required to, register in the SMC Office of Student Life (A.S.) or designated satellite campus office and file a copy of the material to be distributed.
2. Distribution of materials, including free printed publications or gathering of signatures may not occur in classrooms, hallways, the Library, or in parking lots.
3. No literature may be placed or left on vehicles.
4. The District may reasonably limit the number of persons distributing materials in any given area for safety purposes and to prevent the disruption of educational activities.

SMC Disclaimer of Content

The content and opinions expressed in all forms of publicity posted and distributed by college individuals and organizations and by off-campus individuals and organizations do not necessarily express those of the College. Permission to post and distribute materials does not implicitly or explicitly signify endorsement by the College.

Offensive Publicity and Complaints

While it is not the intention of Santa Monica College to authorize the posting of material deemed offensive by some individuals, students, faculty, and staff are prohibited from removing these without prior authorization. The offended party may address his/her complaint to one of the three parties noted below. Such party will then pursue the proper protocol for removal of publicity.

1. Appropriate Department Chair;
2. Dean of Student Life;
3. Dean of Student Services.

Reviewed and/or Updated: 03/08/05



ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS

AR 4435 Responsible Use of Computer Resources

As a condition of using the District's computer resources, all student users (hereinafter "users") must sign the written "Acceptable Use Agreement" referred to in this Regulation. This agreement states that the user has read the Regulation and agrees to responsible usage of computer resources as defined in this Regulation. Also, any additional guidelines established by the administrators of each system shall be adhered to. Such guidelines will be periodically reviewed by the Information Services Committee and may become subject to Board approval as a District Regulation or procedure. Use of the District's computer resources in violation of this Regulation is prohibited, and can result in revocation of a user's access to the District's computer resources, student disciplinary action, consistent with established Board Policies, Administrative Regulations, applicable statutes and a referral for prosecution to other entities for violation of federal, state and/or local laws and regulations.

1. Definition of Terms

- Administrative Officer: Employee of SMC with supervisory responsibility over a unit of the College which operates Information Resources.
- Computer Account: The combination of a user number, user name, or user identification and a password that allows an individual access to a mainframe computer or some other shared computer or network.
- Computer Resources: The sum total of all computers, workstations, mainframes, software, cabling, peripherals, networks, accounts, passwords, ID numbers, and data owned or leased by SMC.
- Data Owner: The individual or department that can authorize access to information, data or software and that is responsible for the integrity and accuracy of that information, data, or software. The data owner can be the author of the information, data or software or can be the individual or department that has negotiated a license for SMC's use of the information, data or software.
- Information Resources: In the context of this Regulation, this phrase refers to data or information and the software and hardware that makes that data or information available to users.
- Mainframe Computers: "Central" computers capable of use by several people at once.
- Network: A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.
- Normal Resource Limits: The amount of disk space, memory, printing, etc., allocated to your computer account by that computer's system administrator.



Peripherals:	Special-purpose devices attached to a computer or computer network. For example, printers, scanners, plotters, etc.
Project Director:	Person charged with administering a group of computer accounts and the computing resources used by the people using those computer accounts.
Server:	A computer that contains information shared by other computers on a network.
Software:	Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, CDs, etc.) Usually used to refer to computer programs.
System Administrator:	Staff employed by SMC whose responsibilities include system, site, or network administration and staff employed by SMC departments whose duties include system, site, or network administration. System Administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational. If you have a computer on your desk, you may be acting, in whole or in part, as that computer's system administrator.
User:	Any student who does not have system administrator responsibilities for a computer system or network but who makes use of that computer system or network. A user is still responsible for his/her use of the computer and for learning proper data management strategies.

2. Regulation Coverage

A. Privileges

- (1) Computers and networks provide access to resources as well as the ability to communicate with others worldwide. Access to SMC computing resources is a revocable privilege which requires that users act responsibly and in a manner consistent with the provisions of this Regulation. Individuals must respect the rights of other users, respect the integrity of the systems they are using, and observe all relevant laws and regulations.
- (2) Users do not own accounts on SMC computers, but rather are granted the use of such accounts. The District owns the account and grants individuals the privilege of using it.
- (3) All enrolled students may apply for user IDs to utilize e-mail and Internet and intranet services offered by the District. Such an application may be granted only if the applicant signs the Acceptable Use Agreement referred to herein. Users who have had their privileges revoked or suspended may not apply for a user ID during the term of such revocation or suspension.



- (4) SMC computers and networks are to be used for District-related research, instruction, learning, distribution of scholarly information, and administrative activities. Such uses shall be consistent with, and limited by the activities set forth in Section 2(B)(3) [Appropriate Use] of this Regulation. Users are required to use the District's computer resources, including hardware, software, networks, and computer accounts in accordance with this Regulation and in respect of the rights of other computer resource users. District computer resources are not available and shall not be used for purposes specified in section 2(C) of this Regulation [Inappropriate Use.]
- (5) Users shall not attempt to modify any system or network or attempt to crash or hack into District systems. They shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Nor shall users attempt to remove existing software or add their own personal software to District computers and systems unless properly authorized.
- (6) Users shall use only their own designated computer accounts. Users are required to keep all ID's, passwords, and account information confidential, and shall take reasonable precautions to prevent others from obtaining this information. It is recommended that users change their passwords periodically to prevent unauthorized use of their account. Accounts are not transferable, and users shall not allow others to use their own account. Users will be responsible for any use of their accounts by others to whom access has been given.

Users shall not use another individual's ID, password or account. Users shall respect the privacy and personal rights of others, and are prohibited from accessing or copying another user's e-mail, data, or other files without the prior express consent of that user. Users shall send e-mail only from their own personal e-mail addresses. Users are prohibited from concealing or misrepresenting their identity while using the District's computer resources.

- (7) Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable college regulations. Users are required to abide by all applicable copyright and trademark laws, and to abide by all licensing agreements and restrictions. Users shall not copy, transfer, or utilize any software or electronic materials in violation of such copyright, trademark and/or licensing agreements. The copying of software that has not been placed in the public domain and distributed as "freeware" is expressly prohibited by this Regulation. Users who access, copy, transfer and/or use "shareware" are expected to abide by the requirements of the shareware licensing agreement. No user may inspect, change, alter, copy or distribute proprietary data, programs, files, disks or software without proper authority.



- (8) The conventions of courtesy and etiquette which govern vocal and written communications shall extend to electronic communications as well. Fraudulent, harassing, threatening, or obscene messages (as those terms are defined in Section 2.5.2.1.1 of this Regulation) and/or other materials must not be transmitted through the District's computer resources.

- (9) Expected Privacy

The District's computer resources and all users' accounts are the property of the District. There is no right to privacy in the use of the computer resources or users' accounts, and the District reserves the right to monitor and access information on the system and in users' accounts for the purpose of determining whether a violation of this Regulation has occurred. The District will remove any information on the system that it determines to be in violation of this Regulation.

Users must understand the weak privacy afforded by electronic data storage and electronic mail in general, and apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including e-mail, that is transmitted over the District's computer resources and/or the Internet is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through the District's computer resources.

In addition, users should be aware that the District may access information contained on its computer resources under numerous circumstances, including, but not limited to, the following circumstances:

- (a) Under the California Public Records Act (CPRA), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, the District may access and provide such data without the knowledge or consent of the user.
- (b) The District will cooperate appropriately, upon the advice of District Legal Counsel, with any local, state or federal officials investigating an alleged crime committed by an individual affiliated with a District computer resource, and may release information to such officials without the knowledge or consent of the user.
- (c) The contents of electronic messages may be viewed by a system administrator in the course of routine maintenance, or as needed for District administrative purposes, including investigation of possible violations of this Regulation.



- (d). In addition, electronic mail systems store messages in files (e.g. the file containing a user's inbound mail.) These files are copied to tape in the course of system backups. The contents of these files and the copies on system backup tapes are subject to disclosure as stated in the preceding paragraphs.

(10) Receipt of Offensive Material

Due to the open and decentralized design of the Internet and networked computer systems of the District, the District cannot protect individuals against the receipt of material that may be offensive to them. Those who use the District's computer resources are warned that they may receive materials that are offensive to them. Likewise, individuals who use e-mail or those who disclose private information about themselves on the Internet or on District computer resources should know that the District cannot protect them from invasions of privacy

B. Ethical Standards

Supporting the District's stated mission to "promote creativity, collaboration and the free exchange of ideas in an open, caring community of learners" (SMC Mission Statement), the District's networked computing facilities and systems offer powerful tools for open learning and exchange of ideas. However, with power comes responsibility and ethical obligation. If this electronic medium of exchange is to function well and support "an open, caring community of learners," its users need to agree to and abide by ethical standards of online behavior that assure all users fair, equitable, effective and efficient access and use. Such ethical standards include but are not limited to:

(1). Honesty:

- (a) Users agree to represent themselves according to their true and accurate identities in all electronic messages, files and transactions at all times.
- (b) While using college computing facilities and systems, users agree to behave within the standards described in the college's Code of Academic Conduct, especially those standards describing academic honesty and campus safety. These standards regarding plagiarism or collusion on assignments apply to course work completed with computers just as they do to other types of course work.

(2) Respect:

- (a) Legal and ethical limitations on the use of District computer resources. In using the District's computer resources, users must communicate in the same manner as is expected in the classroom or on campus. The distance provided by electronic communications does not create a forum in which there are no ethical or legal limitations. Users shall not use District computer resources in any unlawful manner, including, but not limited to, attempting to defraud another, threatening physical harm to another, procuring or distributing obscene material in any form, or unlawfully harassing another.



While the District recognizes and respects users' rights to freedom of speech, such rights are not absolute. Speech which is fraudulent, libelous, obscene, harassing, or threatening is not permitted under state or federal law. Users are expressly prohibited from using the District's computer resources to engage in such conduct. Users violating this section will be subject to revocation of their user accounts, and will be further subject to student/staff disciplinary action, and, in appropriate circumstances, a referral for prosecution for the violation of criminal laws.

For purposes of this Regulation, the terms fraud and libel are given their legal meaning as developed by the courts of this State and of the United States. "Obscenity" means words, images, or sounds which a reasonable person, applying contemporary community standards, when considering the contents as a whole, would conclude that they appeal to prurient sexual/physical interests or violently subordinating behavior rather than an intellectual or communicative purpose, and materials that, taken as a whole regarding their content and their particular usage or application, lack any redeeming literary, scientific, political, artistic or social value.

"Threatening" means communications which result in an individual being fearful of imminent bodily harm and/or emotional/mental disruption of his/her daily life. "Harassing" means to engage in a knowing and willful course of conduct directed at another which seriously alarms, annoys or harasses another, and which serves no legitimate purpose. In addition, "Harassment" shall also mean to subject another to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature as set forth in California Education Code Section 212.5.

- For the privacy, integrity and ownership of others' electronic files, documents and materials.
 - For the access rights of others.
 - For the rights of others to an educational environment free of any form of harassment.
- (b) For the integrity and content of college electronic documents, records or identification issued or posted online by faculty, staff or administrators.
- (c) For the rights of others over the integrity of their intellectual property and to the fruits of their intellectual labor.
- (d) For the access and security procedures and systems established to ensure the security, integrity and operational functionality of the college computing facilities and systems for the entire college community.



(3) Appropriate Uses of College Computer Resources

The college's computing facilities and network systems exist to support the instructional, cultural, research, professional and administrative activities of the college community. In general, the same guidelines that apply to the use of all college facilities apply to the use of college computing resources. All users are required to behave in a responsible, ethical and legal manner as defined by this Regulation and other existing college regulations and guidelines. The following sections broadly define appropriate and inappropriate use.

a. Appropriate use

Activities deemed to be appropriate uses of Santa Monica College computing resources include but are not necessarily limited to:

b. Educational Use

Carrying out SMC course assignments and activities requiring access to and use of campus computing facilities and systems, including:

- Authorized access to and use of computer programs licensed by SMC available on stand-alone and networked computing stations.
- Authorized access to lab and campus networks to perform and complete required course work for SMC courses in which the user is currently enrolled.
- User access to authorized SMC student e-mail accounts.
- Independent study and research.
- Users agree to follow acceptable use regulations established by individual computing labs and network systems and to obey directives issued by authorized District personnel supervising such labs and systems.

C. Inappropriate Use

Use of District's computer resources for purposes other than those identified in section 3.1 is not permitted. Users are specifically prohibited from using the District's computer resources in any manner identified in this section, as identified in the following subsections. Users who violate this section of the Regulation by engaging in inappropriate use of the District's computer resources shall be subject to the revocation or suspension of user privileges, student disciplinary procedures, and may be subject to criminal or civil sanctions if permitted by law. Inappropriate uses of Santa Monica College computing resources which violate this Regulation include, but are not limited to:

- (a) Destruction or damage to equipment, software, or data belonging to the college or others
- (b) Disruption or unauthorized use of accounts, access codes, or identification numbers
- (c) Use of District computer resources to harass others, as defined in section 2.4.2.1.1 of this Regulation.



- (d) Use of District computer resources in ways which intentionally or unintentionally impede the computing activities of others are prohibited. Such activities include, but are not limited to, disrupting another's use of computer resources by game-playing; sending an excessive number of messages or e-mail; making or printing excessive copies of documents, files, data, or programs; or introducing computer viruses of any type onto the District's computer resources.
- (e) Use of the District's computer resources which violates copyrights, trademarks and/or software license agreements
- (f) Use of the District's computer resources to violate another's privacy, including, but not limited to, accessing or using another user's account, id number, password, electronic files, data or e-mail.
- (g) Use of the District's computer resources in an effort to violate the District's rules of Student Conduct/Academic Honesty Regulation including, but not limited to, the following types of conduct:
- Copying a computer file that contains another student's assignment and submitting it as your own work.
 - Copying a computer file that contains another student's assignment and using it as model for your own assignment.
 - Working together on an assignment, sharing the computer files or programs involved, and then submitting individual copies of the assignment as your own individual work.
 - Knowingly allowing another student to copy or use one of your computer files and to submit that file, or a modification thereof, as his or her individual work.
 - Specific examples of inappropriate use of computing resources include but are not limited to:
 - Impersonation of any person or communication under a false or unauthorized name
 - Transmission of any unsolicited advertising, promotional materials or other forms of solicitation
 - Using District resources for commercial purposes or personal financial gain
 - Using District computer resources in any unlawful manner including, but not limited to, attempting to defraud another, threatening physical harm to another, procuring or distributing obscene material in any form, or unlawfully harassing another
 - Inappropriate mass mailing (“spamming” or “mail bombing”)
 - Tampering, or attempting to tamper with any software protection, encryption or restriction placed on computer applications or files.
 - Knowingly or carelessly introducing any invasive or destructive programs (i.e., viruses, worms, Trojan Horses) into District computers or networks
 - Attempting to circumvent local or network system security measures
 - Altering or attempting to alter system software or hardware configurations on either network systems or local computing devices.
 - Installing unauthorized software programs on District local computing devices or network systems and/or using such programs.



- Ignoring or disobeying regulations and procedures established for specific computer labs or network systems.
- Copying system files, utilities and applications that expressly belong to the District.

3. Inappropriate Uses of District Computer Resources: Reporting and Consequences

A. Investigating Violations

If District staff or system administrators have information that a violation of this Regulation or any other misuse of computing resources has occurred, and if that information points to the computing activities or the computer files of a student, they have the obligation to pursue any or all of the following steps to protect the user community.

- (1) Take action to protect the system(s), user jobs, and user files from damage. SMC reserves the right to immediately suspend a user's privilege of access to SMC's computer resources if SMC has any reason to believe that the user has committed a violation of this Regulation.
- (2) Notify the alleged abuser's supervisor, project director, instructor, academic advisor or administrative officer, as appropriate, of the investigation.
- (3) Refer the matter for processing through the appropriate District's student disciplinary process if the user's actions are deemed to be in violation of standards of conduct for students.
- (4) Suspend or restrict the alleged abuser's computing privileges during the investigation and administrative processing.
- (5) Inspect the alleged abuser's files, diskettes, and/or tapes.
- (6) Minor infractions of this Regulation or those that appear accidental in nature are typically handled internally by the Director of Network Services in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via the procedures outlined above.
- (7) Infractions such as harassment, or repeated minor infractions as described in this Regulation may result in the temporary or permanent loss of access privileges, notification of a student's academic advisor and/or Student Conduct Office.
- (8) More serious infractions, such as unauthorized use of another user's ID and/or account, attempts to steal passwords or data, unauthorized use or copying of licensed software, violations of the District's regulations, or repeated violations of minor infractions may result in the temporary or permanent loss of access privileges, and referral for discipline under applicable existing student disciplinary processes.
- (9) Offenses which are in violation of local, state or federal laws will result in the immediate loss of computing privileges, student discipline, and will be reported to the appropriate law enforcement authorities.

Abuse of computing privileges is subject to disciplinary action as well as loss of computing privileges. An abuser of the District's computing resources may also be liable for civil or criminal prosecution. It should be understood that nothing in this Regulation precludes enforcement under the laws and regulations of the State of California, any municipality or county therein, and/or the United States of America.



4. Procedure for Suspension and/or Revocation of Computer Use Privileges

A. Student Violations

Individuals may report a suspected violation of this Regulation by a student to the College Disciplinarian. The College Disciplinarian shall then determine whether a violation of this Regulation has occurred. If the College Disciplinarian determines that a violation has occurred, he/she may take immediate action to suspend or revoke the user's privileges. In the event a user's privileges are suspended or revoked, the College Disciplinarian must provide the user with written notice of the suspension or revocation, and provide a statement of the reasons for the action(s) taken. College Disciplinarian's determination to suspend or revoke a student's user privileges may be appealed pursuant to the appeal procedures set forth in the Student Code of Conduct. Thereafter, the College Disciplinarian may also submit the matter to the Office of Student Affairs for a determination of whether additional action should be taken pursuant to established District student discipline procedures as outlined in the Student Code of Conduct. Possible sanctions include the deletion of materials found to be in violation of this Regulation, loss of computer resource privileges, student expulsion, and other sanctions available within the judicial processes.

Reviewed and Approved: 12/11/01



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4440 **Academic and Extracurricular Trips**

Arrangements for off-campus trips are the responsibility of the faculty member or faculty advisor associated with the class or student group, including clubs and other nonathletic extracurricular* activity groups. Such arrangements must be compliant with section 55220 of the Title 5 regulation. Permission to conduct such off-campus activities with student groups must be obtained a minimum of two weeks prior to the activity. Submission of requests for approval differs for academic and extracurricular trips.

1. Instructors who wish to take their classes, or other extracurricular student groups, on trips off-campus must receive prior approval from the Vice President of Academic Affairs or designee. Such approval may be requested by submitting a Field Trip Form, in duplicate, to the Vice President of Academic Affairs. The Field Trip Form may be obtained from the faculty member's departmental Chair or administrative assistant or from the Office of the Vice President of Academic Affairs.
2. Advisors who wish to take their clubs on trips off-campus must receive prior approval from the Vice-President of Student Affairs or designee. Such approval may be requested by submitting an Extracurricular Trip Form, in duplicate, to the Dean of Student Life. Extracurricular Trip Form may be obtained from the Student Activities Office.

The District's liability insurance covers advisors and instructors while in the normal pursuit of their duties.

Responsibilities of Advisors and Instructors on Extracurricular Trips

Advisors and instructors who take extracurricular student groups on off-campus trips are responsible for:

1. Obtaining written approval by completing and submitting the Extracurricular Trip Form to the appropriate college administrator two weeks prior to the scheduled trip.
2. Supervising the conduct of all students during the entire trip. Such conduct will at all times conform to the Santa Monica College Board of Trustees policy 4410 "Student Conduct."
3. Assuring that each student going on extracurricular activity trips possesses a current Santa Monica College student identification card.
4. Ascertaining that all drivers have current drivers' licenses and adequate automobile insurance if private vehicles are utilized for transportation.
5. Travel by private automobile may be used with the following provisions:
 - a. That the student's automobile is in a reasonably safe operating condition.
 - b. Students must be given instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip site.
 - c. Students wishing to leave early, or who are asked to leave early from the field trip must sign a waiver indicating their time and date of departure. This action serves as the student's acknowledgement that he/she is no longer a part of the field trip. **
 - d. Parent Consent slips, available in the Student Activities Office, must be signed and submitted for any student under 18 years of age. **

Reviewed and/or Updated: 12/11/01, 11/24/2015



AR 4441 Recording of Classes or Redistribution of Online Course Materials

No student shall use any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students.

No student shall copy and re-distribute the content of any password protected materials obtained as a result of logging into a course without the prior consent of the instructor.

Approved by Academic Senate: 5/3/2011

Approved by Senior Staff: 6/7/2011

AR 4445 Forming a Club

Requirements

1. A full-time Santa Monica College faculty member or full-time manager shall serve as the primary advisor, and a minimum of six currently enrolled AS members shall form the club. An advisor may serve in up to three clubs per semester.
2. A completed “Club Registration” packet must be submitted to the Student Life Office.
3. A club constitution is required. A constitution template including basic guidelines is included in the “Club Registration” packet, which is available on the Associated Students website.
4. Upon approval of the Inter-Club Council, the club shall maintain active membership and comply with the Inter-Club Council Constitution, A.S. Constitution, and Santa Monica College regulations and policies.

Reviewed and/or Updated: 12/11/01, 4/16/13

AR 4446 Club Events

In order to facilitate event planning, clubs must obtain the “Application for Use of College Facilities” form from the Student Activities Office. Once the application is completed and signed by the club advisor and the Dean of Student Life, the Student Activities Office will forward it to the Events Office. A permit will be issued within approximately seven days.

Reviewed and/or Updated: 12/11/01