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**ARTICLE 4100 ADMISSION AND REGISTRATION**

**BP 4110 Admission Requirements** *(revised)*

~~By California State Law,~~ Santa Monica College is open to any graduate of an accredited high school or equivalent and to any other person eighteen years or older who can profit by the instruction. Admission of high school students is permitted under certain conditions (see Board Policy Section 4112).

Admission is dependent upon acceptance of the student, his/her conformance to admission, matriculation, residence qualifications, and payment of required fees. Continual attendance at Santa Monica College is dependent upon satisfactory academic achievement, progress and conduct.

Reference: Administrative Regulation 4110, 4112  
Education Code Section 76000

*Reviewed and Adopted: (insert date)*

**BP 4111 Continuing Students Enrollment Priority** *(revised)*

Students enrolled ~~during~~ as of the first day of ~~school~~ the term receive a continuing student enrollment priority date to enroll for the following semester. Units completed, grade point average, academic and progress probation and those factors specified by state regulation will be utilized in computing the student's priority date of enrollment

Reference: Title 5, Sections 58108  
Education Code Sections 70901 and 84500

*Reviewed and Adopted: (insert date)*

**ARTICLE 4100 ADMISSION AND REGISTRATION**

**BP 4112**      **Advanced Admissions of High School Students** *(revised)*

~~Admissions of high school students is permitted under certain conditions. The Santa Monica Community College District shall follow guidelines defined in Administrative Regulation 4112 for the admission of high school students.~~ Students concurrently enrolled in high school and Santa Monica College are designated as Advanced Admissions students.

Reference:      Administrative Regulation 4112  
Education Code Sections 48800-48802, 76001-76002

*Reviewed and Adopted: (insert date)*

**BP 4113**      **Student Counseling Program** *(new)*

The ~~Board of Trustees authorizes the Santa Monica Community College District shall~~ to provide counseling services, procedures and regulations that ~~will~~ include but are not ~~be~~ limited to the following functions: academic counseling, career counseling, and personal counseling.

Reference:      Title 5, Section 51018

*Reviewed and Adopted: (insert date)*

**BP 4114**      **Matriculation** *(mostly converted to AR)*

~~The Santa Monica Community College District shall follow has established~~ a matriculation process to encourage each student to define a broad educational goal. To help all students realize their educational goals, the College shall provide the student service resources necessary to enable them to develop individual educational plans. Those plans shall consist of, but not be limited to, the specific courses and the student services and special programs available, such as financial aid, to support the achievement of their goals.

Reference:      Administrative Regulation 4114

**BP 4115**      **Articulation** *(new)*

The ~~Board of Trustees Santa Monica Community College District recognizes the importance of establishing a transfer relationship with appropriate high schools and four year colleges to assure a smooth transition from one system to another. The College shall~~ has established articulation agreements with proximate high schools and four-year colleges as well as with other institutions to which ~~our~~ SMC students choose to transfer.

Reference:      Title 5, Section 51022(b)

*Reviewed and Adopted: (insert date)*

**ARTICLE 4100 ADMISSION AND REGISTRATION**

**BP 4120 Materials Fees** (revised)

The Board of Trustees authorizes the determination of course materials fees as recommended by the Superintendent/President provided that the total fees collected for a particular course shall not exceed the cost of materials used in that course.

Reference: Title 5, Sections 59400, 58402, and 9404  
Education Code Sections 70901, 70902 and 76002

Reviewed and Adopted: (insert date)

**BP 4121 Parking Fees** (revised)

The Board of Trustees authorizes the determination of parking fees as recommended by the Superintendent/President for students and staff in accordance with the provisions as stated in the Education Code.

Reference: Education Code Section 76391

Reviewed and Adopted: (insert date)

**BP 4122 Non-Resident Tuition Fees** (revised)

A ~~Students-student~~ classified as a non-residents resident must pay a non-resident fee, which will be set by the Board of Trustees not later than February 1st of each year. The fee will be calculated by a formula in accordance with the Education Code and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The nonresident tuition fee thus established will be published in the College catalog and Schedule of Classes.

Reference: Education Code Sections 68050, 68051, 68079, 76140, 76141  
Title 5 Sections 54000-54072

Reviewed and Adopted: (insert date)

**ARTICLE 4100 ADMISSION AND REGISTRATION**

**BP 4123 Fees for Community Services Courses** (new)

The Board of Trustees authorizes the determination of fees by the Superintendent/President for all community services courses provided that the fees collected for any course shall be based on the cost of the community service program.

Reviewed and Adopted: (insert date)

**BP 4130 Attendance Records** (new)

The Santa Monica Community College District ~~has an obligation for~~ shall keep accurate attendance accounting for state reports and must clear the rosters of inactive enrollment as of census dates.

Reference: Title 5, Section 58050

Reviewed and Adopted: (insert date)

**BP 4131 Records Classification and Retention** (revised, mostly converted to AR)

The Board of Trustees authorizes the administrators responsible for Admissions and Records and Financial Aid ~~will to~~ annually classify student records in order to maintain or discard them in accordance with Administrative Regulation 4131.

Reference: Administrative Regulation 4131  
Title 5, Section 54608, 59023-25  
Education Code Section 76220

Reviewed and Adopted: (insert date)

**BP 4132 Destruction of Records** (revised, mostly converted to Ar (Move to AR 4131))

~~On an annual basis, the administrators responsible for Admissions and Records and Financial Aid will prepare a list for the Superintendent/President of all Class 3 records which have been held for the required retention period. This list shall be submitted to the Board of Trustees for final action on the destruction of said records. Upon receiving Board approval, the destruction of records will be carried out according to Title 5 specifications as defined in Section 59027.~~

~~Reference: Title 5, Sections 54608, 59027  
Education Code Section 76220~~

Reviewed and Adopted: (insert date)

**ARTICLE 4100 ADMISSION AND REGISTRATION**

**BP 4133 Student Enrollment, Attendance, and Disenrollment** *(revised)*

The Santa Monica Community College District shall ~~establish~~ follow procedures as defined in Administrative Regulation 4133 to document course enrollment, attendance, and disenrollment information as required by the provisions mandated by the State of California Education Code. Authorized detailed procedures shall be developed through administrative regulations which reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

Reference: Administrative Regulation 4133  
Title V, Chapter 2, Article 4, Section 58030  
Education Code Sections 71020, 76300, 84040, 84040.5, 84040.6

*Reviewed and Adopted: (insert date)*

**BP 4134 Records: Definition and Student Access** *(revised)*

The Santa Monica Community College District will clearly define those documents that must be maintained and classified as “Educational Records:” as follows: scholastic records, test scores, registration card, admissions card, transfer transcripts, change of record notices, graduation petitions, general education certification, incomplete verification, high school forfeiture notices, verification attendance request, veteran folders, nursing department folders, employment office folders, college police department files, and trade and technical department files.

The District will ~~also create~~ follow a process as defined in Administrative Regulation 4133 by which presently or previously enrolled students have the right to inspect and challenge their educational records.

Reference: Administrative Regulation 4133  
Education Code Sections 76210, 76220-76224, 76230-76233, 76240

*Reviewed and Adopted: (insert date)*

**BP 4135 Release of Education Records Information** *(revised)*

The Santa Monica Community College District may release copies of or otherwise divulge material in student education records only to the official agencies, groups, officials, or individuals specifically mentioned in the Family Educational Rights and Privacy Act (FERPA) of 1974, without the student’s written consent. ~~Any R~~elease of a student’s educational records, with the exception stated in Administrative Regulation 4135, must be with the student’s written consent.

Reference: Administrative Regulation 4135  
Education Code Sections 76240-76246  
U.S. Privacy Act of 1974  
Title 5, Sections 54616-54628

*Reviewed and Adopted: (insert date)*

**ARTICLE 4200 INTERNATIONAL STUDENTS**

**BP 4210 International Students Program** (new)

~~Santa Monica College believes that international students enrich and enhance the college community and encourages their enrollment.~~ The Santa Monica Community College District ~~to shall establish~~ follow administrative regulations for international students regarding application procedures, admissions requirements, sponsorship requirements and fees.

Reference: Education Code Sections 68050, 68051, 68062, 76140, 76141

**BP 4211 International Students ~~Application Fees~~** (revised)

~~The Santa Monica Community College District shall establish an application fee for Ppersons applying for admission to Santa Monica College as F-1 visa international students must file an application at the International Education Center.~~ The fee for such application shall be ~~set by the Board of Trustees prior to February 1 of each year for the following academic year~~ established by the District in accordance with Administrative Regulation 4211.

~~F-1 visa international students must pay a non-resident tuition, which will be set by the Board of Trustees prior to February 1 of each year for the following academic year.~~

Reference: Administrative Regulation 4211  
Education Code Sections 76140, 76141, 76142, 76143

Reviewed and Adopted: (insert date)

**ARTICLE 4300 STUDENT PROGRESS AND GRADUATION**

**BP 4310 Grading** (revised, mostly converted to AR)

The Santa Monica Community College District has established a grading system for evaluating student course work as defined in Administrative Regulation 4310. Grades earned will be recorded on the student's permanent record.

Reference: Administrative Regulation 4310  
Education Code Section 76224  
Title 5, Sections 51308, 52302, 55733, 55751, 55752

Reviewed and Adopted: (insert date)

**BP 4320 Withdrawal from Class** (revised)

The ~~Board of Trustees authorizes the Santa Monica Community College District to establish~~ shall follow procedures to document course withdrawals by students and faculty, as defined in Administrative Regulation 4320. Withdrawal from classes will be subject to the withdrawal dates established by the College. ~~Detailed procedures shall be developed through administrative regulations.~~

Reference: Administrative Regulation 4320  
Education Code Sections 70901.5

Reviewed and Adopted: (insert date)

**BP 4330 Academic Renewal** (revised)

The Santa Monica Community College District has an ~~purpose of this~~ Academic Renewal policy ~~is~~ to alleviate past ~~substandard~~ academic performance of a student when such work is not reflective of his/her current demonstrated achievement. Academic renewal is designed to review past unsatisfactory grades attained by a student. It is based on the recognition that, due to unusual circumstances, the change of major, or circumstances beyond the control of a student, the past ~~substandard-unsatisfactory~~ work will negatively affect an individual's academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Reference: Administrative Regulation 4330  
Title 5, Section 55765

Reviewed and Adopted: (insert date)

**ARTICLE 4300 STUDENT PROGRESS AND GRADUATION**

**BP 4340 Progress Renewal** (revised)

The ~~purpose-Santa Monica Community College District has a of this~~ Progress Renewal policy ~~is~~ to alleviate past excessive withdrawals/progress probation from a student's record when such work is not reflective of his/her current demonstrated achievement. It is based on the recognition that, due to unusual circumstances, the change of major, or circumstances beyond the control of a student, the past withdrawal work will negatively affect an individual's progress standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Reference: [Administrative Regulation 4340](#)  
Title 5, Sections 55761, 55765

Reviewed and Adopted: (insert date)

**BP 4350 Course Repetition** (revised, mostly converted to AR)

The Santa Monica Community College District has a ~~This~~ Course Repetition policy that allows a student who has earned a ~~substandard~~ grade ~~of (D, F, or NC)~~ in a course to repeat that course only once.

Reference: [Administrative Regulation 4350](#)  
Title 5, Sections 55762, 55763, 55765

Reviewed and Adopted: (insert date)

**BP 4360 Graduation** (revised, mostly converted to AR)

The ~~Board of Trustees establishes~~ Santa Monica Community College District shall follow graduation requirements within the guidelines established by Title 5.

Reference: [Administrative Regulation 4360](#)  
Title 5, Sections 55802, 55805.5, 55808, 55809

Reviewed and Adopted: (insert date)

**ARTICLE 4400 ACTIVITIES AND STUDENT CONDUCT**

The Board of Trustees authorizes the students of Santa Monica College to form a student body organization. The Constitution of the student body organization shall be approved by the Board of Trustees. The student body organization shall encourage students to participate in the governance of the college and many conduct any activities as may be approved by the appropriate college administrator (see Board Policy Sections 1630 and 2460).

**BP 4410 Student Bill of Rights** (revised/converted to AR)

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

The institution shall provide access to its services, classes and programs without regard to race, religious creed, color, national origin, ancestry, handicap or ~~sex~~ gender.

Reference: Education Code Sections 72012, 72013

2. Objective Evaluation

Student performance ~~should~~ is to be evaluated solely on achievement of the goals of the curriculum, not on opinions or conduct in matters unrelated to curricular standards.

3. Confidentiality of Student Records

Transcripts, health records, disciplinary 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 Sections 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 and institutional government, and to prepare and distribute student publications.

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 be voted on ~~come effective upon passage~~ by the student body and becomes effective when approved by the Board of Trustees. All amendments to this Bill of Rights shall be voted on ~~ratified~~ by the student body and become effective when approved by the Board of Trustees.

Reference: Board Policy Sections 1630 and 2460  
Administrative Regulation 4410  
Education Code 72023.5

*Reviewed and Adopted: (insert date)*

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**ARTICLE 4400 ACTIVITIES AND STUDENT CONDUCT**

**BP 4420**      **Student Conduct** (*revised, converted to AR*)

~~The Santa Monica Community College students-District has established regulations to encourage students will-to~~ conduct themselves as responsible members of the college community and in a manner compatible with the educational missions of the District. Students are subject to District authority and the specific regulations established by the District. Those who violate the District regulations are subject to disciplinary actions, including but not limited to cancellation of registration, and may be denied future admission to the College.

**Reference:**      Administrative Regulation 4420

*Reviewed and Adopted: (insert date)*

**BP 4421**      **Interrogation and Release of Students** (*revised, converted to AR*)

~~The Santa Monica Community College District shall not allow the interrogation of a Santa Monica College student on campus by anyone in general, no person other than College employee personnel shall be allowed to interrogate a student on campus~~ without prior permission of the Superintendent/President. If such other person is permitted to interrogate a student while he/she is on campus, District procedures shall be followed.

**Reference:**      Administrative Regulation 4421

*Reviewed and Adopted: (insert date)*

**BP 4430**      **Student Organizations** (*new*)

~~Santa Monica College recognizes the value of student organizations.—~~Membership in Santa Monica College student organizations is open to all students enrolled in Santa Monica College. Students may not be prohibited from membership based on race, color, religion, gender, national origin, age, disability, status as a ~~Vietnam era~~-veteran, sexual orientation, or marital status. ~~Furthermore, dues may not be required for membership in any Santa Monica College student organization.~~

**Reference:**      Administrative Regulation 4430

*Reviewed and Adopted: (insert date)*

**ARTICLE 4400 ACTIVITIES AND STUDENT CONDUCT**

**BP 4440 Responsible Computer Use** *(existing)*

The Santa Monica Community College District is committed to providing students access to the District's computing resources. While providing students limited access to the District's computer resources is consistent with the education and service missions of the District, such access to this college resource is a revocable privilege. The District's computer resources and all student users' accounts are the property of the District.

**Reference:** [Administrative Regulation 4440](#)

*Reviewed and Adopted: (insert date)*

**BP 4450 Athletic Program** *(new)*

The ~~Santa Monica Community College District shall purpose of the Santa Monica College Athletic Department is to~~ provide an athletic program for the students of the District. It should, at all times, reflect the philosophy of the Board of Trustees, administration, and the community. The Western States ~~Athletic Code Conference, State Athletic Code Commission on Athletics~~, Title IX gender equity compliance, and the policies of the Santa Monica ~~Community College~~ District shall govern the program. The Athletic Department, at all times, shall abide by these policies, rules and regulations.

*Reviewed and Adopted: (insert date)*