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ARTICLE 4100 ADMISSION AND REGISTRATION

BP 4110 Admission Requirements

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
Education Code Section 76000

Adopted: 5/7/2001

BP 4111 Enrollment Priorities

Enrollment priorities will be assigned to facilitate students' timely completion of degree, certificate or transfer requirements using unit completion as the primary determinant. The District will extend priority consideration to students with special needs, including but not limited to, students participating in approved programs authorized through the California Education Code and Title 5 regulations to receive "support services".

Detailed procedures will be maintained in Admissions and Records.

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

Adopted: 5/7/2001

BP 4112 Advanced Admissions of High School Students

The Santa Monica Community College District shall follow guidelines defined in Administrative Regulation 4113 for the admission of high school students. Students concurrently enrolled in high school and Santa Monica College are designated as Advanced Admissions students.

Reference: Education Code Sections 48800-48802, 76001-76002

Adopted: 5/7/2001



ARTICLE 4100 ADMISSION AND REGISTRATION

BP 4113 Student Counseling Program

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

Reference: Title 5, Section 51018

Adopted: 5/7/2001

BP 4114 Matriculation

The Santa Monica Community College District shall follow 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

Adopted: 5/7/2001

BP 4115 Articulation

The Santa Monica Community College District has established articulation agreements with proximate high schools and four-year colleges as well as with other institutions to which SMC students choose to transfer.

Reference: Title 5, Section 51022(b)

Adopted: 5/7/2001



ARTICLE 4100 ADMISSION AND REGISTRATION

BP 4120 Materials Fees

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

Adopted: 5/7/2001

BP 4121 Parking Fees

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

Adopted: 5/7/2001

BP 4122 Non-Resident Tuition Fees

A student classified as a non-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

Adopted: 5/7/2001



ARTICLE 4100 ADMISSION AND REGISTRATION

BP 4123 Fees for Community Services Courses

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.

Adopted: 5/7/2001

BP 4130 Attendance Records

The Santa Monica Community College District 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

Adopted: 5/7/2001

BP 4131 Records Classification and Retention

The Board of Trustees authorizes the administrators responsible for Admissions and Records and Financial Aid 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

Adopted: 5/7/2001



ARTICLE 4100 ADMISSION AND REGISTRATION

BP 4133 Student Enrollment, Attendance, and Disenrollment

The Santa Monica Community College District shall 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

Adopted: 5/7/2001

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

Administrative Regulation 4135 set forth the rules and regulations of the District for complying with the Family Educational Rights and Privacy Act and State law. All District officers, employees, and other agents of the District granted access to student education records shall comply with this Administrative Regulation.

References: Education Code Sections 35294.2, 32282, 35296, and 42140;
Homeland Security Act of 2002;
Government Code Sections 3100 and 8607(a);
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations (CCR) Sections 2400-2450

Adopted: 5/7/2001; Revised 1/12/2010



ARTICLE 4200 INTERNATIONAL STUDENTS

BP 4210 International Students Program

The Santa Monica Community College District shall follow administrative regulations for international students regarding application procedures, admissions requirements, sponsorship requirements and fees.

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

Adopted: 5/7/2001

BP 4211 International Students Fees

The Santa Monica Community College District shall establish an application fee for persons applying for admission to Santa Monica College as F-1 visa international students. The fee for such application shall be established by the District in accordance with Administrative Regulation 4210.

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 4210
Education Code Sections 76140, 76141, 76142, 76143

Adopted: 5/7/2001



ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

BP 4310 Grading

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

Adopted: 5/7/2001

BP 4320 Withdrawal from Class

The Santa Monica Community College District shall follow procedures to document course withdrawals by students and faculty, as defined in Administrative Regulation 4321. Withdrawal from classes will be subject to the withdrawal dates established by the College.

Reference: Administrative Regulation 4321
Education Code Sections 70901.5

Adopted: 5/7/2001

BP 4330 Academic Renewal

The Santa Monica Community College District has an Academic Renewal policy to alleviate past 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 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 4331
Title 5, Section 55765

Adopted: 5/7/2001



ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

BP 4340 Progress Renewal

The Santa Monica Community College District has a Progress Renewal policy 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 4332
Title 5, Sections 55761, 55765

Adopted: 5/7/2001

BP 4350 Course Repetition

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

Reference: Administrative Regulation 4340
Title 5, Sections 55762, 55763, 55765

Adopted: 5/7/2001

BP 4360 Graduation

The Santa Monica Community College District shall follow graduation requirements within the guidelines established by Title 5.

Reference: Administrative Regulation 4350
Title 5, Sections 55802, 55805.5, 55808, 55809

Adopted: 5/7/2001



ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS

BP 4420 Student Conduct

The Santa Monica Community College District has established regulations to encourage students 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 4410

Adopted: 5/7/2001

BP 4421 Interrogation of Students

The Santa Monica Community College District shall not allow the interrogation of a Santa Monica College student on campus by anyone other than College personnel 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.

Adopted: 5/7/2001



ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS

BP 4430 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 veteran, sexual orientation, or marital status.

Reference: Administrative Regulation 4430

Adopted: 5/7/2001

BP 4440 Responsible Computer Use

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

Adopted: 5/7/2001

BP 4450 Athletics

The Santa Monica Community College District shall 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 current athletic conference, the Commission on Athletics, Title IX gender equity compliance, and the policies of the Santa Monica Community College District shall govern the program. The program shall abide by these policies, rules and regulations.

Adopted: 5/7/2001