



OFFICE OF THE PRESIDENT

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April 15, 2014

**TO:** President's Council  
Administrative Council  
Planning Fiscal Council

**FROM:** Sandy Sandello

**SUBJECT:** **Revision of Board Policies and Administrative Procedures**

The following Board Policies and Administrative Procedures have been revised:

BP 1200	District Vision, Mission, Values Statement
BP 3250	Institutional Planning
BP 3900	Speech: Time, Place and Manner
BP 7700	Whistleblower Protection
AP 3900	Speech: Time, Place and Manner
AP 4100	Graduation Requirements
AP 4240	Academic Renewal
AP 4250	Probation

This will begin the review process for the above policies and procedure.

## BP 1200 District Mission

### Reference:

Accreditation Standard I

**Note:** *This policy is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.*

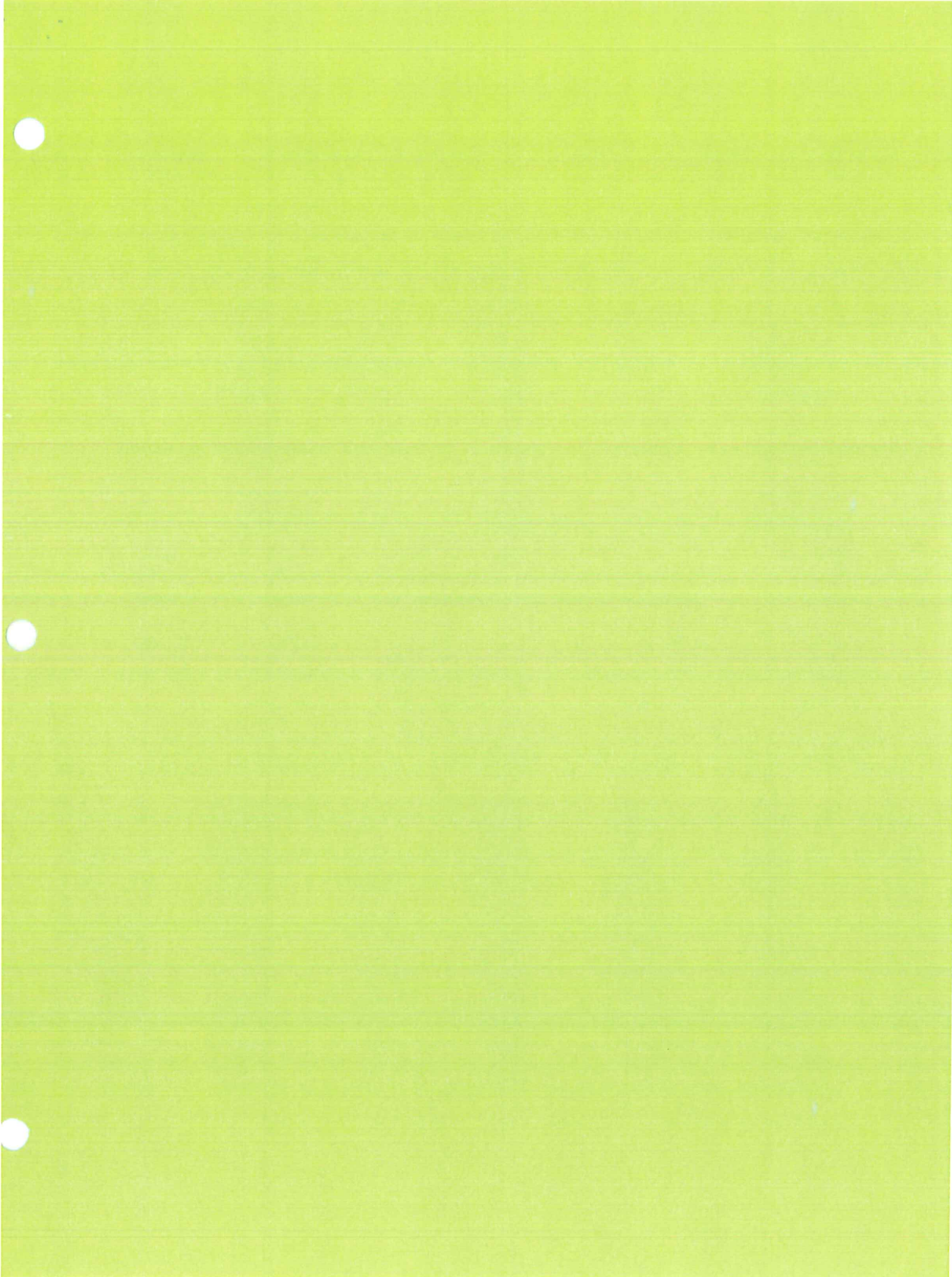
The mission of the [ Name ] Community College District is:  
[ Insert district mission here ]

The mission is evaluated and revised on a regular basis.

**Note:** *Institutional mission defines the broad-based educational purposes the district seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated.*

*It is the discretion of the board of multi-college districts whether or not to include individual college missions as board policy.*

*It is the discretion of the board whether or not it wishes to state a specific time frame for evaluating and revising the mission.*





INSTITUTIONAL PLANNING

**BP No.  
3250**

Board Adopted: 10/11/95; 2/18/09

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- I. The Rio Hondo College Board of Trustees believes that the College should be engaged in on-going planning to achieve its mission.
- II. Through the planning process, the college frames questions, seeks answers, analyzes itself, and revises its goals, objectives, programs, and services. The planning process assists in identifying institutional directions as well as priorities and strategies; it also influences the acquisition and allocation of resources.
- III. The Superintendent / President shall ensure that the District has and implements a broad-based, comprehensive, systematic, and integrated system of planning that is supported by institutional effectiveness research. The process must serve the full-range of College constituencies, both internal and external, for both now and the future.
- IV. The planning system shall include plans required by law, including, but not limited to:

- Educational Master Plan
- Facilities & Resource Plan
- Technology Plan
- Equal Employment Opportunity Plan\***
- Student Equity Plan\***
- Student Success and Support Program Plan\***
- Transfer Center Plan\***
- EOPS Plan\***
- Cooperative Work Experience Plan\***
- \*(CCLC)**

The Superintendent / President shall submit **to the Board** those plans for which Board approval is required by Title 5. ~~to the Board.~~

- V. The Superintendent / President shall inform the Board about the status of planning and the various plans.
- VI. The Superintendent / President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.
- VII. Source / References:  
Accreditation Standard I.B.  
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

See Administrative Procedure 3250



## BP 3250 Institutional Planning

### References:

Accreditation Standard I.B;  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,  
55510, and 56270 et seq.

**Note:** This policy is legally required.

The [ CEO ] shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Governing Board
- Facilities Plan
- ~~Equal Employment Opportunity Faculty and Staff Diversity Plan~~
- Student Equity Plan
- ~~Matriculation Plan~~ Student Success and Support Program Plan;
- —
- Transfer Center Plan
- Cooperative Work Experience Plan
- EOPS Plan

The [ CEO ] shall submit those plans for which Board approval is required by Title 5 to the Board.

**Note:** The following is suggested as good practice.

The [ CEO ] shall inform the Board about the status of planning and the various plans.

The [ CEO ] shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

See Administrative Procedure [ # ].

Revised 8/07, 10/13





SPEECH: TIME, PLACE AND MANNER

<b>BP No.</b> 3900
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Board Adopted: 11/21/07; 1/14/09; 12/12/12

Formerly BP 5550

Page 1 of 1

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- I. Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.
- II. The District is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The **Superintendent**/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.
- III. The administrative procedures promulgated by the President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions ~~in those parts of the college designated as areas generally available to students and the community (CCLC)~~, and the wearing of buttons, badges, or other insignia.
- IV. Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.
- V. Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation, unless such speech is constitutionally protected.
- VI. Source/References: Education Code Section 76120 and 66301



## BP 3900 Speech: Time, Place, and Manner

(formerly numbered BP 5550 with newly added information in 2/10)

### References:

Education Code Sections 76120 and 66301

**Note:** This policy is legally required.

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college(s) of the District is/are non-public forums, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The [ CEO ] shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

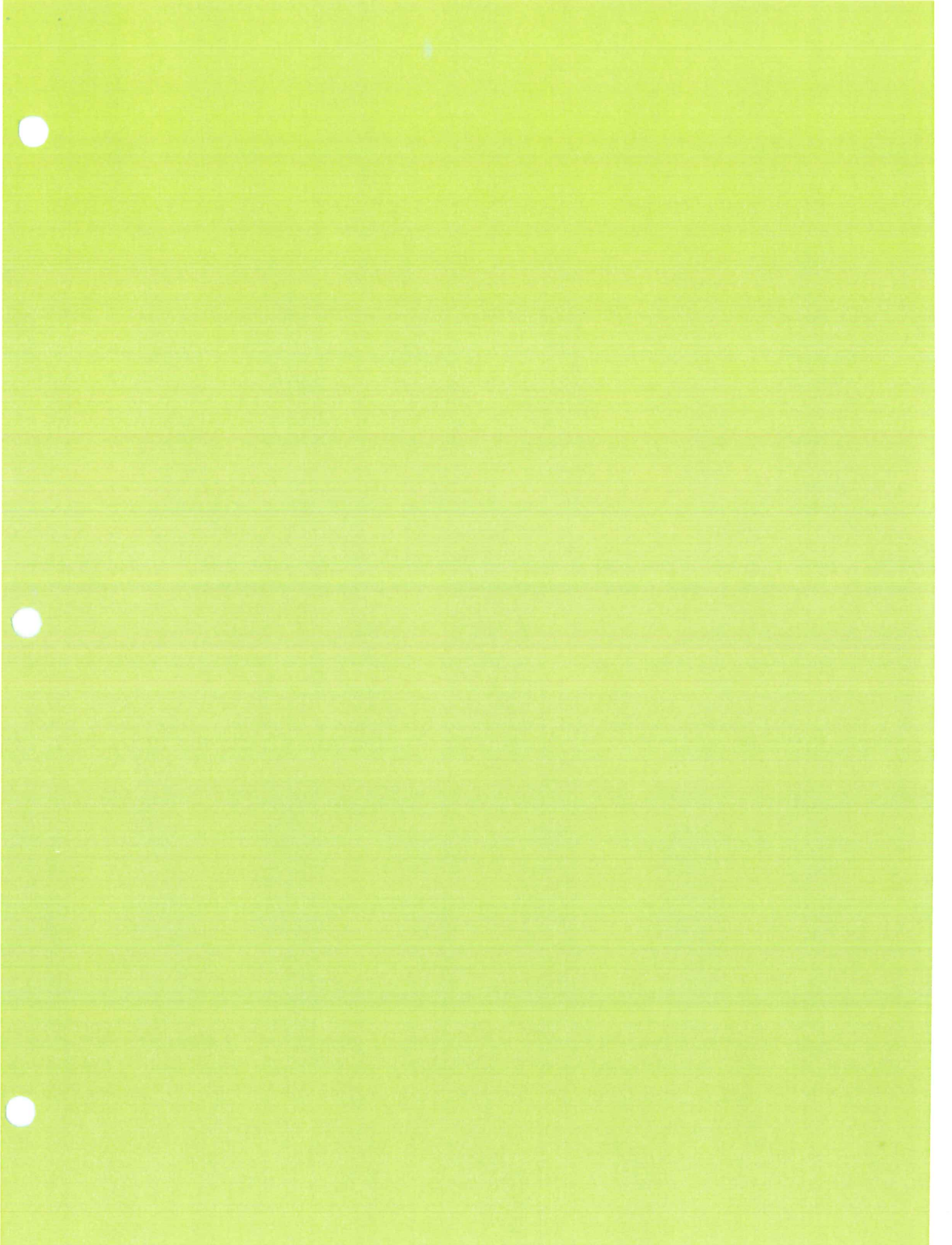
The administrative procedures promulgated by the [ CEO ] shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions ~~in those parts of the college designated as areas generally available to students and the community~~, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

See Administrative Procedure [ # ].

Revised 2/04, 2/07, 2/10, 10/13





WHISTLEBLOWER PROTECTION

BP No. 7700
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Board Adopted: 1/14/09

Page 1 of 1

- I. The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.
- II. The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.
- III. District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.
- II. Source/Reference  
EC 87160-87164; Labor Code Section 1102.5, Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2698)  
***Affordable Care Act (29 U.S.C. 218C)(CCLC)***



## **BP 7700 Whistleblower Protection**

### **References:**

Education Code Sections 87160-87164;  
Labor Code Section 1102.5,  
Government Code Section 53296,  
Private Attorney General Act of 2004 (Labor Code Section 2698)  
Affordable Care Act (29 U.S.C. 218C)

**Note:** *This policy is suggested as good practice. Districts may insert their local practice. The following is suggested language.*

The CEO shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

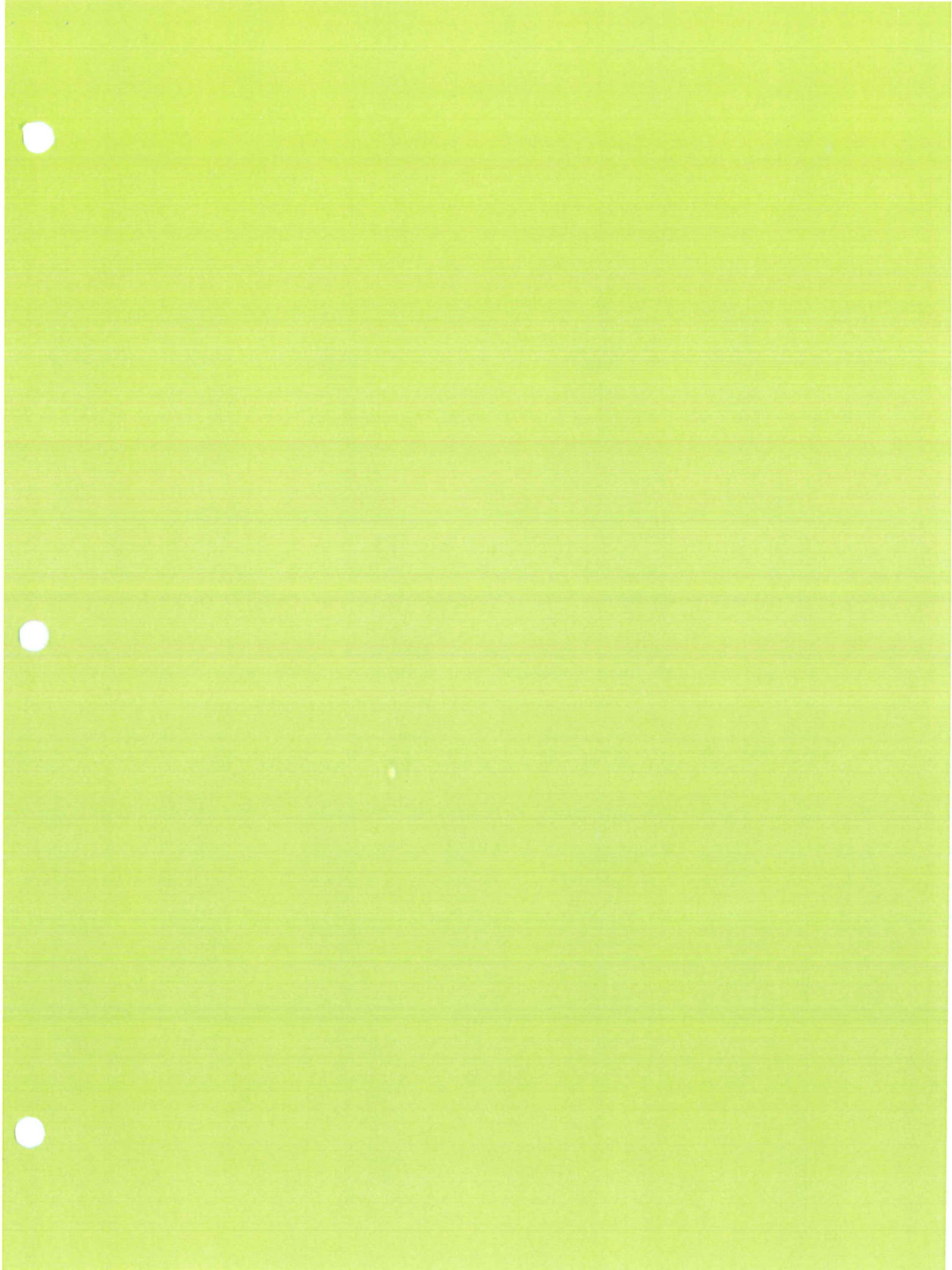
The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- 1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- 2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

**See Administrative Procedure (#)**

New 2/06, Revised 2/08, 10/13





SPEECH: TIME, PLACE, AND MANNERAP No.  
3900

Board Reviewed: 11/14/12

Formerly AP  
5550Page 1 of 2

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- I. The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.
- II. The college is a non-public forum, except for the following area, which is reserved for expressive activities which do not violate District policy and which are lawful: Upper Quad. This area is chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus, but also so as not to disrupt educational and other activities of the District on behalf of students:
  - This area is a designated public forum. The District reserves the right to revoke that designation and apply a non-public forum designation.
  - The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, locker rooms, or any other area not specified above.
- III. The use of these areas reserved and open for expressive activities is subject to the following:
  - Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material.
  - No person using the areas shall touch, strike, or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.
  - Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes.

Non-student, community groups wishing to engage in speech or expressive activities on campus in the areas designated as public forums must ~~provide notification to~~ **check in with** the District through the Office of Student Life and Leadership ~~five (5)~~ **three (3)** business days in advance **prior to engaging in** the activities. **This does not involve an advance approval process.** No illegal activities will be permitted, nor activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, nor any activities that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated **areas as described below**. ~~and must describe the nature of the planned activities.~~ In the event the District receives multiple notifications seeking the same date and time, the District will provide alternate dates to accommodate the second, third, etc. notifications (current RHC Practice).



**SPEECH: TIME, PLACE, AND MANNER****AP No.  
3900**

Board Reviewed: 11/14/12

Formerly AP  
5550Page 2 of 2

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**Note:** *If the District opts to require advance notice for outside groups, it is advisable not to require notice more than three (3) business days in advance, so as to avoid challenge. It is also advisable to check with legal counsel concerning any current developments that affect advance notice requirements (CCLC).*

- IV. All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Material distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.
- V. Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of Student Life and Leadership. Materials displayed shall be removed after the passage of fourteen (14) days.
- VI. References

Education Code Sections 76120 and 66301

## AP 3900 Speech: Time, Place, and Manner

(formerly numbered AP 5550 with newly added information in 2/10)

### References:

Education Code Sections 76120 and 66301

**Note:** *This procedure is **legally advised**. Local practice may be inserted, but should comply with these minimums and those in the related Board Policy.*

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

**Note:** *The following text is not legally required, but is **recommended as good practice**.*

The college(s) of the District is/are non-public forums, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful; [ include a list of areas ]. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

The use of these areas reserved and open for expressive activities is subject to the following:

- Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas shall touch, strike or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes.

**Note:** *The following is **legally advised**. Local practice may be inserted.*

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must ~~provide notification to check in~~

with the District through [ the CEO or designee ] [insert number — not more than three] business days in advance of prior to engaging in the activities and must describe the nature of the planned activities. This does not involve an advance approval process. No illegal activities will be permitted, no activities that which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities by using the optional reservation forms.

Note: If the District opts to require advance notice for outside groups, it is advisable not to require notice more than three (3) business days in advance, so as to avoid challenge. It is also advisable to check with legal counsel concerning any current developments that affect advance notice requirements.

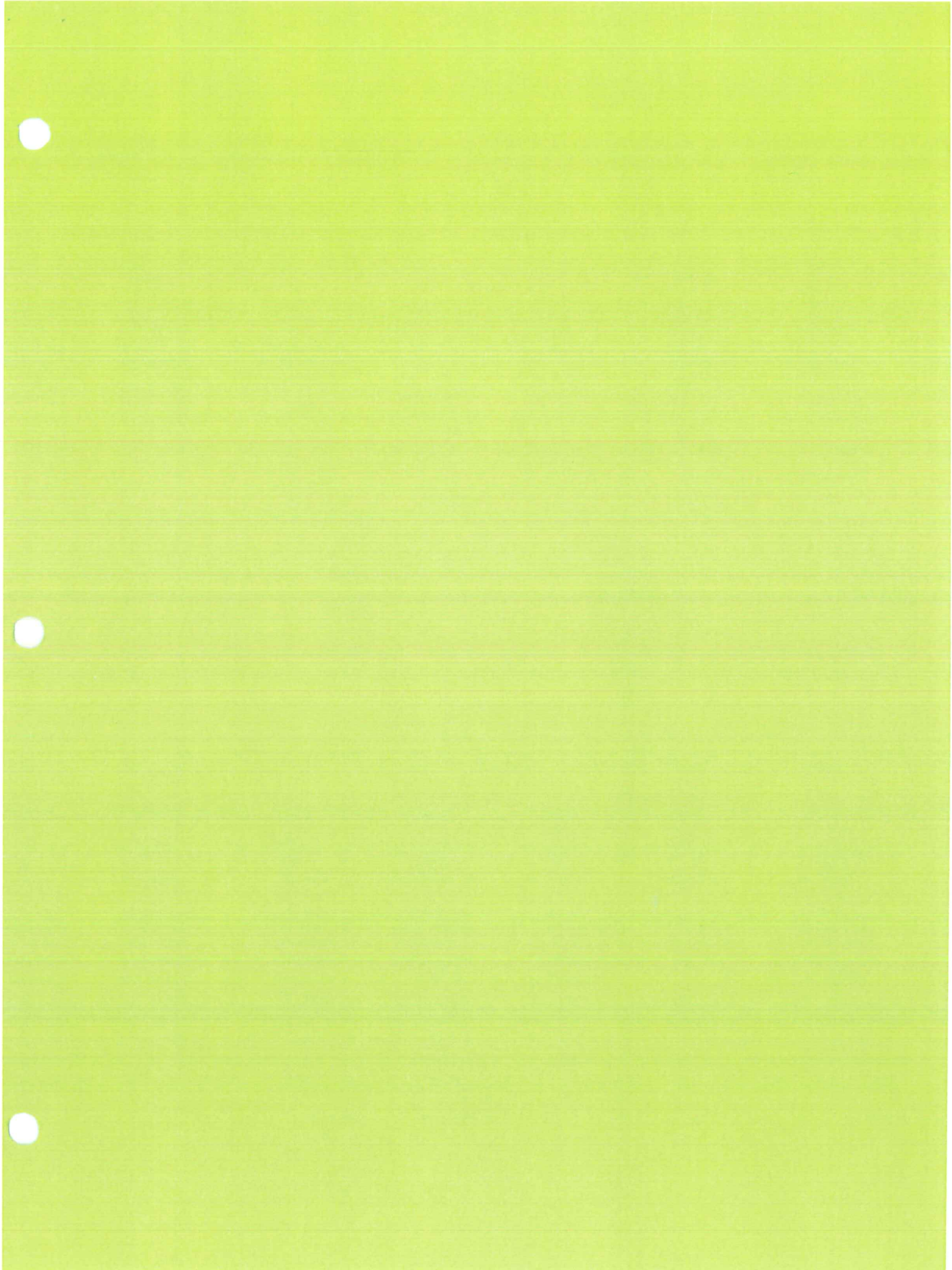
All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Material distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.

#### **Posting**

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the **[designated authority]**. Materials displayed shall be removed after the passage of **[insert number; at least ten]** days.

Revised 2/04, 2/07, 2/10, 10/13





GRADUATION REQUIREMENTS

AP No. 4100
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Board Reviewed: 8/15/07

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- I. The degree of Associate of Arts or Associate of Science will be conferred upon any student satisfactorily completing the following requirements:
  - A. A two-year college curriculum of 62 units for the Associate in Arts degree (2.0 GPA average or better) with at least 12 units in residence. For the Associate in Science degree, completion of the prescribed departmental curriculum of no less than 62 units as published in the college catalog (2.0 GPA average or better) with at least 12 units in residence.
- II. The degree of Associate of Arts or Associate of Sciences will be conferred with a major consisting of a minimum of 20 units in a specified field of study (or major). A listing of all majors can be found in the degree listing in the college catalog. Major course criteria:
  - A. A minimum of 2.0 GPA for all course work within the major
  - B. No remedial course units can be included in the total number of units earned towards a major.
  - C. Two physical education activity courses.
  - D. American Institutions Requirements – successful completion of one of the following courses: HIST 143, HIST 144, 144H, HIST 158, HIST 159, 159H, POLYS 110 or POLYS 110H.
  - E. Competence in reading and written expression that may be met by:
    1. **Credit (“P” grade) earned in READ 023 or higher level reading course**
    2. **Appropriate score on the reading assessment test**
    3. **2 or 4 year degree from a regionally accredited U.S. institution (Approved by Academic Senate on 3-4-14)**
- ~~1. Successful completion of English 101 or ESL 198 or a satisfactory score on the CSU English Equivalency Exam (to be determined by the Division of Communications and Languages.~~
- ~~2. Successful score on the Reading Placement Test or a credit (CR) in READ 23 or higher level reading course~~
- F. Competence in mathematics that may be met by one of the following:
  1. Credit (C grade or better) in Math 50 (Elementary Algebra) or a higher level math course



**GRADUATION REQUIREMENTS**

AP No. 4100
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Board Reviewed: 8/15/07

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2. A satisfactory score on the Rio Hondo College Math Proficiency Exam or
  3. A score of 22 or above on the ACT Math Test or
  4. A score of 500 or above on the math portion of the SAT
- G. Completion of general education requirements of course work in each of four areas, in addition to the major(s) requirement. The four area requirements and courses from which a student may choose are as follows:
1. Natural Sciences with Lab (a lab must be included) – minimum of 3 units
  2. Behavioral and Social Sciences – minimum of 3 units
    - a. Humanities – select one course from each of:
    - b. Fine Arts - minimum of 3 units
  3. Humanities - minimum of 3 units
  4. Language and Rationality – select one course from each of:
    - a. English Composition - minimum of 3 units
    - b. Communication and Analytical Thinking - minimum of 3 units
- III. District policies and procedures regarding general education and degree requirements are published in the college catalog and class schedules and are filed with the State Chancellor's Office.
- IV. Reference:
- Title 5, Section 55805; Accreditation Standard II.A.3.

# AP 4100 Graduation Requirements for Degrees and Certificates

## References:

Title 5 Sections 55060 et seq.

**Note:** *This procedure is **legally required**. Local practice may be inserted. Procedures must address at least the following:*

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units or 90 quarter units of college work.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges "Taxonomy of Programs."

The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Ethnic studies must be offered.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of [18 or more semester units or 27 or more quarter units] of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

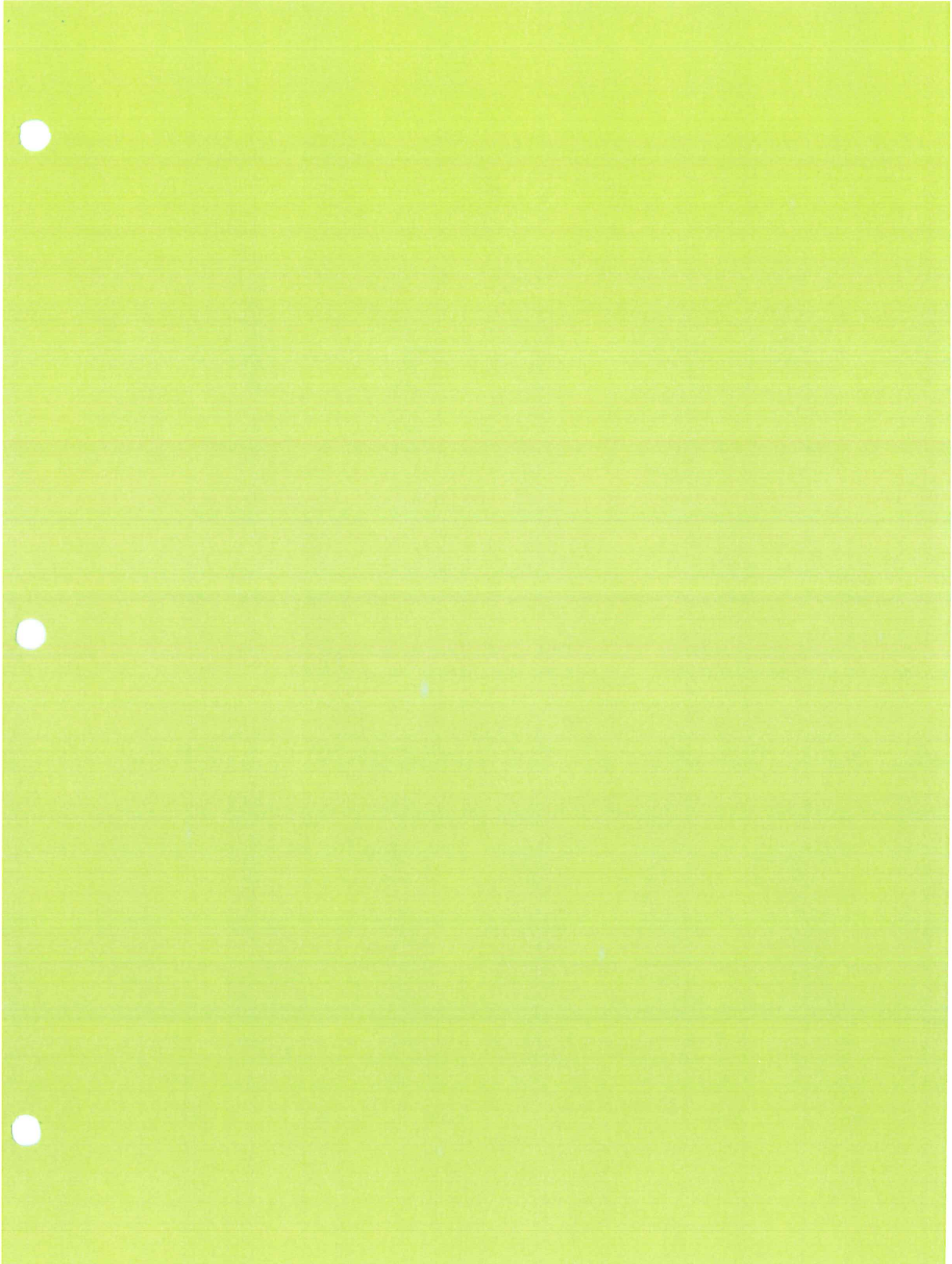


Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of *[District]*, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Revised 8/06, 8/07, 2/08





**ACADEMIC RENEWAL**

AP No. 4240
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Board Reviewed: 2/17/10; 12/8/10

Page 1 of 2

- I. Students may petition only once to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:
  - Students must have achieved a grade point average of 2.0 in 30 units and
  - At least two years must have elapsed from the time the course work to be removed was completed.
- II. Up to 30 units of course work may be eliminated from consideration in the cumulative grade point average.
- III. Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.
- IV. Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.
- V. **Academic Renewal Guidelines (RHC Catalog)**

The academic renewal procedure permits the alleviation of a student's previously recorded substandard academic performance that is not reflective of a student's present demonstrated ability and level of performance. Academic renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Rio Hondo College may disregard particular, previously recorded substandard work from a student's cumulative grade-point average.

1. ~~The student~~ **Students** may petition ~~only once~~ **to have their academic record reviewed for academic renewal** (*approved by Academic Senate*) through the Admissions and Records Office to remove previous substandard work (any course in which a grade below 2.00 has been

**ACADEMIC RENEWAL**

AP No. 4240
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Board Reviewed: 2/17/10; 12/8/10

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- recorded) taken at Rio Hondo College. The District Superintendent/**President**, or designee, may grant permission.
2. Up to 30 units may be alleviated.
  3. A student's current demonstrated ability may be the basis for alleviating previous substandard work.
  4. From the last substandard work to be alleviated, the following 30 consecutive units from any accredited college or university must average at least a 2.00 GPA in order to qualify.
  5. Two years must have elapsed since the most recent work to be alleviated.
  6. The student's academic record will be appropriately marked indicating those courses that have been alleviated.
- VI. When academic work is alleviated, grades are not removed; they are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside the District.
- VII. Source / Reference:  
Title 5, Section 55044 and 55046.



## AP 4240 Academic Renewal

### Reference:

Title 5 Section 55046

**Note:** *This procedure is **legally required**. Local practice may be inserted but should comply with the following:*

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Students must have achieved a grade point average of **[set a minimum of at least 2.0]** in **[set minimum number of units]**, and
- At least **[set time limit]** must have elapsed from the time the course work to be removed was completed.

Up to **[set unit limit]** units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

**Note:** *Additional local procedures should be inserted, which **must** include:*

The procedures to be followed by the student in requesting academic renewal.  
Designated authorities.

Revised 8/06, 2/08, 9/08, 4/09





PROBATIONAP No.  
4250

Board Reviewed: 8/15/07

Page 1 of 2

- I. Probation Standards
  - A. Disciplinary Probation – A student may be placed on disciplinary probation for infraction of state law, Education Code, Board policy, student government regulations, or behavior unbecoming a student at Rio Hondo College.
  - B. Students on disciplinary probation may not represent the College in any activity, conference, or field trip, nor can they hold office in the Associated Students **of Rio Hondo College (ASRHC)** government or in any student body sponsored club.
  - C. Academic Probation – A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in the section “Grading System.” If a student is placed on academic probation ~~for two consecutive semesters~~ *(Approved by Academic Senate)*, the student must receive approval by a counselor prior to registering for classes in the following semester.
  - D. Removal from Academic Probation – 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.
  - E. Progress Probation – A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of “W”, “I”, and “NC” are recorded reaches or exceeds the number of units with other grades.
  - F. A student on progress probation because of an excess of units for which entries of “W”, “NC” and “I” are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.
  - G. Dismissal – A student shall be dismissed from the College for a period of one semester (excluding summer session) when his/her grade point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of “W”, “I”, or “NC”. Before reinstatement to the college, the student must meet with a counselor.
- II. Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a

**PROBATION**

<b>AP No. 4250</b>
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Board Reviewed: 8/15/07

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counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling, Matriculation, and Outreach.

III. Source / Reference: Title 5, Section 55754, 55755, 55759



## AP 4250 Probation

### References:

Title 5 Sections 55030, 55031, 55032, 55033, and 55034

**NOTE:** *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

**Notification of Probation** – Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

**Probationary Letter** – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Revised 8/06, 8/07, 3/12

CONFLICT OF INTERESTBP No.  
2710

Board Adopted: 3/13/02; 11/12/03; 2/20/08

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- I. **Members of the Board of Trustees** members shall not **have a financial interest** ~~be financially interested in~~ any contract made by the Board or in any contract they make in their capacity as Board members.
- II. A Board member shall not be considered to ~~be financially interested~~ **have a financial interest** in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091, or is limited to interests defined by Government Code Section 1091.5.
- III. A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

- IV. A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. Upon leaving the Board, former members shall not, for a period of one year, act as an attorney, agents or otherwise represent for compensation others appearing before the Board.
- V. In compliance with law and regulation, the Superintendent/President shall **has** established administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.
- VI. Board members shall file statements of economic interest with the filing officer identified by the administrative procedures. (~~See Conflict of Interest and Disclosure Code, addendum, incorporated as part of this Board Policy, approved by the Board of Supervisors, County of Los Angeles at their meeting held January 8, 2002~~)
- VII. Source/Reference  
  
Government Code Sections 1090, et seq., 1126, 87200, et seq.; Title 2, Sections 18730 et seq.; Former Policy 1001.



## BP 2710 Conflict of Interest

### References:

Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;  
Title 2 Sections 18730 et seq.

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the [ CEO ] shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

**Note:** Although the following is not legally required, it is legally advised.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedures [ # ].

Revised 2/06





CONFLICT OF INTERESTAP No.  
2710

Board Reviewed: 5/17/06; 9/9/09; 12/14/11

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**Note: It is required that districts have this procedure.**

I. Incompatible Activities (Government Code Sections 1126, 1099)

**Members of the Board of Trustees** and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's and employees' duties as officers of the District.

A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

II. Financial Interest (Government Code Section 1090 et seq.)

Board members and employees shall not be **shall not have a** financial interest in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be **have a** financial interest in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to **have a** financial interest in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

III. No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the ~~governing board~~ **Board of Trustees** unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part-time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

IV. Financial Interest in a Decision (Government Code Section 87100 et seq.)

CONFLICT OF INTERESTAP No.  
2710

Board Reviewed: 5/17/06; 9/9/09; 12/14/11

Page 2 of 3

If a Board member or employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

1. Publicly identify the financial interest in detail sufficient to be understood by the public;
2. ~~Recuse~~ excuse himself or herself from discussing and voting on the matter;
3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

## V. Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506. A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502).



**CONFLICT OF INTEREST**

AP No. 2710
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Board Reviewed: 5/17/06; 9/9/09; 12/14/11

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Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term "honorarium" does not include:

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction for income tax purposes.

## VI. Representation (Government Code 87406.3)

Elected officials and the Superintendent/President shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

## VII. Source/Reference:

Government Code Sections 87105, 87200-87210, ~~87406.3~~;  
Title 2, Section 18700 et seq. and as listed above.



## AP 2710 Conflict of Interest

### References:

Government Code Sections 87105 and 87200-87210;  
Title 2 Sections 18700 et seq.; and as listed below

**Note:** *It is legally required that districts have this procedure.*

### **Incompatible Activities** (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

### **Financial Interest** (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

### **No Employment Allowed** (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

### **Financial Interest in a Decision** (Government Code Sections 87100 et seq.)

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disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

#### **Gifts (Government Code Section 89503)**

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

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Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.

- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

**Representation (Government Code Section 87406.3)**

Elected officials and the [CEO] shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation any person appearing before that local government agency.

Revised 2/03, 2/05, 2/11





DISTRICT VISION, MISSION, VALUES STATEMENT

BP No.  
1200

Board Adopted: 1/9/02; 11/12/03; 12/12/12

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Note: This policy pertaining to "Mission" is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.

- I. As stipulated in AB 1725, California Community Colleges are charged with the following broad missions: transfer, vocational education, community services, contract education, and economic development.
- II. Vision – The Vision of the Rio Hondo Community College District is as follows:  
  
"Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations" (Board: 6/21/06)

- III. Mission - The Mission of the Rio Hondo Community College District is as follows:  
  
~~"Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community." (Board: 6/21/06)~~

**Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to associate degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning (Board 11/18/13).**

The mission is evaluated and revised on a regular basis.

Note: Institutional mission defines the broad-based educational purposes the district seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated.

- IV. Value(s) Statement – The Value(s) of Rio Hondo Community College District is/are as follows:
  - Quality Teaching and Learning
  - Student Access and Success
  - Diversity and Equity
  - Fiscal Responsibility
  - Integrity and Civility
- V. Source/Reference:  
WASC/ACCJC Standard 1A