May 8, 2014

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

FROM: Sandy Sandello

SUBJECT: REVISION OF BOARD POLICIES / ADMINISTRATIVE PROCEDURES

The following BPs and APs are up for review. I have attached copies of the proposed language along with CCLC’s recommended language. This will begin the review process:

BP 1500  Special Rio Hondo Awards  
BP 2315  Board Meetings: Closed Sessions  
BP 2330  Quorum and Voting  
BP 3430  Prohibition of Harassment  
BP 6250  Budget Management  
AP 3410  Nondiscrimination  
AP 5013  Students in the Military  
AP 5040  Student Records, Directory Information, and Privacy  
AP 5045  Student Records – Challenging Content and Access Log  
AP 5130  Financial Aid  
AP 5510  Off-Campus Organizations and Activities
I. In recognition of contributions of many citizens to the growth and development of Rio Hondo Community College and unselfish services for the good of the community at large, the following special awards programs are established.

A. Fellow of Rio Hondo College Award

Each year, by March 1, a committee composed of the Superintendent/President of the College, the president of the Board of Trustees, the president of the Academic Senate, and the president of the Associated Students of Rio Hondo College body will meet to recommend, if appropriate, to the Board of Trustees an individual or individuals who may be presented with the Fellow of Rio Hondo College Award at the next following commencement, subject to the approval of the Board.

1. This award is reserved for those who have made outstanding contributions on campus (employees, Board Members, others who have contributed on campus) to the progress and development of Rio Hondo College. An appropriate plaque containing the Rio Hondo College seal will be presented to the recipient of the award, and a permanent plaque will be kept at the College honoring each of the "Fellows."

B. Distinguished Service Award

1. This The Distinguished Service Award will be conferred by vote of the Board of Trustees upon citizens of the Rio Hondo Community College District who have made outstanding contributions to the community which the Board feels should be recognized. The award may go to political office holders, non-partisan public office holders, or other distinguished citizens who have made unusual efforts to serve the community. This award is not necessarily restricted to those who have made specific and direct contributions to the College, but to those who have benefited the community, and presumably, indirectly improved Rio Hondo College.

2. The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted with a brief legend indicating that the award is for distinguished service.

3. The award may be bestowed at any Board meeting either by recommendations of the staff and approval by the Board or motion by a member of the Board and subsequent ratification by the entire Board. A unanimous vote is required for bestowal of the Distinguished Service Award.

C. Classified Employee Award
1. This **The Classified Employee Award** is established through the Board of Governors along with the System Office and the Foundation for California Community Colleges and will be conferred by vote of the Board of Trustees to recognize outstanding Classified employees throughout the community college system.

2. This award honors community college Classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board. No later than March 10 each local Board may forward the information for one nominee to the California Community Colleges Chancellor’s Office.

3. The following guidelines are to be used in making the selection of nominees and finalists:

   a. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.

   b. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
   - Is motivated and interested in the job
   - Demonstrates high skills, competence, and knowledge on the job
   - Plays a leadership role in employee/management collaboration
   - Promotes collaboration within the work environment
   - Is committed to high standards of performance
   - Exemplifies professionalism at all times
   - Steps up to cooperatively work through problems

   c. The nominee should be committed to serving the institution through participation in College, professional, and/or community activities. There should be evidence of this participation.
   - Is involved in College and/or District activities
   - Organizes others within the work environment
   - Promotes open communication among work groups
   - Is willing to take the extra step (to be identified)

   d. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.
D. Distinguished Faculty Award

This award from faculty to faculty recognizes those who have consistently demonstrated excellence in and outstanding dedication to teaching and/or counseling, their discipline, and service to the college and the larger community.

1. Eligibility:
   All current and retired Rio Hondo College faculty are eligible with the exception of current members of the Senate Executive Committee. In addition, former faculty colleagues who are serving as administrators are also eligible.

2. Nominations:
   Any current or retired faculty member, administrator, classified staff, confidential employee or current student may submit nominations.

   Nominators must complete the nomination form which consists of:
   a. A description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)
   b. A description of the nominee's enthusiasm for his/her discipline (300 words maximum)
   c. A description of the nominee's superb service to the College and the community (300 words max)
   d. Other materials the nominator wishes to submit (e.g., letters of support from students)

3. Nominators must submit the nominations to the Senate 1st Vice-President by noon on the third Friday in February.

4. Selection Process:
   A subcommittee of the Academic Senate will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval. (Academic Senate)
5. **Award Presentation:**

The award will be presented at the first Senate Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.

II. **Source/References:** Former Board Policy 1025.
I. Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions, including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

A. The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;

B. Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session;

C. Advice of counsel on pending litigation, as defined by law;

D. Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;

E. Real property transactions;

F. Threats to public security;

G. Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;

H. Discussion of student disciplinary action, with final action taken in public;

I. Conferring of honorary degrees;

J. Consideration of gifts from a donor who wishes to remain anonymous;

K. To consider its response to a confidential final draft audit report from the Bureau of State Audits.
II. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

III. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

IV. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

V. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

VI. Issues handled in closed session are confidential. Such issues covered in discussion, minutes, information and/or documents shall not be disclosed or made public by individual members of the Board of Trustees, employees, or consultants of the District unless the Board of Trustees officially authorizes such disclosure or publication.

VII. The Board may also instruct its designated representative to meet and negotiate matters in closed sessions pursuant to the provisions of the Government Code.

VIII. Source/References:

Government Code Sections 54956.8, 54956.9, 54945.8, 54957, 54957.6, 11125.4; Education Code Section 72122; Former RHC Board Policy 1005;
BP 2315 Closed Sessions

References:
- Education Code Section 72122;
- Government Code Sections 54956.8, 54956.9, 54957, 54957.6, and 11125.4

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:
- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district’s membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.
Note: Although the following language is not legally required, it is suggested as good practice. It is designed to assure that when charges or complaints are brought by any person against an employee, before the board hears them in accordance with Government Code Section 54957, the administration of the district has an opportunity to address, and possibly solve, the problem.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the [CEO]. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Revised 2/05. 4/14
I. A quorum of the Board of Trustees shall consist of simple majority (three) members.

II. The Board shall act by majority vote of all the members of the Board, except as noted below.

III. No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present (CCLC).

IV. The following actions require a two-thirds majority of all members of the Board:

A. Resolution of intention to sell or lease real property (except where a unanimous vote is required);

B. Resolution of intention to dedicate or convey an easement;

C. Resolution authorizing and directing the execution and delivery of a deed;

D. Action to declare the District exempt from the approval requirements of the planning council; or other local land use body;

E. Appropriation of funds from an undistributed reserve;

F. Resolution to condemn real property.

V. The following actions require a unanimous vote of all members of the Board:

A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or any other school or community college district;

B. Resolution authorizing lease of District property under a lease for the production of gas.

C. The following changes were made by the Board subcommittee:

1. In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the College, or to permit the continuance of existing College classes, or to avoid danger to life or property, the Board may by unanimous vote,
RIO HONDO COMMUNITY COLLEGE DISTRICT

QUORUM AND VOTING

BP No. 2330

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

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with the approval of the county superintendent of schools, do any of the following:

- Make a contract in writing or otherwise on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

- Notwithstanding Section 20655, authorize the use of day labor or force account for the purpose.

- (b) Nothing in this section shall eliminate the need for any bonds or security otherwise required by law.

D. "Emergency," as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

VI. Source/Reference:

Education Code Section 72000(d) (3); 81310 et seq., 81365, 81511, 81432; Government Code Section 53094, 54950 et seq;
Code of Civil Procedure Section 1245.240;
Public Contract Code Section 20654(a); Public Contract Code Section 1102; Former Board Policy 1005.
BP 2330  Quorum and Voting

References:
Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;
Government Code Section 53094, 54950 et seq.;
Code of Civil Procedure Section 1245.240

A quorum of the Board shall consist of [ simple majority ] members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:
• Resolution of intention to sell or lease real property (except where a unanimous vote is required);
• Resolution of intention to dedicate or convey an easement;
• Resolution authorizing and directing the execution and delivery of a deed;
• Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
• Appropriation of funds from an undistributed reserve;
• Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:
• Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
• Resolution authorizing lease of District property under a lease for the production of gas.

Revised 8/03, 4/14
I. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information marital status, sex, gender, gender identity, gender expression age, or sexual orientation of any person, or military and veteran status (CCLC), or because he or she is perceived to have one or more of the foregoing characteristics.

II. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

III. Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

IV. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

V. To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
VI. The Superintendent/President shall establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

VII. This policy and related written procedures including the procedure for making complaints shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

VIII. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Non-employees, such as sales representatives, service vendors, contractors or consultants are also covered by this Policy and will be subject to corrective measures.

IX. Source/References:
California Code of Regulations, Title 5, sections 59300 et seq
California Code of Regulations, Title 2, sections 7285.0 et seq (7291.1 & 7287.6)
California Education Code, section 212.5; 44100; 66252; 66281.5
California Government Code 12940.1
Civil Rights Act of 1964 (Title VII) and amendments thereto
Education Amendments of 1972 (Title IX)
EEOC Policy Guidance on Current Issues of Sexual Harassment
Sex Equity in Education Act (Education Code sections 200 et seq)
Title 29 Code of Federal Regulations, section 1604.11
BP 3430 Prohibition of Harassment

References:
Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Section 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

NOTE: This policy is legally required.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.
To this end the [CEO] shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The [CEO] shall establish procedures that define harassment on campus. The [CEO] shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

See Administrative Procedure [#]

| Revised 7/02, 2/03, 8/03, 2/05, 3/12, 4/14 |
I. The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

II. The District's unrestricted general reserves shall be no less than 5% (CCLC).

III. Revenues accruing to the District in excess of amounts expended will be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

IV. Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

V. Source/References:

Title 5 Sections 58307; 58308.
BP 6250  Budget Management

References:
Title 5 Sections 68307 and 68308

Note:  This policy is legally required.

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general reserves shall be no less than [ # ] %. (A prudent reserve is defined by the California Community College Chancellor's Office as 5%.)

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure [ # ].

Revised 4/14
[Note: These procedures are legally required. Local practice may be inserted if it substantially complies with the following elements, which reflect the minimum requirements of the Education Code.]

I. Challenging Content (CCLC)

A. Any student may file a written request with the Dean of Student Affairs or Director of Admissions to correct or remove information recorded in his or her student records that the student alleges to be: (CCLC) (current practice)

1. inaccurate; (CCLC)

2. an unsubstantiated personal conclusion or inference; (CCLC)

3. a conclusion or inference outside of the observer's area of competence; or (CCLC)

4. not based on the personal observation of a named person with the time and place of the observation noted. (CCLC)

B. Within thirty (30) days of receipt of the request, the Dean of Student Affairs or Director of Admissions shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Dean of Student Affairs or Director of Admissions shall then sustain or deny the allegations. (CCLC) (current practice)

C. If the Dean of Student Affairs or Director of Admissions sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the Dean of Student Affairs or Director of Admissions denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within thirty (30) days of the refusal, may appeal the decision in writing (CCLC).

D. Within thirty (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, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or his/her designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final. (CCLC)

E. If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/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. (CCLC)
F. Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action. (CCLC)

G. Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three (3) days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential. (CCLC)

II. Access Log (CCLC)

A. A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following: (CCLC)

1. Students seeking access to their own records; (CCLC)
2. Parties to whom directory information is released; (CCLC)
3. Parties for whom written consent has been executed by the student; (CCLC)
4. Officials or employees having a legitimate educational interest. (CCLC)

B. The log or record shall be open to inspection only by the student and the Dean of Student Affairs or Director of Admissions, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system. (CCLC)

III. Source / References: (CCLC)

Education Code Sections 76222 and 76232; Title 5 Section 54630 (CCLC)
AP 5045 Student Records — Challenging Content and Access Log

References:
   Education Code Sections 76222 and 76232;
   Title 5 Section 54630

Note: These procedures are legally required. Local practice may be inserted if it substantially complies with the following elements, which reflect the minimum requirements of the Education Code.

Challenging Content
Any student may file a written request with the [designate position] to correct or remove information recorded in his or her student records that 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.

Within 30 days of receipt of the request, the [designate position] shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The [designate position] shall then sustain or deny the allegations.

If the [designate position] sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the [designate position] 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 [insert District option for appeals process].

Within 30 days of receipt of an appeal, the Governing Board shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the [CEO] or his/her designee, to immediately correct or remove and destroy the information. The decision of the governing board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/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.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.
Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

**Access Log**

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest;
- The log or record shall be open to inspection only by the student and the [designate position], and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

**Note:** If the District decides to include provisions related to the security of student records that information can appropriately be included here.

Revised 2/08
I. The District shall offer the following financial aid which may include but are not limited to:

A. Board of Governor's Fee Waiver (BOGW)
B. Federal Pell Grant (PELL)
C. Federal Student Extended Opportunity Grant (SEOG)
D. Federal Work Study (FWS)
E. Cal Grant B
F. Cal Grant C

G. Federal Direct Student Loan Program (CCLC)

II. How to Apply for Financial Aid

A. All U.S. citizen or eligible non-citizen students who are interested in any type of financial aid assistance will complete a FAFSA application at www.fafsa.ed.gov as early as January 1 but no later than June 30.

B. Non-resident California high school graduate students who are AB 540 eligible who are interested in applying for BOG Fee Waivers, Cal Grants and Chafee Grants will complete a California Dream Act application at www.csac.ca.gov/dream_act.asp

C. Students who meet Cal Grant eligibility with a 2.0 GPA or greater must also submit a GPA Verification Form on or before March 2.

D. Students who miss the March 2 deadline have another opportunity to submit their GPA Verification Form no later than September 2.

E. Students who are interested in applying for a Federal Direct Loan Program must attend a mandatory loan workshop and complete a Loan Application.

III. Federal Eligibility Requirements
The District will abide by federal eligibility requirements which require students to:

A. Enroll in an eligible program to obtain a degree or certificate offered by the college

B. Have a high school diploma or equivalent or have been home schooled

C. Be a U.S Citizen or eligible non-citizen

D. Meet enrollment status requirements

E. No drug related convictions while receiving financial aid

F. Students receiving Federal Work Study must be enrolled in a minimum of 6 units to be eligible and maintain a 2.0 cumulative GPA

IV. Cal Grant Eligibility Requirements

A. U.S. citizen, eligible non-citizen students must be a California resident, meet requirements for federal grants, and submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the FAFSA by March 2. Cal grant recipients are selected by CSAC

B. Non-resident eligible students must submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the California Dream Act application by March 2 and meet the following requirements:

- Attended a California high school for 3 or more full academic years between grades 9 through 12.
- Have graduated or will from a California high school, attained a GED, or received a passing mark on the California High School Proficiency Exam (CHSPE)
- Register or be currently enrolled at an accredited institution of higher education in California
- Not hold a valid non-immigrant visa i.e. (F,J,H,L,A,B,E, etc.)
- Demonstrate financial need and meet all other Cal Grant eligibility requirements
- Students without legal immigration status, shall fill out an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as they are eligible to do so

C. Students must be enrolled in a minimum of 6 units to receive Cal Grant funds
V. Disbursement Procedures

A. The Office of Financial Aid will disburse PELL Grant aid in two three payments. Aid is awarded at 12 units. If the student drops down to ¾ time, ½ time or less than half time a student's award will be adjusted on the second third disbursement after 75% 60% of the semester to reflect enrollment status.

VI. Repayment Status

A. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received.

B. Students will be notified within 30 days of determination of withdrawal. If full payment is not submitted to Office of Financial Aid within 45-30 business days the student will be referred to the Department of Education’s Borrower Services for collection of payment.

VII. Delinquent Financial Obligations

A. Students who are in an overpayment situation will be notified by the Financial Aid Office via email and mail of the overpayment amount. Student will have 30 days to repay in full. Failure to repay debt may lead to the student being referred to the Department of Education’s Borrower Services for collection of payment.

B. Overpayments that cannot be referred to the Department of Education for collection will result in a student hold placed on their students’ academic records, preventing future registration, transcript issuance, and grades, or any combination thereof. Students will be referred to the Chancellor’s Office Tax Offset Program (COTOP) for collection.

C. Any student or former student who has failed to pay a proper financial obligation due the district (e.g., returned check, unpaid loan, equipment breakage, unpaid library fine, etc.) Rio Hondo College will withhold grades, transcripts, diplomas and registration privileges, or any combination thereof.

D. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
E. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Rio Hondo College Cashier's Office. The Cashier's Office will review the pertinent information, including information the student may wish to present, and will advise the student of its conclusions with respect to the debt. The student may be referred to the office where the obligation occurred for resolution of the debt.

VIII. Satisfactory Academic Progress

A. Satisfactory Academic Progress provides quantitative, qualitative, and incremental standards by which the College can determine whether or not a student requesting and/or receiving federal financial aid funds is maintaining the satisfactory academic progress required in his or her course of study. This standard applies to all students requesting Title IV funds. (former BP4150)

B. To be eligible for federal and state aid, The Department of Education requires that all students must make satisfactory academic progress. To comply with federal regulations established by the United States Department of Education, the following defines Satisfactory Academic Progress Standards for all students requesting and receiving Title IV aid: (former BP4150)

1. Grade Point Average: A minimum cumulative 2.0 G.P.A. requirement exists for financial aid recipients. An academically disqualified student is not eligible to receive financial aid. (former BP4150)

2. Minimum Unit Completion Pace of Progression:
   
   • Recipients of federal financial aid are required to successfully complete a minimum of 67% of the attempted units.

   • Grades of "W", "F", "I", "NC", "IP" "NP" do not signify successful completion of units for financial aid eligibility. The student must provide official notification of any grade changes to the Office of Financial Aid. (former BP 4150)

3. Maximum Unit and Time Frame Eligibility: An Associate Degree at Rio Hondo College requires a minimum of 60 units. A student can only receive financial assistance for a maximum of 150% of the school's published program length. RHC measures the progress of all students in attempted semester units. Once the student has attempted 150% of their program, he/she is no longer eligible for financial aid.

C. Remedial and ESL Courses
1. Financial Aid may be received for remedial (basic skills) courses if the remedial courses are a prerequisite for entrance into a regular college program. Aid cannot be received for more than 30 attempted units of remedial coursework.

2. English as a New Language (ENLA) coursework must be part of an eligible program of study to receive financial aid. A student enrolled in ENLA classes, who is not in an eligible program of study, is not eligible for financial aid funds.

3. ENLA and remedial coursework will count toward the 2.0 GPA and 67% units completion requirements (SAP standards). However, ENLA units will not count towards the maximum timeframe limit and a maximum of 30 attempted remedial units will be subtracted from the total; when maximum timeframe units are being counted.

D. Repeat Courses

1. Federal regulations allows for classes to be repeated only once. Unauthorized repetition of classes will not receive credit for Title IV funding eligibility.) Repeated semester units will count toward the 90 unit maximum allowed (former BP 4150)

E. Students who fail to meet any of the Satisfactory Academic Progress Standards will be considered:

1. Financial Aid Warning: Failure to complete attempted units with a G.P.A. of 2.0 will result in the student being placed on financial aid warning. If the student fails to meet the terms of the warning period, he/she will be ineligible for further financial aid. (former BP4150)

2. Financial Aid Suspension Terminated: Failure to meet the satisfactory academic progress standard during the warning period will suspend cause suspension of the student's financial aid. The student will no longer be eligible to receive Title IV Aid, only a BOGW.

F. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.

G. Reinstatement of Eligibility:

1. Students may submit a satisfactory academic progress appeal.

2. Once a student's financial aid is terminated due to not making satisfactory academic progress, he/she may submit a Satisfactory
Academic Progress Appeal demonstrating extenuating circumstances. The student must submit documentary evidence showing extenuating circumstance.

3. All required documentation will be reviewed by the Financial Aid Director and the following decision will be taken:
   - Approve with probationary conditions
   - Approval with ed plan conditions
   - Deny

4. If students cannot demonstrate any extenuating circumstances, they must successfully complete attempted units and show sustained progress for two semesters before submitting a Satisfactory Academic Progress Appeal.

H. Repetition of Classes: Federal regulations allows for classes to be repeated only once. Unauthorized repetition of classes will not receive credit for Title IV funding eligibility. (former BP4150)

I. General Stipulations: (former BP 4150)

1. All financial aid recipients must have a stated acceptable educational objective on file with the Office of Financial Aid. (former BP 4150)

2. Any student whose previous and/or current academic record exhibits a pattern of unsatisfactory academic progress extending beyond the standards set for the above shall be placed on financial aid probation and be subject to a reduction in aid or disqualification from participation in the financial aid program. (former BP 4150)

3. Financial aid will be withheld from a student when the Financial Aid Office has knowledge of a discrepancy in the information reported on the student’s financial aid application. (former BP 4150)

J. Appeals:

1. All appeals and documentation will be reviewed by the Financial Aid Director

2. The Financial Aid Director will make the following decisions:
FINANCIAL AID

Board Reviewed: Replaces former CP4410, CP4440 and BP 4150

3. The Director of Financial Aid’s decision is final

K. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.

[Note: This procedure provisions below are legally required in an effort to show good faith compliance with the applicable federal regulations.]

IX. Misrepresentation (CCLC)

A. Misrepresentation is defined as any false, erroneous or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. (CCLC)

B. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. (CCLC)

C. This policy does not apply to statements by students through social media outlets or by vendors that are not providing covered services as reflected herein. (CCLC)

X. Student Scholarships—Administration of Scholarships

A. Administration of Scholarships—Student Scholarships and donor funds are administered through The Rio Hondo College Foundation.

B. The Financial Aid Office will work closely with The Rio Hondo College Foundation to award eligible recipients

C. The Rio Hondo College Foundation will provide a listing of awarded students to the Financial Aid Office
1. Student Scholarships are handled through both The Office of Financial Aid and The Foundation. All donor funds are administered through the Foundation.

2. All scholarships will adhere to the Donor eligibility requirements.

D. Scholarship Applications

1. Students can apply for available scholarships online.

2. Once the deadline to apply for scholarship has passed the scholarship committee will be formed.

E. Scholarship Committee

1. The Director of Financial Aid will form a scholarship committee that will review all electronic applications. A rating criteria established will be followed when reviewing applications.

2. All applicant ratings will be reviewed by the Office of Financial Aid and determine the students that were awarded.

F. Awarding Students

1. Students that were awarded a scholarship will be notified via email.

2. A listing of students will be sent to the Foundation Office. The Foundation Office will prepare requisitions and submit to the Accounting Office.

3. The Accounting Office will draw warrants for awarded students and the Foundation Office will mail out checks to students.

4. The donor will also be notified of the award winner. (former CP4410)

XI. Sources / References:

Education Code Sections 66021.6, 76300; Title 5 Sections 58600 et seq.; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; U.S. Department of Education regulations on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. (CCLC)

Volume 1, Chapter 1 (p. 1-10), 2012-2013 Federal Student Aid (FSA) Handbook
AP 5130  Financial Aid

References:
Education Code Sections 66021.6, 76300;
Title 5 Sections 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended.

NOTE:  This procedure is legally required.  Local practice may be inserted here. Many
Districts have published extensive handbooks for financial aid. They may, if desired, be
incorporated by reference rather than reproduced. Further information can be obtained
at: http://www.ifap.ed.gov, the California Community College Student Financial
Assistance Unit.

Financial Aid programs offered usually include:
• BOG
• CalWORKS
• Cal Grants
• Federal Pell Grants
• Federal Direct Student Loan Program
• Federal Family Education Loan Program

Regulations must address at minimum:
• Application procedures, including deadlines
• Student eligibility
• Payment procedures
• Overpayment recovery
• Accounting requirements
• Satisfactory progress

NOTE:  This procedure provisions below are legally required in an effort to show good
faith compliance with the applicable federal regulations.

Misrepresentation
Misrepresentation is defined as any false, erroneous, or misleading statement that the
District, a representative of the District, or a service provider with which the District has
contracted to provide educational programs, marketing, advertising, recruiting, or
admissions services, makes directly or indirectly to a student, prospective student, a
member of the public, an accrediting agency, a state agency, or the United States
Department of Education.
A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Revised: 7/11, 10/13
I. The District contracted security company does not provide law enforcement service to off-campus organizations (CCLC)

II. Off Campus activities are not recognized by District authority (CCLC)

III. In an emergency on campus, campus security will respond and coordinate if law enforcement is required. (Director of Facilities)

IV. Source / Reference: (CCLC)

34 Code of Federal Regulations Section 668.46(b)(7) (CCLC)
AP 5510 Off-Campus Student Organizations

Reference:
34 Code of Federal Regulations Section 668.46(b)(7)

Note: This procedure is legally required. Either alternative may be used. For Districts whose police monitor off-campus activity, insert Alternative A. For Districts whose police do not monitor off-campus activity or for Districts without a police department, insert Alternative B.

[Alternative A] When a student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. [Local law enforcement authority] police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Students may live in the neighborhoods surrounding the campus. Although [local law enforcement authority] have primary jurisdiction in all areas off campus, campus officers can and do respond to student-related incidents that occur in close proximity to campus. Campus officers have direct radio communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

[Alternative B] [Identify name of District Police Department or Responsible Security Official] does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

New 7/11