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**Kern Community College District  
Board Policy  
Chapter 5 – Student Services**

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**BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT**

References:

Legally Required

Education Code Sections 76000, 76001, 76002, and 76038;

Labor Code Section 3077;

34 Code of Federal Regulations Section 668.16(p) (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);

WASC/ACCJC Accreditation Standard II.C.6

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the District Chancellor or designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The District Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

## **Admission**

Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades 7-12 is eligible to attend as a special full-time student.

Any student enrolled in 6th may attend summer session.

The District Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

## **Denial of Requests for Admission**

If the Board of Trustees denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

The District Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

## **Claims for State Apportionment for Concurrent Enrollment**

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The District Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

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**BP 5015 RESIDENCE DETERMINATION**

**References:**

**Legally Required**

Education Code Sections 68017, 68018, 68040, 68079, and 76140;  
Title 5 Sections 54000 et seq.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The District Chancellor or designee shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

**Resident Classification for Employees**

A full-time employee of the Kern Community College District or a student who is a child or spouse of a full-time employee of the District **may be** entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident. (Education Code Section 68079)

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**BP 5020 NONRESIDENT TUITION AND CAPITAL OUTLAY FEES**

**References:**

**Legally Required**

**Education Code Sections 68050, 68051, 68130, 68130.5, and 76141;**

**Title 5 Section 54045.5**

**Nonresident Tuition**

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than February 1 of each year, the District Chancellor or designee shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The District Chancellor or designee shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

**Capital Outlay Fee**

The District Chancellor or designee is authorized to implement a fee determined by the California Community College Chancellor's Office to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in a foreign country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that

they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the College stating that they intend to establish residency in California as soon as possible.

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**BP 5030 FEES**

References:

Legally Required

Education Code Sections 76300 et seq.;

WASC/ACCJC Accreditation Standard I.C.6

The Board of Trustees authorizes the following fees. The District Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalog.

**Enrollment Fee** (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Prior to (the day before classes start), students will be dropped for non-payment of enrollment and tuition fees of \$200 or more, ten days after the date that they registered for the particular course(s). Students whose unpaid enrollment and tuition fees are less than \$200 will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid.

Beginning with the first day of the term, students owing \$200 or more will be dropped for non-payment of enrollment fees; Students whose unpaid fees are less than \$200 will have holds placed on their transcripts, grades, and diplomas until all fees are paid.

**Auditing Fees** (Education Code Section 76370)

Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged this fee to audit three or fewer units per semester. (Also see BP/AP 4070 titled Auditing and Auditing Fees)

**Health Fee** (Education Code Section 76355)

The District shall charge each full time student a fee for health services.

The District Chancellor shall present to the Board for approval a fee to be charged to each full time student for student health services.

The District Chancellor shall present for Board approval fees for parking for students. The fee may be assessed only to those students who use parking facilities.

**Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.) Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

**Physical Education Facilities** (Education Code Section 76395) Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

**Student Representation Fee** (Education Code Section 76060.5) Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

**Student Body Operating and Building Fee** Effective Fall Semester 1990 through Spring Semester 2020, Bakersfield College may charge an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing and operating a student body center. The fee shall not exceed one dollar (\$1.00) per credit hour for courses offered on the main campus up to a maximum of ten dollars (\$10.00) per student per fiscal year.

**Transcript Fees** (Education Code Section 76223) The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The District Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

**International Students Application Processing Fee** (Education Code Section 76142) The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the District Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

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**BP 5031 INSTRUCTIONAL MATERIALS**

**References:**

Education Code Section 76365;  
Title 5 Sections 59400-59408

The **Colleges within the District** may require students to provide instructional and other materials required for a credit or noncredit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the **College**.

**These instructional materials** shall not be considered to be solely or exclusively available from the **College** if it is provided to the student at the **College's** actual costs; and (a) the material is otherwise generally available, but is provided solely or exclusively by the **College** for health and safety reasons; or (b) the material is provided in-lieu of other generally available but more expensive material which would otherwise be required.

The **District Chancellor or designee** shall **ensure** procedures **are developed to address** required instructional and other materials consistent with Title 5 regulations.

**Policies and procedures** for required instructional materials shall be published in the College catalog.



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**BP 5035 WITHHOLDING OF STUDENT RECORDS**

Reference:

Legally advised

Title 5 Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

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**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND  
PRIVACY**

**References:**

Education Code Sections 76200 et seq.;  
Title 5 Sections 54600 et seq.;  
20 U.S. Code Section 1232g(j);  
WASC/ACCJC Accreditation Standard II.C.8

The District Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The District Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

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**BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM**

References:

Legally Required

Education Code Sections 78210 et seq.;

Title 5 Sections 55500 et. seq.;

WASC/ACCJC Accreditation Standard II.C.2

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the Colleges into agreement regarding the student's educational goal through each College's established programs, policies, and requirements.

The District Chancellor or designee shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

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**BP 5052 OPEN ENROLLMENT**

Reference:  
Legally Advised  
Title 5 Section 51006

All courses, course sections, and classes at each College shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The District Chancellor or designee shall assure that this policy is published in the catalogs and schedules of classes.

Also see BP/AP 4260 titled Prerequisites, Co-requisites, and Advisories; BP/AP 5055 titled Enrollment Priorities; and BP/AP 5530 titled Student Rights and Grievances.

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**BP 5055 ENROLLMENT PRIORITIES**

References:

Legally Required

Title 5 Sections 51006, 58106, and 58108

All courses of the Colleges within the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The District Chancellor or designee shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

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**BP 5070 ATTENDANCE**

References:  
Title 5 Sections 58000 et seq.

Each College will develop and publish procedures related to attendance of students.

The **Colleges within the District** will develop attendance accounting procedures in accordance with established State law and regulations

*Also see BP/AP 4010 titled Academic Calendar and AP 5070 titled Attendance Accounting.*

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**BP 5110 COUNSELING**

References:

Legally Required

Education Code Section 72620;

Title 5 Section 51018;

WASC/ACCJC Accreditation Standard II.C.5

Counseling services are an essential part of the educational mission of the District.

The College President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

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**BP 5120 TRANSFER CENTER**

**References:**

**Legally Required**

**Education Code Sections 66720 – 66744;**

**Title 5 Section 51027**

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The College President or designee shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.



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**BP 5130 FINANCIAL AID**

References:

Legally Required

Education Code Sections 66021.6 and 76300;

Title 5 Sections 58600-58630;

20 U.S. Code Sections 1070 et seq.;

Higher Education Amendments of 1986, Public Law 99-49, Section 668.56, as amended;

Subpart E of 34 Code of Federal Regulations (CFR) Part 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;

WASC/ACCJC Accreditation Standard III.D.15

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The District Chancellor or designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

**Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The College President shall establish procedures for regularly reviewing the College’s website and other informational materials for accuracy and completeness and for training College employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The College President shall establish procedures wherein the College shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

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**BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES**

References:

Legally Required

Education Code Sections 67310 and 84850;

Title 5 Sections 56000 et seq. and 56027

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) Program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the DSPS Program.

The College shall respond in a timely manner to accommodation requests involving academic adjustments. The College President or designee shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The College President or designee shall assure that the DSPS Program conforms to all requirements established by the relevant law and regulations.

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**BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES  
(EOPS)**

References:

Legally Required

Education Code Sections 69640–69656;

Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in each of the Colleges within the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The College President or designee shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.

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**BP 5200 STUDENT HEALTH SERVICES**

Reference:  
Legally Required  
Education Code Section 76401

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health oriented programs and services.

Each College shall provide appropriate emergency first aid for students. The confidentiality of student health records shall be maintained in the office of the Vice President Student Services or designee.

Also see AP 5200 Student Health Services.

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**BP 5205 STUDENT ACCIDENT INSURANCE**

Reference:  
Legally Required  
Education Code Section 72506

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

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**BP 5210 COMMUNICABLE DISEASE**

Reference:  
Legally Required  
Education Code Section 76403

The District Chancellor or designee shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

The designated Vice President shall maintain a liaison with the appropriate local public health authority when communicable disease issues involve the campus.

The designated Vice President will report communicable disease measures to the appropriate college District departments.

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**BP 5220 Shower Facilities for Homeless Students**

References:  
Education Code Section 76011

The Chancellor shall establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the district.

Shower facilities are open, during regular operational hours, for use by homeless students for a minimum of 2 hours per day.

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**BP 5300 STUDENT EQUITY**

**References:**

**Legally Required**

**Education Code Sections 66030, 66250 et seq., and 72010 et seq.;**

**Title 5 Section 54220**

The Board of Trustees is committed to assuring student equity in educational programs and college services. The College President shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

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**BP 5400 ASSOCIATED STUDENTS ORGANIZATIONS**

**References:**

Legally Required

Education Code Sections 76060 and 76067

The students of the District are authorized to organize student body association(s). The Board of Trustees hereby recognizes that/those association(s) as follows:

- The Bakersfield College Student Government Association (BCSGA);
- Associated Students of Porterville College (ASPC); and
- Student Government of Cerro Coso (SGCC).

The associated students organization is recognized as the official voice for the students in decision-making processes. It may conduct other activities as approved by the District Chancellor or designee. The associated students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The associated students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the College President or designee.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the College President or designee. Such use shall not be construed as transferring ownership or control of the premises.

The associated student bodies of the Colleges are recognized as advisory bodies to the Board of Trustees and are subject to the control and regulation of the Board of Trustees. Advisors to student governments shall be selected on each campus in accordance with criteria and procedures established by each campus.

*See BP/AP 2510 titled Participation in Local Decision-Making.*

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**BP 5410 ASSOCIATED STUDENTS ELECTIONS**

Reference:  
Legally Required  
Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the College President or designee.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled at the College at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

Also see BP/AP 2015 titled Student Trustee(s) and BP/AP 2105 titled Election of Student Trustee(s).

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**BP 5420 ASSOCIATED STUDENTS FINANCE**

**References:**

**Legally Required**

**Education Code Sections 76063–76065**

Student organization activities shall be self-supporting. Associated student body funds should serve the student body as a whole.

Associated Student funds shall be deposited with and disbursed by the College President or designee.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the College President or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

Student organizations, including associated student bodies, shall be granted the use of District facilities in accordance with **BP/AP 6700**.

Student organizations shall prepare budgets of anticipated income and expenditures for each **school** year to serve as operating guides for the year's activities. Activities will be limited by the actual funds available, not by the budget.

The **tentative annual** operating budget for each associated student body shall be submitted to the **College Presidents** for information only by May 1 of each year.

Associated student body funds shall be audited annually by a firm selected by the Board of Trustees.

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**BP 5500 STANDARDS OF STUDENT CONDUCT**

**References:**

**Legally Required**

Education Code Sections 66300 and 66301;

WASC/ACCJC Accreditation Standards I.C.8 and 10

The District Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the District Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the College President.

- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Colleges or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. (See AP 5500 titled [Standards of Student Conduct for the definition of plagiarism and cheating.](#))
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District-owned or controlled facilities.

- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administrative procedure.
- Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.
- Abuse of and/or tampering with the registration process.
- Forgery, falsification, alteration, or misuse of College documents, records, or identification.
- Extortion.
- Use of tobacco products inside all campus buildings and other unauthorized campus areas.
- Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
- Gambling
- Abuse of computer resources. (See BP/AP 3720 titled Computer and Network Use)
- Abuse of or disruption to the student conduct and/or complaint process, including but not limited to:
  - a. Failure to obey the summons of a College official or appropriate committee.
  - b. Falsification, distortion, or misrepresentation of information before a College official or appropriate committee.

- c. Disruption or interference with the orderly conduct of an official College proceeding.
  - d. Attempting to influence the impartiality of a member of an official committee prior to and/or during the course of, an official College proceeding.
  - e. Harassment and/or intimidation of any person involved in the conduct and/or complaint process, prior to, during, and/or after the proceeding.
  - f. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - g. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint process system.
  - h. Repeated filing of frivolous and/or capricious complaints against College personnel.
- Hazing.
  - Assisting another person or soliciting another person, in any of the offences listed above.

**SANCTIONS** - In accordance with the provisions of Education Code Sections 76031 and 76037, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct, and more than one (1) of the sanctions listed below may be imposed for any single violation:

1. **WARNING:** Verbal notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. **CENSURE:** A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a College office or community agency for counseling or rehabilitative treatment;
3. **COMMUNITY SERVICE:** Student may be required to perform hours of community service at a qualifying/participating government agency or 501(c)3 entity;
4. **WHITE PAPER:** Student may be required to write a reflective paper submitted to the President or designee. The paper shall be submitted within thirty (30) days of the assignment;
5. **PROBATION:** Prohibition of the student by the Administration from participating in designated privileges of College activities for a period of up to one (1) semester or other stipulated requirements to conform to specified standards or conduct;



6. RESTITUTION: Reimbursement as directed by the Administration, for repair or replacement of **any or all** property misused, misappropriated, or damaged by the student;
7. TEMPORARY REMOVAL: A faculty member may remove a student from his or her class for the day of the removal and the next class meeting. The faculty member shall immediately report the removal to the College President or designee for appropriate action. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the faculty member of the class. (Education Code Section 76032);

*Whenever a minor is removed from a class, the parent or guardian shall be notified in writing by the College President or designee. If the student removed from class by a faculty member is a minor, the College President or designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the faculty member or the parent or guardian so requests, a College administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the faculty member of the class. (Education Code Sections 76031 and 76032)*

8. SUSPENSION: The Board of Trustees, the College President or designee may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (Education Code Sections 76020 and 76030); **or**
9. EXPULSION: The Board of Trustees, the College President or designee may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (Education Code Sections 76020 and 76030)

*Also see AP 3410 titled Nondiscrimination, AP 3435 titled Discrimination and Harassment Investigations, AP 5500 titled Standards of Student Conduct, AP 5520 titled Student Discipline Procedures, and AP 5530 titled Student Rights and Grievances.*

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**BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS**

Reference:

Legally Required

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

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Also see AP 5400 titled Associated Student Organizations and AP 5510 Off-Campus Student Organizations.

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**BP 5530 STUDENT RIGHTS AND GRIEVANCES**

References:

Education Code Section 76224(a);  
Title IX, Education Amendments of 1972;  
WASC/ACCJC Accreditation Eligibility Requirement 20;  
WASC/ACCJC Accreditation Standard IV.D

Each College will publish policies and procedures which protect the rights of students, including the right of privacy concerning records and information about each student.

(See AP 5530 titled Student Rights and Grievances).

Also see AP 3410 titled Nondiscrimination, AP 3435 titled Discrimination and Harassment Investigations, BP/AP 5500 titled Standards of Student Conduct, and AP 5520 titled Student Discipline Procedures.

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**BP 5700 INTERCOLLEGIATE ATHLETICS**

**References:**

Legally required

Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.;

20 U.S. Code Sections 1681 et seq.;

WASC/ACCJC Accreditation Standard II.C.4

The District shall maintain an organized program for men and women in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.

The College Presidents shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) Constitution and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

*Also see AP 5700 Intercollegiate Athletics.*

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**BP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT  
FINANCIAL TRANSACTIONS**

Reference:

Legally Required

15 U.S. Code Section 1681m(e)

(Fair and Accurate Credit Transactions Act (FACT ACT or FACTA))

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the District Chancellor or designee is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

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