

- III. COMMITTEE REPORTS – All committees are welcome to report. Those with an asterisk are expected to report. Those with a double asterisk are subcommittees of Steering**
- Academic Calendar/Final Exam Schedule – Steve Odrich
 - Bookstore Committee – Paul Swatzel
 - Campus Environment Committee – David Casey
 - **Campus-wide Information Technology**
 - College Success –
 - *Curriculum – David Kary**
 - Distance Education – Bev Van Citters
 - **Educational Programs – Senate President**
 - Enrollment Management
 - Equivalency Minimum Qualifications – Carsten Dau
 - Evaluation and Tenure Oversight
 - Faculty Hiring Procedures
 - Faculty Needs Identification – Senate President
 - **Financial Resources – Kathy Bakhit**
 - Gender Equity – Mary Brawner
 - Honors Program Advisory Council – Brian Waddington
 - **Human Resources Advisory**
 - **Institutional Research and Planning**
 - Matriculation/Pre-Req & Assessment
 - **Physical Resources – John Fincher**
 - Program Review
 - Scholarship
 - Service Learning Advisory –
 - Student Learning Outcomes – John Vaughan
 - Student Services
 - Transfer Task Force
- IV. OFFICERS' REPORTS (10 minutes)**
- | | |
|--------------------------------|----------------|
| Secretary | Sheryl Walz |
| Treasurer | Paul Swatzel |
| Past President | John Vaughan |
| Vice President/President-Elect | Nicki Shaw |
| CCFA Liaison | vacant |
| ASCC Representatives | Karlyn Bradley |
| President | Roberta Eisel |
- V. SPECIAL REPORTS/PRESENTATIONS –**
- A. Urgent report on Citrus College Student E Mail – Linda Welz
 - B. Workshop on Annual Program Review – Jim Woolum and John Vaughan
- VI. NEW BUSINESS –**
- A. AP 3300 Public Records
 - B. BP 3300 Public Records
 - C. AP 3310 Records Retention and Destruction
 - D. AP 3560 Alcoholic Beverages
 - E. BP 3560 Alcoholic Beverages
 - F. AP 3810 Claims Against the District
 - G. BP 3810 Claims Against the District
 - H. AP 6700 Civic Center and Other Facilities Use
 - I. AP 4250 Probation
 - J. BP 4250 Probation, Dismissal, and Reinstatement

K. AP 4255 Dismissal and Reinstatement

VII. OLD BUSINESS-

- A. Department Chairs Task Force**
- B. Sabbaticals Updates**
- C. SB 1440 Implementation**

VIII. PUBLIC FORUM

IX. ANNOUNCEMENTS –

- 1. Cosmetology Department Art Exhibit October 18-30th in the Hayden Memorial Library Art Gallery**
- 2. Sustainable Approach to Textbooks – discussion on textbook costs – November 5 at 11:30-1 pm in CI 159. Contact Kim Holland**
- 3. CSEA Holiday Buffet December 9 from 12:30-2 pm in the Campus Center. Open to ALL FACULTY AND STAFF**

X. ADJOURNMENT – next meeting

Attachments:

- #1 AP 3300 Public Records**
- #2 BP 3300 Public Records**
- #3 AP 3310 Records Retention and Destruction**
- #4 AP 3560 Alcoholic Beverages**
- #5 BP 3560 Alcoholic Beverages**
- #6 AP 3810 Claims Against the District**
- #7 BP 3810 Claims Against the District**
- #8 AP 6700 Civic Center and Other Facilities Use**
- #9 AP 4250 Probation**
- #10 BP 4250 Probation, Dismissal, and Reinstatement**
- #11 AP 4255 Dismissal and Reinstatement**

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3
4 **Attachment #1**

**General Institution
DRAFT as of 10/06/10**

5 **AP 3300 PUBLIC RECORDS**

6
7 **References:** Government Code Sections 6250 et seq.

8
9
10 Members of the public may request to inspect or copy public records. A request by a member of the public may be
11 delivered by mail or in person to the Director of Human Resources.

12
13 Any request shall identify with reasonable specificity the records sought. If additional information is needed, the
14 Director of Human Resources may request it be provided in writing.

15
16 Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff
17 members time to assemble the records and identify any records that may be exempt from disclosure.

18
19 Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be
20 inspected or copied by members of the public. Social security numbers must be redacted from records before they
21 are disclosed to the public.

22
23 Members of the public shall be assisted in identifying records or information that may respond to their request.
24 Assistance that will be provided includes: the information technology and physical location in which the records
25 exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date
26 and time when the records will be made available.

27
28 Within ten days, the Director of Human Resources will determine whether or not the records can be produced and
29 will communicate the determination to the member of the public requesting the record(s).

30
31 **Note:** *The Public Records Act presumes that all records of a public agency are public, unless specifically*
32 *exempted by law. There are now well over a hundred exemptions contained in California law, although most will*
33 *never apply to a community college district. (See Government Code Sections 6254 et seq. and 6275 et seq.) Any*
34 *questions about whether a document is exempt should be referred to counsel.*

35
36 The most common exemptions for community colleges include:

- 37
- 38 • Student records (Education Code Section 76243)
 - 39
 - 40 • Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained
41 by the public agency in the ordinary course of business, provided that the public interest
42 in withholding the records clearly outweighs the public interest in disclosure.
43 (Government Code Section 6254(a))
 - 44
 - 45 • Records pertaining to pending litigation ...or to claims...until the pending litigation or
46 claim has been finally adjudicated or otherwise settled. (Government Code Section
47 6254(b))
 - 48
 - 49 • Personnel, medical or similar files, the disclosure of which would constitute an
50 unwarranted invasion of personal privacy. (Government Code Section 6254(c))
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Attachment #1

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- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g))
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 6254.3)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:
(*New administrative procedure not replacing any existing Citrus College regulation*)

Approved by	Academic Senate
	CCFA.....
	CCAFF
	CSEA.....
	ASCC
	Management Team
	Supervisor/Confidential
	Steering
	Board of Trustees.....

Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by shading.

Attachment #2

BP 3300 PUBLIC RECORDS

References: Government Code Sections 6250 et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:
(*New board policy not replacing any existing Citrus College policy*)

- Approved by** Academic Senate
- CCFA.....
- CCAFF
- CSEA.....
- ASCC
- Management Team
- Supervisor/Confidential
- Steering
- Board of Trustees.....

*Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by **shading**.*

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**General Institution
DRAFT as of 10/06/10**

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AP 3310 RECORDS RETENTION AND DESTRUCTION

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References: Title 5 Sections 59020 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

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• “Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

149

• The Vice President of Finance and Administrative Services shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

157

• Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

160

• Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

163

• Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

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• Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.

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Office of Primary Responsibility: *General Institution/Office of Human Resources*

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Date Adopted:

(New administrative procedure not replacing any existing Citrus College regulation)

178

Approved by Academic Senate

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Attachment #3

180 CCFA.....
181 CCAFF
182 CSEA
183 ASCC
184 Management Team
185 Supervisor/Confidential
186 Steering
187 Board of Trustees.....
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189 *Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes*
190 *to language indicated by **shading**.*
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**Proposed Citrus Community College District
Procedure**

CCLC No. 3560

**Administrative Services
DRAFT as of 9/29/10**

**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

AP 3560 ALCOHOLIC BEVERAGES

References: Business and Professions Code 24045.4, 24045.6 and 25608

Definitions

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during an event sponsored by the District for the Citrus College Foundation in connection with the District’s instructional program.
- The alcoholic beverage is for use during a fundraiser held to benefit the Citrus College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a liquor license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage must be at a minimum, 21 years of age.
- Every person who consumes any alcoholic beverage must be at a minimum, 21 years of age.
- Organizations must follow the provisions as stated in the Department of Alcoholic Beverage Control Information for Daily On-Sale General Licensees.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Attachment #4

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238 Approved by:
239 Physical Resources
240 CSEA
241 Management Team
242 Supervisor Confidential Group
243 Academic Senate
244 ASCC
245 Steering Committee
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247 *NOTE:* New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to
248 language are indicated by shading.

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Board Approved

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Proposed Citrus Community College District Policy CCLC No. 3560

**Administrative Services
DRAFT as of 9/23/10**

**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

BP 3560 ALCOHOLIC BEVERAGES

Reference: Business and Professions Code 25608

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with the procedures.

- Approved by:
- Physical Resources
- CSEA
- Management Team
- Supervisor Confidential Group
- Academic Senate
- ASCC
- Steering Committee

NOTE: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.

Board approved

AP 3810 CLAIMS AGAINST THE DISTRICT

References:

Education Code Section 72502;

Government Code Sections 900 et seq. and 910 et seq.

❖ From current Citrus College Regulation R-3860 titled Claims

Claims by Third Party

1. Third party claims for damages against the District shall be presented within one hundred eighty (180) days of an injury to person or personal property, giving rise to the cause of action. The District will make a District form available to any injured party wishing to file a claim within the prescribed time. A claim filed on the claimant's own form shall contain substantially all information requested on the District's form.

2. All claims for damages against the District shall be acknowledged by the Board of Trustees. It shall be the policy of the Board of Trustees to deny the claims and refer same to the District's Claims Administrator.

3. Written notice of such action by the Board shall be furnished to the claimant within forty-five (45) days of receipt of claim at the address stated on the claim.

4. Pursuant to the authority contained in Section 935 of the Government Code for the State, the following claims procedures are established for those claims against the District for money or damages not now governed by State or local laws:

a. Employee claims. Notwithstanding the exceptions contained in Section 905 of the Government Code of the State, all claims by public officers or employees for fees, salaries, wages, mileage and any other expenses for allowances claimed due from the District, when a procedure for processing such claims is not otherwise provided by the State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

b. Contract and other claims. In addition to the requirements of subsection (a) of this section, and notwithstanding the exemptions set forth in Section 905 of the Government Code of the State, all claims against the District for damages or money, when a procedure for processing such claims is not otherwise provided

Attachment #6

330 by State or local laws, shall be presented within the time limitations and in the
331 manner prescribed by Sections 910 through 915.2 of the Government Code of
332 the State. Such claims shall further be subject to the provisions of Section
333 945.4 of the Government Code of the State relating to prohibition of suits in the
334 absence of the presentation of claims and action thereon by the District.
335

336 Claims shall be in writing and shall stipulate date(s), time(s), nature of claims(s), as well as a
337 statement as to why said claim was not presented to the Board of Trustees at the time of
338 occurrence.
339

340 Office of Primary Responsibility: Vice President of Finance and Administrative Services
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344 Approved by:
345 Financial Resources
346 CSEA
347 Management Team
348 Supervisor Confidential Group
349 Academic Senate
350 ASCC
351 Steering Committee
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Board Approved

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Proposed Citrus Community College District Policy CCLC No. 3810

362

**General Institution
DRAFT as of 10/5/10**

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BP 3810 CLAIMS AGAINST THE DISTRICT

366

References:

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Education Code Section 72502;

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Government Code Sections 900 et seq. and 910

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Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

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Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

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Claims that are subject to the requirements of this policy include, but are not limited to, the following:

381

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.

382

383

- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

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The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is 1000 West Foothill Blvd., Glendora, CA 91741.

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- Approved by:
- Financial Resources
 - CSEA
 - Management Team
 - Supervisor Confidential Group
 - Academic Senate
 - ASCC
 - Steering Committee

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Board Approved

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CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

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AP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References: Education Code Sections 82537 and 82542;
Public Resources Code Section 42648.3

General Provisions

District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Facilities Rental Supervisor. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Facilities Rental Supervisor is responsible for the coordination and implementation of these procedures. The Vice President of Finance and Administrative Services shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The District may charge the groups identified in Education Code Section 82542(a) an amount not to exceed will be permitted to use District facilities upon payment of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- The cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- The cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and
- The cost of utilities directly attributable to the organization's use of the facilities.

Attachment #8

449 Except as provided herein, other groups shall be charged an amount not to exceed the direct
450 costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services,
451 services of any other District employees, and salaries paid District employees necessitated by
452 the organization's use of District facilities.

453
454 The following shall be charged fair rental value for the use of District facilities:

- 455 • Any church or religious organization for the conduct of religious services for temporary
456 periods where the church or organization has no suitable meeting place for the
457 conduct of such services-, or;
- 458
459 • Entertainment events or meetings where admission fees are charged or contributions
460 are solicited and the net receipts of the admission fees or contributions are not
461 expended for the welfare of the students of the District or for charitable purposes.

462
463 The American Red Cross or other public agencies may use District facilities, grounds, and
464 equipment for mass care and welfare shelters during disasters or other emergencies affect the
465 public health and welfare, and the District will cooperate with these agencies in furnishing and
466 maintaining services mutually deemed necessary to meet the needs of the community.

467 Rules for Facilities Use

468
469 Requests for use of District facilities should be made at least 30 days in advance of the first date
470 of use being requested. Requests shall be on forms provided by the District. Permission to use
471 facilities shall be granted by the Vice President of Finance and Administrative Services.

472
473 Permission to use District facilities shall not be granted for a period to exceed one fiscal year.
474 No person or organization may be granted a monopoly on any facility.

475
476 All charges for the use of District facilities are payable 30 days in advance.

477
478 Any persons applying for use of District property on behalf of any groups shall be a member of
479 the groups and, unless he or she is an officer of the group, must present written authorization to
480 represent the group. Each person signing an application shall, as a condition of use, agree to
481 be held financially responsible in the case of loss or damage to District property.

482
483 The District may require security personnel as a condition of use whenever it is deemed to be in
484 the District's best interests.

485
486 No person applying for use of District property shall be issued a key to District facilities.

487
488 Future facility requests may be denied on grounds including, but not limited to, abuse, or misuse
489 of District property and failure to pay promptly for any damage to District property.

490
491 No alcoholic beverages, intoxicants, or controlled substances in any forms shall be brought onto
492 the property of the District. Persons under the influence of alcohol, intoxicants, or controlled
493 substances shall be denied participation in any activity.

494

495 No structures, electrical modifications, or mechanical apparatus may be erected or installed on
496 District property without specific written approval by the Vice President of Finance and
497 Administrative Services.

498
499 All decorative materials, including but not limited to draperies, hangings, curtains, and drops
500 shall be made or treated with flame-retardant processes approved by the State Fire Marshall.
501

502 ~~Priority for the Use of District Facilities~~

503 ~~Priority for the use of District facilities will~~ **may be used** as follows:

- 504 1. Student clubs and organizations
- 505
- 506 2. Fundraising entertainment or meetings where admission fees charged or contributions
507 solicited are expended for the welfare of the students of the District
- 508
- 509 3. Parent-teachers' associations
- 510
- 511 4. School-community advisory councils
- 512
- 513 5. Camp Fire Girls, Girl Scout troops, and Boy Scout troops
- 514
- 515 6. Senior citizens' organizations
- 516
- 517 7. Other public agencies
- 518
- 519 8. Organizations, clubs, or associations organized for cultural activities and general
520 character building or welfare purposes
- 521
- 522 9. Public agencies, including the American Red Cross, for mass care and welfare shelters
523 during disasters or other emergencies affecting the public health and welfare
- 524

525 ~~After the above organizations, priority for use shall be on a first come, first serve basis.~~ **The**
526 **above is not a priority list. However, the District may establish a priority usage order.**

527
528 Also see BP/AP 4400 titled Community Services Programs

529
530 Board Approved 07/21/09

531
532 Approved by:
533 Physical Resources
534 CSEA
535 Management Team
536 Supervisor Confidential Group
537 Academic Senate
538 ASCC
539 Steering Committee
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542 *NOTE:* New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language
543 are indicated by shading.
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Proposed Citrus Community College District Procedure

CCLC No. 4250

546

Academic Affairs DRAFT 10-05-10

547

548

AP 4250 PROBATION

550

551

Reference:

552

Title V, Section 55030, 55031, 55032, 55033, 55034

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555

I. Notification of Academic and/or Progress Probation:

556

A. Each student is entitled to be notified of his/her academic status and the availability of college support services to respond to the academic status before the student is dismissed. Notification will consist, at a minimum, of the following: After having attempted a minimum of 12 semester units at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation a probation notice shall be sent to the student via their Citrus College e-mail informing him/her that he/she is on academic probation.

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B. At the end of the semester in which the student is enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NC, FW, I and NP reaches or exceeds 50%, a notice that the student is on probation a probation notice shall be sent to the student via their Citrus College e-mail informing him/her that he/she is on progress probation.

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C. At the end of the second semester in which the student is on academic or progress probation, a notice that the student is subject to dismissal a dismissal notice will be sent to the student via their Citrus College e-mail informing him/her that he/she is subject to dismissal at the end of the spring semester.

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II. Probationary Notification:

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A. The notification advising the student of probation will cover, at a minimum, the significance of being on probation and description of the services available. B. A student who is on academic probation and earns a cumulative Citrus College grade point average of 2.0 or better shall be removed from academic probation status.

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Office of Primary Responsibility: Academic Affairs

578

579

Date Approved:

(Revision to current Citrus College Administrative Procedure 4250)

580

581

- Approved by ASCC, CSEA, Management Team, Senate, Supervisors/Confidential, EPC, Steering

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Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.

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Proposed Revision of Citrus Community College District Policy

BP 4250

Academic Affairs
DRAFT 10-05-10

BP 4250 PROBATION, DISMISSAL, AND REINSTATEMENT

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Probation

A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "FW", "W," "I", "NC" and "NP" were recorded reaches or exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "FW", "W," "I", "NC" and "NP" drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than ~~4.75~~ 2.0 in all units attempted in each of ~~three~~ two (2) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "FW", "W," "I", "NC" and "NP" are recorded in at least ~~three~~ two (2) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student exhibits evidence of extenuating circumstances or shows significant improvement in academic achievement.

Reinstatement

Reinstatement may be granted, denied or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The above standards shall be applied as the minimum standards of satisfactory progress for students who are recipients of federal and state funds administered by the College.

Board Approved 10/20/09

Date Adopted:

(Revision to current Citrus College Board Policy 4250)

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- Approved by** **ASCC**
- CSEA**
- Management Team**
- Senate:**
- Supervisors/Confidential**
- EPC**
- Steering**

Note: New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated in **shading**.

Academic Affairs

DRAFT 10-05-10

AP 4255 DISMISSAL AND REINSTATEMENT

References:

Title 5, Sections 55033 and 55034

I. Standards for Dismissal:

A. A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two (2) consecutive semesters. However, any student on academic probation whose most recent semester GPA exceeds a 2.0 shall have their record reviewed and may be continued on probation. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "NC," "I," and "NP" are recorded in at least 2 consecutive semesters reaches or exceeds fifty percent (50%).

II. Dismissal Notification:

A. The notification advising the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

III. Appeal of Dismissal

~~A student who has been dismissed from Citrus College may appeal the dismissal to the Counseling Office. Circumstances that shall warrant exception to the standards for dismissal include error, illness, or other circumstances beyond the control of the student.~~

~~A. The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action.~~

~~B. The student must file the written petition of appeal in the Counseling Office after the dismissal letter was mailed. If the student fails to file a written petition, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Counseling and the Dean of Admissions.~~

~~C. The student will be continued on probation until the Dean of Counseling and the Dean of Admissions decides on the student's appeal.~~

~~D. The decision of the Dean of Counseling and The Dean of Admissions will be communicated to the student in writing by the Dean of Admissions. The Dean of Admissions will notify the student of the action within 10 working days of receipt of the student's appeal. The student may appeal the decision of the Dean of Counseling and the Dean of Admissions in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Admissions. The decision of the Vice President of Student Services is final.~~

~~E. If dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.~~

Fall Dismissals

Attachment #11

713 Special circumstances exist for dismissal after the fall semester due to the fact that students
714 traditionally enroll before fall grades are available. "Subject to dismissal" letters will be sent no
715 later than one month prior to the start of the spring semester informing students that:

- 716 • If they are enrolled in the spring semester, they will be permitted to continue on
717 probation. Dismissal status will be reevaluated at the end of the spring semester.
- 718 • If they are not enrolled in the spring semester, they have the right to appeal dismissal in
719 accordance with the appeal process.

720

721 Procedure for Fall Dismissal Appeals

722 Appeals for students subject to dismissal as a result of the fall grades must be filed following
723 notification during the spring semester. The following conditions apply:

- 724 • Students who are enrolled in the spring semester will not be required to file an appeal but
725 will be allowed to continue on probation and have their dismissal status reevaluated at
726 the end of the spring semester.
- 727 • Students who have not enrolled in the spring semester will be dismissed unless an
728 appeal is granted in accordance with procedures set forth above.

729

730 IV. Standards for Evaluating Appeals

731 Dismissal appeals may be granted under the following circumstances:

- 732 A. The dismissal determination is based on the academic record for one semester in which the record does
733 not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond
734 the control of the student. Verification should be submitted with the appeal.
- 735 B. The student enrolls in a corrective program designed to assist him/her in improving academic skills such as
736 obtaining academic counseling, and/or limiting course load.
- 737 C. There is evidence of significant improvement in academic achievement.

738

739 V. Readmission after Dismissal

740 In considering whether or not a student may be re-admitted after a dismissal and one semester's absence, the
741 following criteria will be considered:

- 742 A. Documented extenuating circumstances (considered during appeal).
- 743 B. Marked improvement between the semesters on which disqualification was based.
- 744 C. Semester on which disqualification was based was atypical of past academic performance.
- 745 D. Formal or informal educational experiences since completion of semesters on which disqualification was
746 based.
- 747 E. Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

748

749 III. Appeal For Reinstatement From Dismissal After One Semester

750 A. A student who has been dismissed from Citrus College may file a written
751 petition with the Counseling and Advisement Center after one semester has elapsed since the semester of
752 dismissal. The petition will be reviewed by the Dean of Counseling and the Dean of Admissions up to two
753 weeks before the beginning of the semester.

754

755 B. A petition for reinstatement must be supported with verification of remedial work or evidence of readiness
756 to do successful college work. The student is required to meet with a counselor prior to registration each
757 semester until the/she is removed from probationary status.

758

759 IV. Petition To Appeal Dismissal with Extenuating Because of Exceptional Circumstances

760 A student who has been dismissed from Citrus College may only appeal the decision if he/she encountered an
761 exceptional situation and can prove that this situation affected his/her scholastic performance. Petitions will be
762 accepted up to two weeks before the beginning of the semester. Prior to making an appointment with a
763 counselor the student must provide the following:

764

- 765 A. Proof of extenuating exceptional circumstances that kept the student from
766 succeeding. For example: Some examples of exceptional circumstances (and appropriate proof thereof)
767 are: illness (letter from a physician), death in the family (death certificate of the family member),

Attachment #11

768 incarceration (appropriate paperwork), car accident (appropriate paperwork), change of work hours (work
769 documentation) etc. ~~providing some sort of proof that the student's situation was exceptional.~~

770
771 B. A personal statement describing the event exceptional circumstance and how the student's school work was
772 affected.

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775 (Note: the following language in C. and D. is existing language moved from the deleted III. Appeal of Dismissal
776 above)

777
778 C. The decision of the Dean of Counseling and The Dean of Admissions will
779 be communicated to the student ~~in writing by the Dean of Admissions.~~ The Dean of
780 Admissions Counseling will notify the student of the action within 10 working days of
781 receipt of the student's appeal. The student may appeal the decision of the Dean of
782 Counseling and the Dean of Admissions in writing to the Vice President of Student
783 Services within 10 working days of the date of notification of the decision of the Dean of
784 Admissions Counseling. The decision of the Vice President of Student Services is final.

785
786 D. If dismissal appeal is granted, the student will be continued on probation for an additional semester. At the
787 end of the additional semester, the student's academic record will again be evaluated to determine whether
788 the student may be removed from probation, should be dismissed, or should be continued on probation.

789 V. Reinstatement After Dismissal

790 A reinstated student must earn a grade point average of at least 2.0 and complete more than 50 percent of all units
791 attempted each semester after reinstatement. This is mandatory until the student has achieved a cumulative grade
792 point average of at least 2.0 and the number of "W", "I", "NC" and "NP" units drops below 50 percent of all
793 attempted units at Citrus College. A reinstated student who fails to meet these criteria will be dismissed again.
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799 Office of Primary Responsibility: Academic Affairs
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Date Approved:

(Revision to current Citrus College Administrative
Procedure 4255)

801
802 **Approved by** ASCC
803 CSEA
804 Management Team
805 Senate
806 Supervisors/Confidential
807 EPC
808 Steering
809

810
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