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/winter session for which the student applies to attend.

Residence classification shall be made for each student at the time application for admission is 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 Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Regulation 6000

Reference: California Education Code Sections 68040; 76140; California Code of Regulations (C.C.R.) Title 5, Sections 54000, et seq.

Approved by Student Services Council on October 14, 2009

Adopted: January 11, 2010
Residence Classification. Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Residence classification is the responsibility of the Admissions and Records Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

Right To Appeal. Students who have been classified as non-residents have the right to a review of their classification (C.C.R. Title 5, Section 54010 (a)). Any student, following a final decision of residence classification by Admissions and Records, may make written appeal to the Vice President, Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure. The appeal is to be submitted to Admissions and Records which must forward it to the Vice President, Students Service within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President, Student Services shall review all the records and have the right to request additional information from either the student or Admissions and Records.

Within 30 calendar days of receipt, the Vice President, Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification. A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to Admissions and Records.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case,
however, may a student receive a non-resident tuition refund for the current semester if the original petition or appeal is filed after the semester has begun.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District. (CA Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5, Sections 54020, 54022 and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Director of Admissions and Records will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens. The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States without lawful immigration status or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he or she meets the following requirements:
high school attendance in California for three or more years;
graduation from a California high school or attainment of the equivalent thereof;
registration for classes not earlier than the fall semester or quarter of 2001-2002;
the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Director of Admissions and Records. Students may appeal the decision to the Vice President, Student Services.

Reference: California Education Code Sections 68000 et seq., 68130.5; California Code of Regulations (C.C.R.) Title 5, Sections 54000, et seq.

Approved by Student Services Council on October 14, 2009
The Cabrillo College International Student Program policy is established by the Governing Board and where appropriate, according to Immigration and Naturalization Service regulations. International students pay nonresident tuition in accordance with Board Policy 6000.

Legal Reference: Form I-17 (Immigration and Naturalization Service) Petition for Approval of School for Attendance by Non-immigrant students.

Adopted: June 6, 1988
1. Admission: All applicants for admission of F-1 visas must submit the following documents to the International Student Advisor no later than the end of May (Fall semester) and middle of December (spring semester).
   • A completed application form (obtainable from the college).
   • A non-refundable application fee in the amount of $25.00.
   • Transcripts of secondary (and postsecondary, if any) school or college work completed. These transcripts must be official and written in the English language.
   • Evidence of English language proficiency demonstrated by the test of English as a Foreign Language (TOEFL), with a minimum score of 450. It is possible to be admitted to Cabrillo’s English as a Second Language program if the TOEFL score is between 400 and 450, or if the student is presently in the U.S. and can take a test of English proficiency at the Cabrillo College testing center.
   • A financial statement which indicates the student has the means to support his/her costs of attendance either from personal, family, or governmental sources in the minimum amount of $8,350.00.
   • A photocopy of the I-94 form (arrival/departure) stapled in the passport by United States Immigration officials.
   • Exceptions: Students holding visas other than F-1 (Student) must see the International Student Office for an explanation of the rules and regulations pertaining to their attendance at the college.

Note: Usually, Cabrillo College accepts international students only in the fall and spring semesters. The International Student Admissions Committee will review all documents submitted by the deadlines and base its decision regarding admission on the basis of a completed file. The committee’s decisions will be communicated as promptly as possible to all applicants.

2. Payment of Tuition: Tuition is due and payable at the time of registration for classes. Registration is not complete until the full tuition is paid. Tuition rate for the subsequent year will be set by the Governing Board no later than the February Board meeting.

3. Hospital/Accident Insurance: At the time of registration, international students must present evidence they possess satisfactory hospital and accident insurance or must purchase a policy within the first two weeks of class.

4. English Placement: Entering international students are required to take an English placement test administered by the English Division at the time of orientation prior to registration. The results of the test will determine the proper placement for each student in the English course sequence. The number of required units in English will be determined by the English Division.

5. Study Load: International students of F-1 visas must carry at least 12 units per semester. The college must report to the U.S. Immigration and Naturalization Service if a student has withdrawn from the college or is taking less than a full program.

6. Program Changes: Once registered in classes, international students in the first semester of attendance may not add or drop courses without permission of the International Student Advisor.

7. Travel Abroad: International students must notify the International Student Office of any plans to travel outside the United States during the period of attendance. Notifications must be done at least one week in advance so that forms or letters can be prepared that are required for re-entry to this country.
8. Employment: International students attending the college on F-1 or F-2 visas are not permitted to work OFF-CAMPUS without prior approval of the Immigration and Naturalization Service. Consult the International Student Office for details and procedures.

9. Change of Status: Any change in immigration status must be reported to the International Student Office in person. This is especially important for students holding F-1 visas.

10. Arrival: Students admitted on an F-1 visa must report to the International Student Office by the date indicated on the I-20 form. Failure to do so may result in the revocation of the I-20.

11. Change of Address: Students must inform the International Student Advisor and the Office of Admissions and Records of all address and telephone changes. A current local address must always be on file at the college.

12. Illness: Students must inform the International Student Advisor of any extended illness (more than three consecutive class meetings) by telephone or mail.

13. Renewal of Visas, Passports: It is the student’s responsibility to maintain a valid, current passport and visa.

14. Housing: Cabrillo College does not have dormitory facilities. Students should arrive well before classes begin in order to locate satisfactory housing. The International Student Office maintains a limited list of available housing.

15. Termination of Attendance: The college reserves the right to terminate the enrollment of any international student whose academic progress, observance of college rules and regulations, or personal conduct falls below acceptable standards.
INTERDISTRICT ATTENDANCE

It is the policy of the Cabrillo Community College District to comply with the Interdistrict Attendance legislation to provide for unrestricted enrollment and attendance of students. The District assumed the authority to negotiate agreement with contiguous schools regarding student athletes based on existing contracts.

Legal Reference: Education Code Sections 78030, 78031, 78032 and 78033; and Ca. Adm. Code, Title 5, Section 54060.

 Adopted: June 6, 1988
ATTENDANCE AUDIT PROCEDURES  

The Cabrillo Community College District policy on attendance audit procedures is established in accordance with the California Administrative Code, Title 5, Chapter 1 (attendance), entitled ©Support Documentationª to promote accurate reporting of attendance data used in apportionment reporting and to facilitate audits of related attendance records by the District’s auditor, State Department of Finance, California Community Colleges Chancellor’s Office, and federal auditors when federal funds are involved.

It is the policy of the Cabrillo Community College District to comply with the attendance legislation in Chapter 1, Division 9, of Title 5. The procedures and support documentation will promote accurate attendance reporting, and will facilitate audits of attendance records by the District’s auditor, California Community Colleges Chancellor’s Office, State Department of Finance, and federal auditors when federal funds are involved.

Legal Reference: Education Code Section 84040; and Ca. Adm. Code, Title 5, Section 58030.

Adopted: June 6, 1988
1. Education Code Section 84040 requires the Governing Board of each community college district to provide for an annual audit of the books and accounts of the district. The audit must be made by a certified public accountant or a public accountant licensed by the State Board of Accountancy and be performed in accordance with Department of Finance publication, Standards and Procedures for Audits of California Local Educational Agencies. A verification of compliance with Education Code and Title V attendance accounting regulations is included in the scope of the audit. It is the responsibility of the Chancellor (of the California Community Colleges) to make any adjustments in apportionment of state funds to correct any discrepancies revealed by the annual audit.

2. Each district governing board is required to adopt procedures for course enrollment, attendance, and student withdrawal documentation including rules for retention of support documentation which would enable independent determination regarding accuracy of data submitted by the district as a basis for state support. Adopted procedures shall be so structured as to provide for internal controls.

3. Suggested information to supplement the documentation of each course as described below should include, but is not limited to, the following:
   Signature of the instructor on all primary attendance accounting documents as a certification of a true and accurate accounting.
   A statement of residency for each student, as appropriate.
   Any pertinent information concerning courses which have atypical characteristics relative to the contact hours claimed.

4. Each community college district shall maintain an official procedure to ensure compliance with Chapter 1 (commencing with Section 58000) of Division 9 of Part VI of Title V of the California Administrative Code:
   a. Census day (See Chapter 1)
   b. Drop date
   c. Inactive enrollment in a course is defined as follows:
      1) As of each census day: any student who, according to published college regulations have:
         a) been identified as a ©no showª, or
         b) officially ©withdrawnª from course, or
         c) been ©droppedª from course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences as specified in procedures adopted by each local governing board pursuant to Title V, Section 58030.
   d. For purposes of Education Code Section 84522, ©extenuating circumstancesª are verified cases of accidents, illness, or other circumstances beyond the control of the student.
   e. Minimum requirements of the procedure adopted by the local governing board pursuant to Title V Section 58030 for adds and drops shall be:
      1) Identification of student by name and number
      2) Type and date of transaction
      3) Documentation of origin of transaction by means of:
         a) Signature of student by name and number
b) Signature of initials of instructor or other authorized person, or
c) Other record identifying originator of transaction.
It is the Cabrillo Community College District policy to adhere to the Family Educational Rights and Privacy Act.

*Legal Reference: Public Law 93-380, Section 438.*

Adopted: June 6, 1988
STUDENT INFORMATION AND EDUCATIONAL RECORDS

AR 6040

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) requires educational institutions: to provide access to official educational records directly related to the student; to provide an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading, or otherwise inappropriate; to obtain the written consent of the student before releasing personally identifiable information about them from records to other than a specified list of persons and agencies; and to extend these rights to present and former students of the college.

The College Registrar is designated as the ©Records Officerª as required by the Act. Education records generally include documents and information related to admissions, enrollment in classes, grades, and related academic information.

Current and former students can review their education records by completing and filing a request with the Records Officer (College Registrar). Such records will be made available immediately when possible, but in all cases within fifteen days of the written request during Admissions and Records Office hours. If as a result of such an inspection, there arises a dispute over any records, the Records Officer will initiate an informal proceeding in an attempt to resolve the matter.

If the informal proceeding fails to settle the dispute, the student may submit a request in writing to the Dean of Student Services for a formal hearing of the matter. Upon receiving such a request, the Dean of Student Services will then assign the matter within two school days, to a ©Hearing Officerª for resolution. The designated ©Hearing Officerª who must be a full-time Cabrillo College teaching or administrative staff member, upon assignment of a disputed case, will organize a committee consisting of two faculty members and two currently enrolled students, and set a date for a formal hearing. Hearing procedures will follow those described in Cabrillo College Policy 6110 (Student Rights and Responsibilities). After having received evidence from all concerned parties, the hearing committee will render a decision in the form of a written recommendation to the College Superintendent/President for final action. A student has the right to appeal the decision of the committee to the Superintendent/President, and failing resolution, ultimately to the Governing Board of the District.

The Act provides that the college may release certain types of ©Directory Informationª unless the student requests in writing (to the Records Officer) that certain or all such information not be released without his/her consent.

Student name
Participation in recognized activities and sports
Dates of attendance
Degrees and awards received
The most recent prior educational agency or institution attended.

All of the above restrictions shall be recognized and complied with subject to current court ruling and interpretations of law.

Public agency and financial aid disclosure exceptions will be listed in a separate procedural document based upon this policy statement.
The Cabrillo Community College District shall establish and publish procedures pertaining to the alleviation of previously recorded substandard academic performance, which is not reflective of a student’s demonstrated ability.

*Legal Reference: Education Code Sections 66700, 71020, 71025, 71027 and 71066; and Ca. Adm. Code, Title 5, Section 55765.*

Adopted: June 6, 1988
ACADEMIC RENEWAL

In some instances, a student’s past academic record does not reflect the student’s current demonstrated level of academic performance. The intent of academic renewal is to alleviate such a record and thereby facilitate a student’s progress toward graduation, certification, or transfer.

A student may request that his/her record be reviewed for academic renewal by the Academic Council under the following conditions:

1. four years have elapsed since the substandard grades were awarded;
2. the student has subsequently completed 12 units of graded work with a 3.00 or higher grade point average or 24 units of graded work with at least a 2.00 grade point average.

Substandard Grades are defined as “D,” “F,” or “NC.”

Students desiring academic renewal should obtain a petition from a counselor, who will determine if the conditions have been met. Signed petitions will be sent to the Registrar, who will act for the Academic Council. Cases needing special deliberation will be brought directly to the Academic Council.

Grades to be alleviated will be marked with the symbol “@” and the following explanation will be typed on the student’s record: “This course has been removed from any academic or transfer consideration by official action taken by the Academic Council on (Date).”

Academic renewal at Cabrillo College does not guarantee that other colleges or universities will accept such action. Such determination will be made by respective transfer institutions.
STUDENT FINANCIAL AID  

It is the policy of the Cabrillo Community College District Governing Board that the District shall maintain federal, state, and local financial aid programs for the benefit of eligible students.

Financial aid shall be administered in accordance with the applicable terms and agreements maintained by the college and the appropriate agency or organization that provides financial aid funds to the college.

Legal Reference: Education Code Sections 69640 and 71078; and Higher Education Act of 1965 as amended.

Adopted: June 6, 1988
**ACADEMIC STANDARDS**

The Cabrillo College District Governing Board in accordance with California Administrative Code, Title 5, establishes within the academic regulations, procedures whereby students may petition the College Academic Council, a standing committee of the Faculty Senate, for reinstatement in Cabrillo College in the event of their failure to maintain the required standards. The standards set forth by the District shall include the following categories:

**Academic Probation**

1. Probation based on grade point average: A student who attempted at least 12 semester units, as shown by the official cumulative records, shall be placed on academic probation if he/she has earned a grade point average below 2.0 in all units which were graded on the basis of the grading described in Board Policy 3210.

**Progress Probation**

2. Probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on progress probation when the percentage of all units in which a student has enrolled, and in which a “W,” “I,” and “NC” have been recorded, reaches or exceeds 50 percent.

3. Dismissal: A student shall be subject to dismissal if in three consecutive semesters, either or both of the following criteria is applicable:
   a. The student’s cumulative grade point average is less than 1.75 in all units attempted.
   b. The cumulative total of units in which the student has been enrolled for which entries of “W,” “I,” or “NC” have been recorded, reaches or exceeds 50 percent.

The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems, and subsequently may be dismissed under either or both systems.

Cabrillo College will publish in the College Catalog, procedures and conditions for probation and/or dismissal, appeal of probation and/or dismissal, request for removal of probation, and request for reinstatement. Notification to students of probation and dismissal shall occur at or near the beginning of the semester in which it will take effect.

*Legal Reference: Education Code Sections 70166, 72285 and 76000; and Ca. Adm. Code, Title 5, Sections 55754 through 55759.*

Adopted: June 6, 1988
ACADEMIC STANDARDS

Students who do not maintain the academic standards described in Board Policy 6050 are subject to dismissal from Cabrillo College for one semester. Those who wish to return after that semester should meet with a counselor to review academic goals and other relevant concerns to having a successful educational experience. If a counselor recommends approval of the petition, it is submitted to the College Registrar who will act on it in behalf of the Academic Council.

Students who petition for reinstatement must describe what changes now cause them to expect success; what their educational goals are; and in which courses they wish to enroll in the stated semester. Examples of changes may include such conditions as reduced work hours and improved health. Petitions that do not appear to meet such general guidelines shall be referred to the Academic Council, as will requests to return the semester or session immediately following dismissal. Since there is generally no Academic Council meeting immediately prior to registration, a subcommittee of Academic Council members will be established to review exception requests. Students will be removed from probation when the cumulative grade point average is 2.0 or higher and/or when the percentage of units for which there are entries of “W,” “I,” and “NC,” drops below fifty percent (50%).
STUDENT ORGANIZATIONS, MEETINGS, AND PUBLICATIONS

In keeping with First Amendment guarantees of freedom of expression, Cabrillo College students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. Freedom of expression and association at Cabrillo College shall be subject only to California state law and college regulations as to time, place, and manner of expression, which is described in detail in the District Administrative Regulation 6080.

Legal Reference: Education Code Section 76060 through 76067.

Adopted: June 6, 1988
STUDENT ORGANIZATIONS
MEETINGS, AND PUBLICATIONS

1. Any student organization which is affiliated with an official political party that is on the ballot of the State of California may hold meetings on the Cabrillo Community College campus and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of such organization by the school authorities and no interference with the regular educational programs of the District.

2. Political or religious clubs shall meet the same college requirements as any other club or organization.

3. The college will regulate the times and location on campus at which programs or meetings are held, and the number of meetings, to ensure non-interference with regular educational programs. Campus organizations and individual students will schedule their programs or meetings through the Student Affairs Office in the College Center. Community groups will schedule programs and meetings through the College Facilities Office.

4. Publications of a sectarian, partisan, or denominational character may be issued and distributed or displayed for sectarian, partisan, or denominational purposes on campus. Such activity shall be carried on in a manner which does not impede the orderly conduct of school classes and programs, and shall be subject to rules and regulations of the Governing Board. (See Board Policy 6100, ©Posting and Distribution of Printed Materialsª).

5. No publication which advocates the commission of an unlawful act may be issued or distributed on campus.

6. If a college official or student objects to a particular publication being distributed, this objection may be presented to a publications advisory board, consisting of the editors or other staff members and the advisor of each campus publication, two elected members of the Student Senate, and two members of the Faculty Senate. By majority vote, the publications board may advise the Superintendent/President against the further distribution of materials which violate the following principles:
   (a) the work shall have literary merit;
   (b) the work shall be socially redeeming;
   (c) the work shall not appeal to prurient interest; and
   (d) the language shall be appropriate in the context of the work.
SOLICITATION OF FUNDS AND/ GOODS  BP 6090

The solicitation and collection of funds and/or material goods (food, clothing, etc.) on campus may be carried out by Cabrillo College student organizations for any lawful purpose.

Teachers and other employees shall not solicit students to subscribe or contribute to funds of, to become members of, or to work for any organization not directly affiliated with the college, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, and the solicitation has been approved by the County Board of Education or by the Governing Board.

In the event of an adverse ruling, a student organization may appeal to a special committee composed of the chairperson of the Student Affairs Committee of the Faculty Senate, one other faculty member of this committee appointed by the chairperson, the Dean of Student Services, the Student Body President, and two members of the Student Senate selected by that body.

Adopted: June 6, 1988
POSTING AND DISTRIBUTION OF PRINTED MATERIAL  BP 6100

The Cabrillo Community College Governing Board recognizes the need for individuals and groups to distribute and post various materials on campus. This policy:

1) generally provides students, faculty, staff, and the public the opportunity to distribute and display written or printed materials expressing points of view or promoting educational or cultural events;
2) assigns Cabrillo College (and affiliated organizations) highest priority;
3) endorses the principle of freedom of expression for all individuals and academic freedom for the college community;
4) prohibits distribution which is likely to incite students or faculty as to create a clear and present danger to college people or property or which is substantially disruptive to the orderly operation of the college;
5) requires the implementation of clear rules and regulations regarding time, place, and manner of posting and distribution readily available to all who may wish to post materials under this policy; and
6) designates the chief student services administrator or designee as the policy implementation monitor.

Legal Reference: Education Code 76120.

Adopted: June 6, 1988
POSTING AND DISTRIBUTION OF PRINTED MATERIALS

I. Definition Of Terms

Posting: The affixing of publicity or information materials on a surface such as a bulletin board or other designated posting space.

Distribution of Materials: The process whereby individual(s) representing a specific organization or interest hand out printed information from a designated place and in a designated manner.

Time: The designated period of time for which a particular item may remain either “posted” or “distributed,” whichever applies.

Place: The type and/or location of posting area authorized for use, such as bulletin boards or similarly designated surfaces or the point from which materials may be handed out by individuals.

Manner: The means by which items may be either affixed to a particular surface or method distributed from a particular place.

Posting Surfaces: Bulletin boards, bus stops, pedestrian bridge, tack rails, sign standards.

Bulletin Boards - Specific: Boards that are designated for specific programs or activities of the college.

Bulletin Boards - General/Outdoors: Bulletin boards available for all approved posting consistent with Time, Place, and Manner guidelines and stamped “Approved for Posting by Student Affairs.”

Bulletin Boards - General/Indoors: Boards interior to a District building and subject to the use of either the instructional division/faculty or service unit, whichever is appropriate to the particular location.

II. Regulations For Posting

1. The unenclosed spaces of the posting area in the college amphitheater shall be recognized as the “Free Speech Posting” area. Items may be posted in this area without approval and without respect to purpose, sponsorship, or content. The area may be cleared a minimum of one day per week.

2. Posting surfaces are intended primarily for Cabrillo College and affiliated organizations for the purpose of cultural and/or educational programs, activities, and services.

3. The Student Affairs Office is designated by the Dean of Student Services to monitor policy implementation and to grant ©posting approvalª stamping for all outdoor general (non-specific) posting areas.

4. Indoor posting spaces such as classroom and services area bulletin boards are subject to the discretion, use, and/or approval of respective faculty and/or services area personnel.

5. Outdoor specific posting areas are limited to uses designated, such as ©Performing Arts Division Only.ª

6. College programs and services have priority for all posting space, excluding the Free Speech Area, in which case there is no priority recognition.

7. Local college district not-for-profit community organizations shall seek posting approval through the Office of Student Affairs.

8. Posted items must generally be affixed with thumb tacks, push pins, or similar type implements to assure ease in removal. The use of tape and staples are prohibited.
9. Items posted on the college pedestrian bridge are restricted to college programs and services, and are subject to individual approval by the Dean of Student Services/designee. Pedestrian bridge signs must be wood framed, affixed with chain, are limited to the week of event being advertised, and may contain minimum contact information in large lettering.

10. Painted banners for student activities are generally permitted for the College Center, gymnasium, and stadium.

11. Restrictions
   a. No campus-wide posting of materials on doors, windows, door windows, pillars, and building rails.
   b. No staples (except at the bus stops), tapes, or glue are to be used in posting of materials.
   c. Items that are commercially-sponsored for profit” organizations are prohibited.

12. Exceptions
   a. Instructional/Faculty use of glass classroom door or window surfaces for posting of grades or timely classroom information shall not be restricted by these regulations.
   b. Building rails may be utilized for item 10 (above) for college sponsored activities upon the approval of the appropriate dean or division chairperson.

III. Regulations For The Distribution Of Materials

1. All materials for distribution must be approved for time, place, and manner by the Dean of Student Services/designee (Student Affairs Office).

2. Non-campus related material will generally be distributed in the College Center at a table for a time not to exceed ten days each semester and four days during summer session.

3. Campus-related materials may generally be distributed from a designated table in the College Center, Theater, patio area, and/or amphitheater.

4. Coercion to induce students to accept printed material or to sign a petition will not be tolerated.

5. The responsible person or group must submit two (2) copies of material to be distributed and a signed copy of the Statement of Responsibility to the Student Affairs Office for approval at least three school days prior to the intended distribution.

6. In support of campus instructional programs, the distribution of materials for courses listed in the College Catalog may exceed the written guidelines stated in this policy.

7. Campus Mailboxes (non-college material)
   Cabrillo College faculty/staff and various student mailboxes are used to disseminate U.S. mail and Cabrillo College campus mail only. Information of public interest and/or business advertisement with the approval of division chair may be left either in division areas, or placed on divisional jurisdiction bulletin boards.

8. Parking Lots
   Placing printed material on vehicles is prohibited.

9. Newspaper-type Publications, Magazines, Pamphlets, Flyers, etc.
   a. The Dean of Student Services is responsible for approving distribution of commercial newspapers, magazines, and the like.
   b. Vendor must complete a “Request to Distribute Newspaper-type Publications on Campus” form. Forms may be secured from the Student Affairs Office in the College Center.
10. It is prohibited to distribute printed matter which is likely to incite students or faculty in such a manner as to create a clear and present danger to college people or property, or which is substantially disruptive to the orderly operation of the college.

11. Violators of the above policies may be charged accordingly and may be denied permission for subsequent distribution or posting of materials.

**IV. Omissions**

Items not addressed in these regulations may be reviewed by the Dean of Student Services.
STUDENT RIGHTS AND RESPONSIBILITIES  BP 6110
Cabrillo Community College District is committed to the protection of the individual rights of all students. Pursuant to Title VI of the Civil Rights Acts of 1964, the protection of these rights is guaranteed without regard to sex, race, color, national origin, religion, age, or handicap, or sexual orientation.
Should the situation arise in which a Cabrillo College student suspects that these rights have been violated in the application of district policies or local, state or federal law, students will be given the opportunity to seek resolution of further complaint through an established procedure.

*Legal Reference: Education Code Section 76120; and Ca. Adm. Code, Title 5, 32050, 32051 and 32052.*

Adopted: June 6, 1988
Revised: June 4, 1990
POLICY FOR A SMOKE-FREE ENVIRONMENT

It is the policy of the Cabrillo College Governing Board to promote a safe and healthy atmosphere for students, faculty, staff and visitors on the campus and other centers by reducing the health risks associated with tobacco smoke and minimizing discomfort and inconvenience to nonsmokers. To meet that obligation, the Cabrillo College District has a smoke-free environment policy.

This policy covers all individuals on the Cabrillo College campus including students, faculty, staff and visitors. The policy applies to all College buildings or other buildings where College programs or services are provided and all College owned vehicles. It specifically includes, but is not limited to: classrooms, meeting areas, food preparation areas, dining areas, offices, laboratories, studios, child care center, lobbies, reception areas, hallways, elevators, stairwells, restrooms, shops, storerooms, garages, the College theatre, building perimeter walkways, sports facilities, and stadium.

Cabrillo Community College intends to create a cooperative spirit among students, faculty, staff and visitors in the effort to implement this smoke-free environment policy.

*Legal Reference: Education Code Sections 76031 and 76033(e).*

Adopted: September 10, 1990
Revised: March 1, 1993
POLICY FOR A SMOKE-FREE ENVIRONMENT  AR 6120

In accordance with the Cabrillo College Smoke-Free Environment Policy, the following regulations are implemented:

1. Smoking is prohibited in all indoor areas of all public buildings on/off campus. No smoking signs will be posted at College entryways. Smoking is not permitted in the College theater except as may be required during the rehearsals and performances staged as a portion of a Theater Arts production.

2. Smoking is prohibited in the outside areas beside building doorways, windows and ventilation air intakes. This includes patios underneath building windows and walkways.

3. Smoking is prohibited in all college-owned vehicles including shuttles, automobiles, and all types of delivery, maintenance, and service vehicles.

4. Smoking is permitted in the parking lot areas only. Receptacles are available for the disposal of cigarettes.

5. Cabrillo College will support and assist efforts to stop smoking by providing literature, referrals to community cessation programs and by sponsoring periodic campus smoking cessation programs.

6. Tobacco products will not be sold on campus either through vending machines or campus establishments.

7. Implementation of the campus smoke-free environment policy will be the responsibility of every student, faculty member, staff person and visitor on campus.

Legal Reference: Education Code Sections 76031 and 76033(e).

Adopted: March 1, 1993
Revised: March 4, 1996
It is the policy of the Cabrillo Community College District to maintain a campus free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Section 22 of the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol.

For the purpose of this policy, “campus” shall mean those places where a student is involved in an authorized college activity. The campus includes, but is not limited to property owned or leased by the District; any place used by the District for student participation in a field trip; field study; athletic competition; study travel program; and in District or private vehicles being used for official District business.

In furtherance of this policy, all students shall be made aware of the danger of drug abuse and the college and community resources available for counseling and rehabilitation of those with drug-related problems. All students shall also be informed of the consequences of drug abuse violations. These consequences shall include, but not be limited to student disciplinary action pursuant to Education Code and District policy.

As a condition of continued enrollment, students shall abide by the terms of this policy.

Individuals on campus who are not Cabrillo college students are required to comply with this policy. Such individuals who unlawfully manufacture, distribute, dispense, possess or use controlled substances may barred from Cabrillo College campuses.

Legal Reference: Section 22 of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226)

Adopted: September 10, 1990
HUMAN IMMUNODEFICIENCIES VIRUS (HIV) AND BLOODBORNE PATHOGENS

Cabrillo College District recognizes the need to provide a safe, as well as fair, environment for study and work. Cabrillo College also recognizes the need to protect the rights of all individuals. The Cabrillo College Governing Board’s existing nondiscrimination policy, the Fair Employment Housing Act (FEHA); the Federal Rehabilitation Act (FRA); and the Americans with Disabilities Act (ADA), prohibit discrimination against persons with handicaps, disabilities, or medical problems. It is the view of the Cabrillo Community College District that HIV infected persons are covered by the above referenced laws and the Cabrillo College Governing Board’s existing nondiscrimination policy.

The Governing Board recognizes that education is the most effective tool the district has to combat HIV. Therefore, a crucial responsibility of the district is to keep its students, faculty, and staff educated on current developments and practices concerning HIV.

The primary response of colleges to the epidemic of HIV infection must be education. The American College Health Association recommends that the organization and implementation of effective educational programs about AIDS and HIV infection be an activity of the highest priority for all institutions of higher learning.

Adopted: December 7, 1992
HUMAN IMMUNODEFICIENCIES VIRUS (HIV) AND BLOODBORNE PATHOGENS

Any student, staff, or faculty in any division or department who may come in contact with blood or body fluids must observe the Center for Disease Control (CDC) and Cal-OSHA guidelines.

In addition, those Cabrillo College divisions and departments which have a greater exposure to body fluids shall incorporate operational procedures and guidelines to meet problems and challenges resulting from the HIV epidemic specific to their areas. These guidelines or procedures shall be developed in consultation with local health officials and shall conform with existing law, District policy, CDC Guidelines regarding Universal Precautions, and OSHA requirements on Bloodborne Pathogens-Section 5193. In order to provide consistency and continuity, the Vice President of Instruction, the Vice President of Business, and the Dean of Student Services will review these division and department guidelines prior to adoption.

Adopted: December 7, 1992
ADMISSION OF MINOR STUDENTS WITHOUT HIGH SCHOOL DIPLOMAS

The Cabrillo College Governing Board may authorize the enrollment of a limited number of eligible minor students each term on a space available basis, who the Board determines would benefit from the educational enrichment opportunities of advanced scholastic or vocational work (courses numbered in the 200 series are not advanced scholastic or vocational courses). It is the intent of the Board to consider the enrollment of eligible minor students in compliance with the district priority admission mandates outlined in Education Code section 76000 and in the district’s fulfillment of its educational mission. Students will register on a space available basis during Late Registration in fall and spring semesters. Further, the Board may only authorize the acceptance of eligible minor students, when the work being requested provides course work otherwise not available to the minor student, when the enrollment of the minor student in college work is not in conflict or in lieu of the compulsory school attendance laws of the state, and when the exceptions to allow enrollment of minors is consistent with the philosophy and mission of the college.

These students will receive Cabrillo College credit and their grades will be sent to their high schools.

Some course at Cabrillo use potentially hazardous equipment, which minors are prohibited by law from using. These courses are not open to students until they are 18 years or older. A list of these courses is available at the Office of Instruction, the Office of the Vice President of Student Services, Admissions and Records, the Counseling Division and the Watsonville Center.

Students will be subject to the Cabrillo Rights and Responsibilities policy, as are all Cabrillo students. Faculty evaluate behavior when the class begins and may request an administrative withdrawal of a student.

Legal Reference: Education Code Sections 76000 - 76001 (postsecondary education) and 48800 - 48802 (elementary and secondary education).

Adopted: July 1, 1996
ADMISSION OF MINOR STUDENTS
WITHOUT HIGH SCHOOL DIPLOMAS

Concurrent enrollment procedures for high school students: Students whose age or class level is equal to grades 9-12 may register at Cabrillo College for credit courses, as special, part-time, full-time or summer-session students.

I. Special Part-Time Student (six units or less, or 2 courses if the student has been assessed):

Enrolled in a public or private high school and must meet each of the following criteria:

1. Written parental or guardian consent, with emergency notification information.

2. Written high school Principal (or designee specified by the Principal) recommendation, consent and verification that the student:
   a. has the maturity and skill level needed to attend a college;
   b. has not failed this course in high school;
   c. has taken advantage of all the opportunities to enroll in equivalent course(s), identify availability to student within the district.

3. Skill level assessment through Cabrillo College assessment process for student from unaccredited private schools, or for students taking an English or math course. For other courses without a math or English prerequisite, the assessment is recommended.

4. Ability to benefit from advanced scholastic or vocational work as determined by the Cabrillo College Governing Board which authorizes the Superintendent/President (or designee) to make such judgments.

5. Attend classes for at least a minimum day at his or her school, or in accordance with the high school’s policy.

6. If released from a home school, independent study program or Charter School, the signature of the appropriate district representative is needed.

7. Written approval of a Cabrillo College Counselor for students in unaccredited private high schools.

II. Special Full-Time Student (more than 6 units, or more than 2 courses):

Enrolled in and/or released from a public or private high school and must meet each of the following criteria:

1. Written parental or guardian consent, with emergency notification information.

2. Written high school Principal recommendation, consent and verification that the student:
   a. has the maturity and skill level needed to attend a college;
   b. has not failed these courses in high school;
   c. has taken advantage of all the opportunities to enroll in equivalent course(s) at his or her school of attendance. If the high school does not offer the course(s), identify availability to student within the district.

3. Skill level assessment through Cabrillo College assessment process. Assessment is required for any student taking a total of more than 6 units.

4. Ability to benefit from advanced scholastic or vocational work as determined by the Cabrillo College Governing Board which authorizes the Superintendent/President (or designee) to make such judgments.
5. If there is no local Principal to release or if released from an unaccredited private high school for a full-time program, the signature of the Superintendent (or designee) of the school district in which the student resides is needed.

6. If released from a home school, independent study program, or Charter School for a full-time program, the signature of the appropriate school district representative is needed.

7. Written approval of a Cabrillo College Counselor.

8. Written approval of Cabrillo College Vice President of Student Services.

III. Special Summer Session Student: Special Summer Session students will meet the same criteria as special part-time or full-time students except that the student is not required to have taken advantage of all opportunities to enroll in an equivalent course at his or her school of attendance, and may have receive a failing grade in high school.

IV. K-8th Grade Students: There may be some admission of minor students enrolled in K-8th grade districts to attend Cabrillo College for advanced scholastic courses but only as special part-time students.

Students must meet each of the following criteria:

1. Such courses are not being offered by local school districts and/or any other educational institution available to the student.

2. Written parental or guardian consent, with emergency notification information.

3. Written school Principal recommendation and consent, and verification that the student:
   a. has the maturity and skill level needed to attend a college;
   b. has not failed this course.

4. Ability to benefit from advanced scholastic or vocational work as determined by the Cabrillo College Governing Board which authorizes the Superintendent/President (or designee) to make such judgments.

5. If released from a home school, independent study program, or Charter School, the signature of the appropriate school district representative is needed.


7. Written approval of a Cabrillo College Counselor.

8. Written approval of Cabrillo College Vice President of Student Services.

V. Noncredit courses: Minors without high school diplomas may be admitted to noncredit programs. The minor must meet each of the following criteria:

1. Be able to benefit from advanced scholastic or vocational work as determined by the Cabrillo College Governing Board, which authorizes the Superintendent/President (or designee) to make such judgments.

2. Written high school Principal recommendation and consent, and verification that the student:
   a. has the maturity and skill level needed to attend a college;
   b. has not failed this course in high school.

3. Written parental or guardian consent, with emergency notification.
VI. Community Education Courses: Minors without high school diplomas may be admitted to community services classes, Education Code section 78403. The minor must meet each of the following criteria:

1. Written parental or guardian consent, with emergency notification information.
2. Have demonstrated adequate preparation in the disciplines to be studied.

Adopted: July 1, 1996
The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

See Administrative Regulation 6160

Reference: CA Code of Regulations (C.C.R.) Title 5, Section 54400; CA Civil Code Section 1747.02(m); CA Education Code Section 99030;

Approved by Student Services Council on October 14, 2009

Adopted: January 11, 2010