

## Senate Executive Board Members

President: Dr. Angela Medina Rhodes  
1<sup>st</sup> Vice President: Kelly Lynch  
2<sup>nd</sup> Vice President: Aditi Sapra  
Secretary: Michael Koger  
Parliamentarian: Angelica Martinez  
ASCCC Representative: Farrah Nakatani  
Past-President: Dorali Pichardo Diaz  
RHCFA President: Diana Valladares  
Curriculum Chair: Elizabeth Ramirez

### Discussion Expectations

1. Be respectful
2. Step back or step up
3. Challenge the idea, not the person
4. Stay focused on the issue
5. Speak your discomfort or support
6. Acknowledge each other's experiences
7. Commit to learning from each other

### 10 + 1

"Academic and professional matters" means the following policy development and implementation matters:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate



## Academic Senate Agenda

April 16, 2024 1:00 p.m.

Locations: 3600 Workman Mill Road, Room LR128, Whittier, CA/3000 San Gabriel Blvd., Rosemead, CA 91770/ 7226 Hamner Ave, Eastvale, CA 91752/840 East Whittier Blvd, La Habra, CA. 90631/ 18 W Sierra Madre Blvd # A, Sierra Madre, CA 91024/ 214 W Rt 66, Glendora, CA 91740/ 101 The City Dr., Orange, CA 92868/ 1370 Veteran Avenue # 104, Los Angeles, CA 90024/22 W. Live Oak Ave., Arcadia, CA, 91007

1. Call to Order
2. Approval of Minutes from March 19, 2024 and April 9, 2024
3. **Public Comment:** Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate's discretion, be referred to the Senate Executive Council or placed on the next agenda.
4. **Guest Report**
  - a. None
5. **President's Report**
  - a. Announcement: Distinguished Faculty Award
  - b. Discussion: Update on AP 7259-Attached
6. **Vice President's Report**
  - a. 1<sup>st</sup> Vice President, Kelly Lynch
  - b. 2<sup>nd</sup> Vice President, Aditi Sapra
7. **Unfinished Business**
  - a. Announcement: Election Update-Michael Koger, Appendix A
  - b. Discussion: BP 4236 Credit through Non-Collegiate Programs-Attached
8. **Committee Reports**
  - a. **Senate Committees**
    - i. Academic Rank, Frank Sotelo
    - ii. Curriculum, Elizabeth Ramirez-Attached
    - iii. Distance Education, Kenn Pierson-Geiger
    - iv. Open Educational Resources (OER), Sheila Lynch
    - v. Outcomes, Sean Hughes
    - vi. Staff Development/FLEX, Katie O'Brien
  - b. **Planning & Fiscal Council Committees**
    - i. Facilities, Scott Jaeggi
    - ii. Institutional Effectiveness (IEC), TBD
    - iii. Policy and Procedure Council, Rudy Rios
    - iv. Program Review, Marie Eckstrom
    - v. Safety, Brian Brutlag
  - c. **Additional Committees**

- i. Enterprise Systems Advisory, Colin Young
- ii. Foundational Skills & Instructional Support, Tyler Okamoto
- iii. Online Education Initiative (OEI), TBD
- iv. ASCCC Open Educational Resources Initiative (ASCCC OERI), Sheila Lynch
- v. Student Equity, TBD
- vi. Student Success and Support Services Program (SSSP), Bill Curington
- vii. AI Focus Group, Kenn Pierson Geiger

## 9. New Business

- a. Discussion: Bylaws Update, 1<sup>st</sup> Reading-Angelica Martinez-Attached
- b. Announcement: Executive Council Roles-Angelica Martinez-Attached
- c. Discussion: BP 4245 Academic Rank-Attached
- d. Discussion: BP 4260 Prerequisites and Co-requisites-Attached
- e. Discussion: BP 4500 College Newspaper-Attached
- f. Discussion: AP 1500 RHC Special Awards-Attached
- g. Discussion: BP 5055 Enrollment Priorities-Attached
- h. Discussion: BP 5110 Counseling-Attached
- i. Discussion: BP 5120 Transfer Center-Attached
- j. Discussion: BP 5300 Student Equity-Attached
- k. Discussion: BP 5500 Standards of Student Conduct-Attached
- l. Discussion: BP 5010 Admissions and Concurrent Enrollment-Attached
- m. Discussion: BP 5015 Residence Determination-Attached
- n. Discussion: BP 5020 Non-Resident Tuition-Attached
- o. Discussion: BP 5030 Fees-Attached
- p. Discussion: BP 5035 Withholding of Student Records-Attached
- q. Discussion: BP 5040 Student Records, Directory Information-Attached
- r. Discussion: BP 5050 Student Success and Support Program-Attached
- s. Discussion: BP 5052 Open Enrollment-Attached
- t. Discussion: BP 5130 Financial Aid-Attached
- u. Discussion: BP 5140 Disabled Student Programs and Services-Attached
- v. Discussion: BP 5150 Extended Opportunity Programs and Services-Attached
- w. Discussion: BP 5200 Student Health Services-Attached
- x. Discussion: BP 5205 Student Accident Insurance-Attached
- y. Discussion: BP 5210 Communicable Disease-Students-Attached
- z. Discussion: BP 5220 Shower Facilities for Homeless Students-Attached
- aa. Discussion: BP 5400 Associated Students Organization-Attached
- bb. Discussion: BP 5410 Associated Students Elections-Attached
- cc. Discussion: BP 5420 Associated Students Finance-Attached
- dd. Discussion: BP 5430 Clubs-Regulations-Attached
- ee. Discussion: BP 5510 Off-Campus Student Organizations-Attached
- ff. Discussion: BP 5570 Student Credit Card Solicitations
- gg. Discussion: BP 5700 Intercollegiate Athletics-Attached
- hh. Discussion: BP 5800 Prevention of Identity Theft in Student Financial Transactions-Attached

## 10. Announcements

## 11. Adjournment

**Rio Hondo College  
Vision Statement**

Rio Hondo College aspires to be an evolving community-focused institution that embraces diversity, equity, and inclusion as a means to achieve personal, professional, and educational goals in a caring and rigorous environment.  
(Board Approved 5/12/21)

**Mission Statement**

Río Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.  
(Board Approved 7/08/20)

**Appendix A-Academic Senate Officer Election Results**

**President-Kelly Lynch**

**1<sup>st</sup> Vice President-Farraah Nakatani**

**2<sup>nd</sup> Vice President-Aditi Sapra**

**Parliamentarian-Angelica Martinez**

**Secretary-Melanie Fierro**

**ASCCC Representative-Dorali Pichardo Diaz**

April 8, 2024

Dear Board of Trustees,

As you are aware there has been an ongoing discussion about AP 7259. The Academic Senate is very unhappy with the process and Dr. Flores' recommendations. Before the Senate meets to discuss the process and outcome, I wanted to make you aware as I am trying to avoid a vote of No Confidence. For the following reasons, the Academic Senate requests that you pull item M1 from the April 10th agenda for additional discussion and problem-solving.

1. Faculty being marginalized: The diversity of hiring committees will be greatly limited. The number of faculty on Academic Deans, Directors, and Supervisors hiring committees has been significantly reduced. In the previous policy, faculty in the respective areas who wanted to participate on the hiring committee were afforded the opportunity to do so. The process ensured that no voice was ever hand-picked, minimized, or denied an opportunity to engage in the hiring committee. Instead, it valued diversity in voices and perspectives. The proposed AP will now limit faculty voice to only 4 faculty members. The faculty leadership generously engaged in dialogue to negotiate and work towards a solution to bringing down the number of faculty allowed on these committees, those recommendations were ignored. This is a huge change and a highly problematic one. As you know, the diversity of the college lies with the faculty and the staff. First, there is no indication on the EEO plan that suggests that limiting faculty voice will increase diversity in faculty hires. The EEO plan states *"increase the diversity of representation and student participation in screening and selection committees will likely result in more equitable outcomes for candidates from communities of color."* In fact, faculty have been intentional in their diversity training to ensure that administrator hires are diverse, and it is evident in the 4 VP hires and superintendent/president hire we have today. To restrict the number of faculty is to restrict diversity, which is the opposite of the intention. We all want to increase the diversity of the campus. Limiting faculty voice on hiring committees is not a data driven decision. The faculty implores you to review and strongly consider the impact of this decision.
2. Impact on current BIPOC Faculty: This policy has already affected the morale of the faculty. They feel that their voices have been silenced, in particular BIPOC faculty in leadership. Members of PPC and PFC regrettably feel that their significant time and resources invested in this process have been undervalued and overlooked.
3. Process not followed: This policy did not follow the established process for making recommendations on BPs and APs. The Policy and Procedure Council (PPC) did not come to consensus, it was forwarded to Dr. Flores with an explanation of why. After PPC this policy went to a special Planning and Fiscal Council (PFC) meeting for review. PFC only read 3 of 24 pages. This committee has ALWAYS done their due diligence and completed full reviews of AP's and BP's before sending a recommendation forward. Dr. Flores added the policy to the Board agenda, despite PFC not completing their charge. This action is in direct opposition to the established procedure.

4. Undermining DEIA for Logistics: The focus of the administration seems to be how to schedule so many committee members, but the trade-off is that diverse voices are lost. The rationale given to faculty as to why they have to limit faculty participation on hiring committees has been logistical and personal preferences, not DEIA or data focused. If we want to maximize opportunities to be inclusive and truly value the student voice on hiring committees, we need to be nimble and thoughtful in scheduling so that students and faculty can thrive in teaching and learning, while still being afforded the opportunity to be on hiring committees. True DEIA efforts don't strive to be convenient, they strive to be inclusive.
5. Not a Data Driven Decision: The EEO plan explicitly indicates that the things that are more likely to contribute to our workforce diversity and greater student success are:
  - a. Remove personally-identifiable information from application materials
  - b. Explicit and implicit bias training
  - c. Diversify screening committee membership
  - d. DEIA criteria in application screening
  - e. Include DEIA measures in rubricsNone of these EEO plan recommendations include minimizing faculty participation on hiring committees. What is the status of these efforts?
6. Faculty as scapegoats: The EEO monitor on hiring committees already has the authority to diversify a hiring committee, there is no data showing that they have ever identified a committee as not diverse enough or data indicating that they intervened if it was not diverse enough. There is no data indicating that RHC has been committed and engaged in focused recruitment efforts to attract qualified candidates of color. The college can use outside of the box efforts to recruit diverse candidates such as posting in the American Association of Blacks in Higher Education or Hispanic Association for Colleges and Universities. Instead of expending so much energy on a non-data driven decision, such as limiting faculty voice, the campus should be invested in the data driven recommendations that came from the EEO plan.

It is my hope that the Board will contemplate the repercussions of allowing AP 7259 in its current form. Please feel free to reach out ([arhodes@riohondo.edu](mailto:arhodes@riohondo.edu)) if you have any questions or would like to discuss this issue further.

Sincerely,

Angela Medina Rhodes  
Academic Senate, President



Book Administrative Procedures  
Section CHAPTER 4 - ACADEMIC AFFAIRS  
Title AP 4236 - CREDIT THROUGH NON-COLLEGIATE PROGRAMS  
Code 4236  
Status Active  
Adopted August 15, 2007

I. Credit By Examination may be obtained by one of the following methods:

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A. Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board.

B. Achievement of a score that qualifies for credit by examination in the College Level Examination Program. That score has been determined to be 500 or higher in any category of the general test. In addition to the general education credit in the proper category, advanced placement will be considered in the areas of the natural sciences and mathematics subject to the approval of the division dean.

C. After completing twelve units in residence, a student will be awarded credit by external assessment with passing scores from the CLEP, IB, and AP assessments. Specific course credit and/or general education credit will be granted toward the certificate, associate degree and/or transfer. Details on scores and how credit is applied can be found in the Rio Hondo College catalog.

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C.D. Official score reports from AP, IB, and CLEP must be on file with Admissions and Records

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II. Articulation of High School/ROP/Adult School CTE Articulated Programs

A. Students may be exempt from section I.C from if they are requesting to challenge and receive credit by assessment for a high school / Regional Occupational Program (ROP) and Career Technical Education (CTE) articulated pathway.

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B. Students may not be enrolled in the course or earned a C or higher in the course(s), for which they may want to challenge and receive credit for prior learning; students may receive credit by completing courses in high school ROP, CTE, and articulated programs.

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C. Credit for articulated high school/ROP/Adult School course will be granted course credit through credit by exam or Credit for articulated high school/ROP/Adult School courses will be awarded through a credit-by-exam process

II.F. Credit will be granted for service courses or schools as described in the "Guide to the Evaluations of Educational Experiences in the Armed Forces," by the American Council on Education. Course work from the Community College of the Air Force will be granted credit on the basis of similarity to Rio Hondo programs. Requests for military credit will be evaluated after a student has completed 12 units of work at Rio Hondo College.

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III. Credit may be granted to students who have successfully passed all six parts of the Certificated

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Professional Secretary Examination. A maximum of twelve (12) units of credit may be applied toward the Executive Secretary A.S. degree to students who have completed a minimum of twelve (12) units at Rio Hondo College, and are currently enrolled in the college.

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IV. Determination of Eligibility ~~to Take the Examination:~~ for Alternative Methods to Receive Credit:

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- A. The student must be currently registered in the college and in good standing,
- B. The course is listed in the college catalog,
- C. Credits acquired by external examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

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v. Credits acquired by external examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

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VI. Additional local procedures may be inserted, which must include:

A. ~~The~~ student's academic record clearly indicates that the credit was earned by external examination.

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~~B. Limits on the number of units that may be applied to the Associate degree.~~

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~~C. Other limits on student and course eligibility for external examination credit, see college catalog.~~

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VII. Reference:

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Title 5, Section 55753, 55052, 55052.5, 55051

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C. Other limits on student and course eligibility for credit by examination:

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VII. —Reference:

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B. Title 5, Section 55753

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# Transfer Toward Equitable Baccalaureate Degree Attainment Initiatives

Important Milestones for AB 1111 and AB 928 at a Two-Year Glance

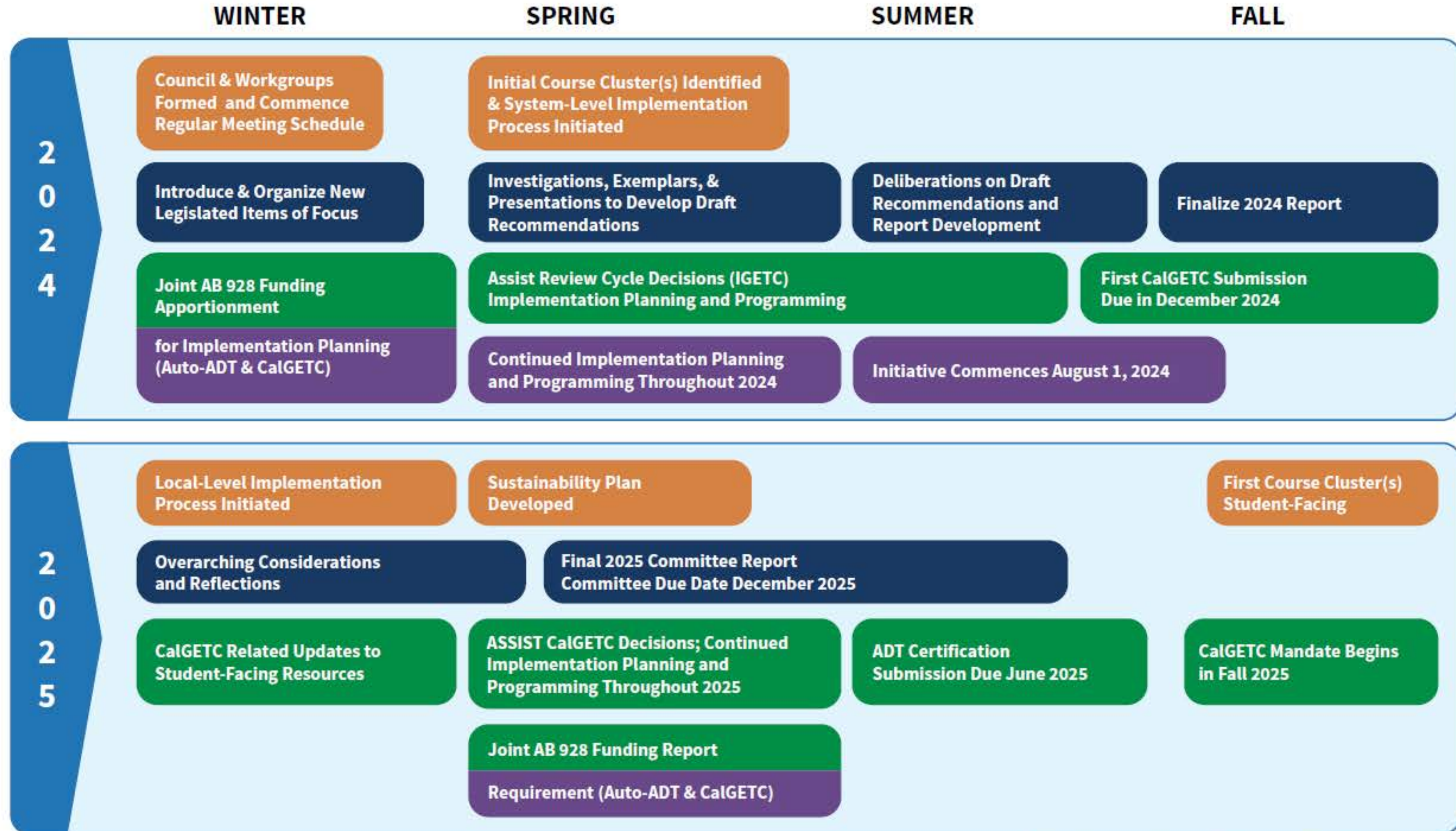
## INITIATIVE KEY

Common Course Numbering  
(AB 1111)

Associate Degree for Transfer  
Intersegmental Implementation  
Committee (AB 928)

CalGETC (AB 928)

Auto-ADT Enrollment (AB 928)



# Common Course Numbering

- **Phase I Proof of Concept**
- **Expectation: Student enrollments Fall 2025**
- **Initial Course Cluster Selected (6)**
  - **College Composition**
  - **Argumentative Writing and Critical Thinking**
  - **Public Speaking**
  - **Introduction to Statistics**
  - **Introduction to American Government and Politics**
  - **Introductory Psychology**

*Community college enrollment for these 6 courses was  
1,064,895 in academic year 2022-23*



RHC ACADEMIC SENATE BYLAWS

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## Section 1 - Members

A. Membership shall be appointed by division. Each division shall be responsible for developing guidelines for the allotment and election of its senators. For purposes of Academic Senate representation, the following are considered to be divisions:

- Arts and Cultural Programs
- Behavioral and Social Sciences
- Business
- Career and Technical Education
- Communications and Languages
- Counseling [and Student Success](#)
- Health Sciences and Nursing
- Kinesiology, Dance, and Athletics
- Library  [& Instructional Support](#)
- Mathematics, [and Sciences, and Engineering](#)
- [Public Safety Administration of Justice and Fire Technology](#)
- Student Affairs and Student Services

B. The number of senators from each division shall be based upon the number of full-time faculty as shown by the following table.

Full-Time Faculty	Senators
1-5	1
6-10	2
11-15	3
16-20	4
21-25	5
26-30	6
31-35	7
36-40	8

C. In the first two weeks of every spring semester, the Executive Council will conduct a census of full-time faculty in each division and review the college's organizational structure. This census and organizational review will be used to determine the number of senators allotted to each division in the following academic year. In the event that no full time faculty is able to serve as a senator, the division may elect a PT faculty representative, although that representative will not be included as part of the divisions FT faculty count (see chart above).

D. Part-time Representatives

Two part-time faculty members shall be appointed by the Senate President, with the advice and consent of the Academic Senate Executive Committee, for a term of one year. Every effort will be made to have representatives from different divisions.

E. Vacancies

1. In the event of a permanent vacancy, the division will hold elections per their respective division guidelines. Election results will be documented in the division meeting minutes and forwarded to the senate president. The newly elected senator will finish off the term of the exiting senator.
2. In the event of a temporary vacancy, the division will hold elections per their respective division guidelines. Election results will be documented in the division meeting minutes and forwarded to the senate president. Division minutes shall include the expected return date of the senator in question.

## Section 2 – Executive Council

### Officers and Executive Council

1. The officers of the Senate shall be a President, First Vice-President, Second Vice-President, Secretary, [ASCCC Representative](#), and Parliamentarian. Each of these officers shall be duly elected Senators for the term they will be serving. The term of office shall be one year. An officer is limited to two consecutive terms in any one office. Officers may be elected to additional non-consecutive terms.
2. The Senate Executive Council shall consist of the officers of the Senate, ~~the~~ [ASCCC Representative](#), the immediate Past President, and the President of the Rio Hondo College Faculty Association. These members are considered voting members. In addition, the curriculum chair shall attend Academic Senate and Executive Committee meetings as a non-voting member.
3. In the event of a vacancy in the Executive Council, the President may call a special election. The parliamentarian or designee is responsible for coordinating the special election. The timeline will be developed and approved by the senate body to ensure that the position is filled in a timely manner.

B. Duties of Executive Council Members

1. The President shall call meetings, preside at all meetings, serve as chairperson of the Executive Council, and shall be an ex-officio member of all committees. The President shall, with the advice and consent of a majority of the Executive Council, appoint all committees and their chairpersons. The President shall also serve as co-chair of the Planning and Fiscal Council.
2. The First Vice-President shall preside in the absence of the President, and shall complete the President's term, if the President is unable to fulfill the term of office. This officer shall also function as Legislative Liaison whose function is to report to the Senate legislative activities and developments that might affect higher education. Other committee assignments will be allocated as needed.

3. The Second Vice-President shall preside in the absence of the President and the First-Vice President. This officer shall also function as Associated Students of Rio Hondo College (ASRHC) Liaison whose function is to work with the Executive Branch of the ASRHC. Other committee assignments will be allocated as needed.
  4. The Secretary shall prepare and transmit the agenda for each meeting at least 72 hours in advance of each Academic Senate meeting. At the request of the Executive Committee, the Secretary shall prepare a correspondence of the Senate, including correspondence with the administration and with the Rio Hondo College Board of Trustees.
  5. The Parliamentarian shall be an authority and rule on parliamentary procedures based on the Robert's Rules of Order (current edition), and conduct the elections of the Senate.
  6. The representative to the Academic Senate of the California Community Colleges (ASCCC) shall inform the Senate of state-wide matters and should attend the ASCCC plenary meetings.
- C. Other Duties of Executive Council Members
1. The Senate Executive Council members shall serve as members of the Planning and Fiscal Council.
  2. The Senate Executive Council shall serve on all hiring committees for Superintendent/President and for Vice-Presidents of the College. In the event that an Executive Council member cannot serve on a hiring committee, the Senate President will appoint a replacement.
  3. The Senate Executive Council shall determine how the 2.0 FTE per year of reassigned time provided for Senate duties will be divided among the officers.

### **Section 3 – Elections**

#### **A. General Provisions**

1. The Parliamentarian or designee is responsible for coordinating all elections.
2. Publicity of candidacy, or electioneering, shall be limited to a maximum of ten school days prior to any election for Senate divisional representation or for Senate Executive officers. If the Parliamentarian is a candidate for office, the Senate Executive Council will select an elections chairperson to coordinate all election activities, including the distribution and acceptance of nominations, the distribution of ballots, and the counting of ballots.
3. Election of new Senators should be completed by the end of February each year. New Senators will take office at the end of the academic year, immediately following graduation. The senior Senator from each Division will facilitate communications between events in the division and the Senate. Newly-elected Senators are encouraged to attend Senate meetings during the interim between their election and the start of their term. The senior Senator from each division is responsible for ensuring that the division election takes place and that the names of elected Senators are

forwarded to the President of the Senate immediately after the election is held. The senior Senator is also responsible for ensuring a smooth transition for newly elected Senators.

#### B. Election Procedures

1. Officer elections shall be completed in March each year. New Senate officers will take office at the end of the academic year, immediately following graduation. The Executive Council will establish timelines for officer elections. Nominations will take place at a Senate meeting and will be open for one week. At least one week prior to the meeting at which nominations take place, the Parliamentarian or designee will distribute information regarding elections and the elections timeline. Voting will be open for one week following the close of nominations.
2. Voting will be conducted electronically using online survey software. The Parliamentarian (or designee) will email a link for the electronic ballot to each Senator's Rio Hondo College email address one week prior to the last Senate meeting in March. The Parliamentarian (or designee) will create the electronic ballot to include the names of the officer positions, with the candidates listed in randomized order. There will be a form field for "write-in" candidates for each office. Voting will close at noon the day prior to the last Senate meeting in March.
3. A committee under the general direction of the Parliamentarian (or designee) will tally the results of the electronic vote. No candidate for any office may participate in the tallying of the vote.
4. Results of the election will be announced at the last Senate meeting in March. In order to be elected to any office, a candidate must receive 50% plus 1 vote of the votes cast for that office.
5. In the event that no candidate for an office receives the required number of votes, a runoff election shall occur. If there are more than two candidates for an office, none of whom received the required number of votes, a runoff election between the two candidates receiving the most votes will be held at the same meeting the results of the election are announced. The Parliamentarian (or designee) will email an announcement of the runoff election to all Senators prior to the meeting at which the runoff election will be held. The runoff election will be conducted by paper ballot. Senators must be present at the runoff election to cast a vote. The results of the runoff election will be announced at the same meeting the runoff election took place.

### **Section 4 – Academic Senate Committees**

- A. Committees of the Academic Senate shall be standing committees or task forces. A standing committee shall be an ongoing committee of the Academic Senate. A task force shall be a group formed for a specific assignment or purpose and shall be dissolved upon completion of the task. The charge, composition and reporting structure of these groups will be formulated and approved by the Academic Senate.

## **Section 5 – Amendments of the Bylaws**

A. Amendments to these bylaws may be proposed by vote of 2/3 of the senate, or by a petition signed by 25% of the faculty. Amendments will be logged in the bylaws and implemented during the following academic year.

- Academic Senate Bylaws revised May 4, 2021
- Academic Senate Bylaws revised September 19, 2017 reflecting a change from Senate Executive Committee to Executive Council in addition to minor language insertions and edits.
- Academic Senate Bylaws revised May 17, 2016 to reflect the changes to the election procedures as proposed and ratified after two readings.
- Academic Senate Bylaws revised May 5, 2015 to update the allocation of Senators by division.
- Academic Senate Bylaws revised March 17, 2015 to update the election procedures in the case of a no candidate receiving the necessary number of votes and to change the duties of the First and Second Vice-Presidents.
- Academic Senate Constitution and Bylaws revised March 19, 2013 with language updates, revisions to election procedures, and revisions to timelines when new Senators take office.
- Academic Senate Bylaws Revised May 4, 2010 to (1) update election procedures to conform with the 16-week semester and (2) remove language which prohibited the Faculty Association President from voting.
- Academic Senate Bylaws Revised March 25, 2004 to reflect comments made at the March 9, 2004 meeting where this document passed for 2nd reading.



## Section 6 – Glossary

### GLOSSARY

Academic Senate	An organization formed in accordance with this section whose primary function is, as the representative of the faculty to make recommendations to the administration and the governing board of a school district with respect to academic and professional matters.
Census	A count for official purposes, especially one to count the number of people living in a country and to collect information about them.
Electronic ballot	A virtual ballot; not using paper to cast votes.
Ex-officio member	Is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
Motion	A proposal that an organization, board, or committee take a specific action
Parliamentarian / designee	Someone who is an expert on the rules and methods used by a group that makes laws or decisions.
Plenary meeting	Is one at which all the members of a group or organization are present, especially at a conference.
Resolution	A resolution is a main motion that needs to be expressed formally in writing, to attach a special level of importance. Because of the form — beginning with the

word Resolved and following with either a statement of opinion or a statement authorizing or directing some action — such a motion is called a resolution

Robert’s Rule of Order

The standard set of rules first published in 1876 by Henry M. Robert to run orderly meetings with maximum fairness to all members.

Runoff election

When an initial vote did not result in a winner because it was tied or too close to call. This kind of election settles the matter, providing a final decision.

Standing committee

A standing committee shall be an ongoing committee of the Academic Senate.

Taskforce

A task force shall be a group formed for a specific assignment or purpose and shall be dissolved upon completion of the task.

“Write-in” candidate

Is a candidate in an election whose name does not appear on the ballot, but from whom voters may vote nonetheless by writing in the person’s name. The system is almost totally confined to elections in the United States.

# Academic Senate Executive Council Roles and Duties

## President

- Lead PFC as Co-Chair
- Collaborate with VPAA (standing bi-monthly meetings)
- Communicate with Superintendent/President (standing weekly meetings)
- Attend Board Agenda Reviews (for President's Council and Senate Executive Council)
- Maintain Senate Membership
  - Communicate with all divisions and deans for open seats
  - Communicate with Secretary, Parliamentarian, and VP for membership spreadsheet and notes
  - Complete Representation Census every January
- Attend Area C Meetings in fall and spring
- Attend Fall and Spring ASCCC Plenary
- Appoint Faculty to Committees—all hiring committees, all standing committees, all taskforces
- Communicate with all Senate subcommittees annually
  - To update website pages
  - To update Governance Manual
- Chair/Lead all Senate meetings (Robert's Rules)
  - Collaborate with Secretary to create agenda and compile necessary addendum materials
  - Hold standing meetings with Secretary and VPs as needed
- Lead all Senate Executive meetings
  - Prepare all Senate Executive agendas
  - Photocopy all Senate Executive agendas
- Ensure all of the Executive positions are supported and fill in as needed
- Attend all RHCFA Executive and general meetings
- Work with RHCFA president to create Deep River Newsletter once a semester

## 1<sup>st</sup> Vice President

- Provide Legislative update at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Update Senate webpage
  - Communicate with Secretary and President regarding webpage updates
  - Post agendas online 72 hours in advance of meeting
  - Post minutes online after Senate approval

- Update the motions table online
- Update membership list online
- Fill in for President at meetings as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

## **2<sup>nd</sup> Vice President**

- Attend all ASRHC meetings
  - Report highlights to Senators at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

## **Secretary**

- Maintain Senate Minutes and Agendas
  - Take minutes every meeting (noting motions and voting counts)
  - Organize all materials presented at meetings
  - Photocopy all materials for each meeting
  - Forward all PDFs to VP for webpage uploading (agendas and minutes with all addendums)
  - Distribute minutes to all faculty regularly through email
  - Collaborate with President to create agenda (standing bi-monthly meetings)
  - Post agenda in hardcopy outside of Board Room 72 hours in advance of meetings
- Organize Senate Meeting Rooms
  - Contact President's Office to book Board Room for Senate meetings
  - Contact CTE Secretary to book room for Senate Executive meetings
- Create Calendar Requests
  - Senate meetings
  - Senate Exec meetings (include Curriculum Chair and Articulation Officers)
- Maintain Senate Membership List
  - Contact IT to update Distribution List (for Outlook)
- Collaborate with VP and Parliamentarian on keeping membership list updated
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

## **Parliamentarian**

- Maintain Parliamentary Order during meetings (Robert's Rules)
  - Ensure quorum (count Senators)
- Oversee Officer Elections
  - Communicate dates
  - Create electronic voting link
  - Organize nominations (in spring)
  - Assist with OEC and any other senate committee elections as needed
- Record and maintain Senate attendance
  - Update longitudinal Excel sheet (notes for membership changes; keeping track of Senator terms)
  - Print attendance sheet for every meeting
  - Ensure circulation of attendance sheet at meetings
  - Give attendance sheet to secretary at close of meetings
- Serve as a liaison for Senator who have a remote accommodation on file
  - Admit Senators to Meeting
  - Facilitate Zoom chat
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

## **ASCCC Representative**

- Attend fall and spring Area C meetings
- Attend fall and spring ASCCC Plenaries as RHC voting delegate
  - Report highlights of plenary to Senators
- Communicate ASCCC Resolutions
  - Report and begin discussions for early plenary resolutions
  - Communicate with president and/or department leads on positions of resolutions as needed
  - Distribute and communicate all final/passed resolutions to Senators
- Assist Secretary with notetaking for minutes as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

**ACADEMIC RANK**BP No.  
4245

Board Adopted: 07/01/1965;

**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011; 06/13/2018; 11/11/2020; 12/14/2022.

**Note:** Many districts codify language similar to the following in a Faculty Handbook and/or in a collective bargaining agreement.

**I. Criteria governing academic rank**

- A. The recommendation of the faculty member for Academic Rank should be based upon comprehensive study of the individual's achievements during the years preceding the recommendation.
- B. Academic rank applications are submitted by the faculty members after they have met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration, nor does it relate to the tenure process.
- C. Human Resources shall provide all supporting documentation and their recommendation to the Academic Rank Committee upon request of a faculty member.
- D. To be eligible for academic rank, a faculty member must be a member of the Rio Hondo College staff and submit an application form.
- E. All faculty members including those whose function is to work in an educational capacity outside of the conventional classroom are eligible for Academic Rank. Such members include, but shall not be limited to counselors, librarians, coaches, school nurses, and members of student health services.

**II. Significant prominence**

- A. Evidence of "significant prominence" in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank.
- B. The following criteria shall be used for significant prominence:

**Professional achievement**

**ACADEMIC RANK**BP No.  
4245**Board Adopted:** 07/01/1965;**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011; 06/13/2018; 11/11/2020; 12/14/2022

- Academic and scholarly contributions to the faculty member's profession and field
- Creation, exhibition, performance, or publication in the arts or literature
- Presentations before meetings of scholarly and professional societies
- Receipt of fellowships or other subsidies for pursuit of research or study in the faculty member's field
- Participation in the activities of scholarly or professional societies beyond mere membership

**Contributions to the College**

- Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings
- Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services
- Producing and directing events in the performing arts and/or coaching or covering athletic events for the college
- Engaging in community service and activity which may draw favorable attention to the faculty member and to the college
- Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups
- Chairing or directing committee work related to the CTE area not required in contract duties

**Teaching experience**

**ACADEMIC RANK**BP No.  
4245

Board Adopted: 07/01/1965;

**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;  
06/13/2018; 11/11/2020; 12/14/2022.

- Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.
- For full-time faculty, no more than one year of service will be counted for each academic year for the purposes of establishing rank (e.g., a faculty member teaching 100% load and 50% overload over two successive academic years will receive credit for two years of service at Rio Hondo College, not three years). For part-time faculty, no more than 120% load will be counted for each academic year for the purposes of establishing rank.

**III. Additional criteria governing part-time academic rank**

- A. All terms of teaching (including summer and intersession) will be counted for part-time faculty for the purposes of establishing academic rank.
- B. The rank of Assistant Professor and Associate Professor shall be retained if a part-time faculty member is hired into a full-time tenure track position at Rio Hondo College.
- C. One year of full-time teaching credit for an adjunct faculty member shall consist of 120% load. In addition to earning 120% load in one academic year, it may be attained by adding load from previous semesters. However, the maximum credit an adjunct faculty member can earn in one year is 120%. If a part-time faculty member earns less than 120% load in an academic year, the load they earn will be carried over. If a part-time faculty member earns more than 120% in an academic year, the overage will not carry over to the next year.

**IV. Minimum criteria for academic rank for full-time faculty**

- A. The title of faculty members shall be Instructor, unless their preparation and previous experience entitle them to higher rank under this policy and Administrative Procedure 4245 [Academic Rank](#).



**ACADEMIC RANK**BP No.  
4245**Board Adopted:** 07/01/1965;**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011; 06/13/2018; 11/11/2020; 12/14/2022;

- B. The requirement for the rank of Assistant Professor shall be the equivalent of at least three years of full-time teaching and/or student services at Rio Hondo College and one of the following:
- An earned master's or doctoral degree
  - An earned bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a master's degree
  - Significant prominence in the field of expertise as determined by each division
  - Two years non-academic work experience as determined by each division
- C. The requirements for rank of Associate Professor shall be the equivalent of at least five years of full-time college teaching and/or student services, including the equivalent of three years at Rio Hondo College, and one of the following:
- An earned doctoral degree
  - Forty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement
  - An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement

**ACADEMIC RANK**BP No.  
4245

Board Adopted: 07/01/1965;

**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;  
06/13/2018; 11/11/2020; 12/14/2022.

- Significant prominence in the field of expertise as determined by each division
- Three years non-academic work experience as determined by each division

D. The requirements for the rank of Professor shall be the equivalent of at least ten years of full-time college teaching and/or student services, including the equivalent of seven years at Rio Hondo College and one of the following:

- An earned doctoral degree
- Fifty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement
- An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus twenty post-baccalaureate upper division or higher numbered semester units
- Significant prominence in the field of expertise as determined by each division
- Five years non-academic work experience as determined by each division

**V. Minimum criteria for part-time academic rank**

- A. The title of faculty members shall be Instructor, unless their preparation and previous experience entitle them to higher rank under this policy and Administrative Procedure 4245 [Academic Rank](#).

**ACADEMIC RANK**BP No.  
4245**Board Adopted:** 07/01/1965;**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011; 06/13/2018; 11/11/2020; 12/14/2022;

- B. The requirement for the rank of Assistant Professor shall be the equivalent of at least three years of full-time college-level teaching and/or student services AND one of the following:
- An earned master's or doctoral degree
  - An earned bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a master's degree
  - Significant prominence in the field of expertise as determined by each division
  - Two years non-academic work experience as determined by each division
- C. The requirements for rank of Associate Professor shall be the equivalent of at least seven years of full-time college teaching and/or student services AND including the equivalent of four years at Rio Hondo College, and one of the following:
- An earned doctoral degree
  - Forty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement
  - An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement

**ACADEMIC RANK**BP No.  
4245

Board Adopted: 07/01/1965;

Revised: 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;  
06/13/2018; 11/11/2020; 12/14/2022

- Significant prominence in the field of expertise as determined by each division
  - Three years non-academic work experience as determined by each division
- D. The requirements for the rank of Professor shall be the equivalent of at least twelve years of full-time college teaching and/or student services including the equivalent of eight years at Rio Hondo College and one of the following:
- An earned doctoral degree
  - Fifty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement
  - An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus twenty post-baccalaureate upper division or higher numbered semester units
  - Significant prominence in the field of expertise as determined by each division
  - Five years non-academic work experience as determined by each division

PPC: 10/6/22 PFC: 10/11/22

**NOTE:** This policy is **unique** to Rio Hondo College. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was

**ACADEMIC RANK**

**BP No.  
4245**

**Board Adopted:** 07/01/1965;

**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;  
06/13/2018; 11/11/2020; 12/14/2022;

*uniquely added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.*

**PRE-REQUISITES AND CO-REQUISITES**BP No.  
4260

Board Adopted: 8-/24-/94;

Rev. ised: 3-/13-/96; 3-/15-/06; 1-/14-/09; 6-/12-/19;

- 
- I. The Superintendent/President is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum ~~with these procedures~~:
- A. Appropriate involvement of the faculty and Academic Senate in all processes;
  - B. Regular review and justification of programs and course descriptions;
  - C. Opportunities for training for persons involved in aspects of curriculum development;
  - D. Consideration of job market and other related information for vocational and occupational programs.
- II. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.
- III. **Sources/References:**  
Title 5; Sections 55000 and 55003

[Also see AP 4260 Prerequisites and Co-requisites.](#)

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**NOTE:** This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued an update to this policy in February 2008. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was uniquely added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.

**COLLEGE NEWSPAPER**BP No.  
4500

Board Adopted: 3/28/79;

Revised: 3/15/06

I. Pursuant to Education Code Section 76120, the Board of Trustees of Rio Hondo Community College District hereby adopts the following rules and regulations relating to the freedom of expression by students in the Rio Hondo Community College District.

**II. Purpose**

The El Paisano is a laboratory publication of the college's journalism curriculum. The primary purpose of the El Paisano is to provide a vehicle to train students for careers in professional journalism. As an outgrowth of the journalism program, the El Paisano serves the entire college by printing the news, providing a fair forum for pertinent comment and criticism, providing wise counsel in its editorials, and, in general, providing for student expression as guaranteed in the First Amendment of the Constitution of the United States.

III. While in no way interfering with such rights of student expression as are guaranteed by the First Amendment of the Constitution of the United States, the Board of Trustees expresses its desire that the El Paisano also serve the entire college by keeping in mind the following opening passages from the "Criteria of a Good Newspaper" as promulgated by the Associated Press Managing Editors Association:

IV. "A good newspaper prints the important news and provides the information, comment, and guidance that is most useful to its readers."

V. "By reflecting the total image of its own community in its news coverage and by providing wise counsel in its editorials, a good newspaper becomes a public conscience. It also must be lively, imaginative, and original; it must have a sense of humor, and the power to arouse keen interest."

VI. "Finally, a good newspaper should be guided in the publication of all material by a concern for truth, the hallmark of freedom, by concern for human decency and human betterment and by a respect for the accepted standards of its own community."

**Source/Reference:**

[Education Code Section 66301](#)

COLLEGE NEWSPAPER

BP No.  
4500

Board Adopted: 3/28/79;  
Revised: 3/15/06

[Also see AP 4500 Student News Media.](#)

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**NOTE:** This policy is **unique** to Rio Hondo College. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.





*(Language extracted from rescinded BP 1500 (BOT App. 4/12/2023))*

## **AP 1500 Río Hondo College Special Awards**

### **Fellow of the College Award**

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

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

### **Distinguished Service Award**

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

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

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

### **Distinguished Faculty Award**

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



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

Nominations - Any current or retired faculty member, or current student may submit nominations. Nominators must complete the nomination form which consists of:

- A description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)
- A description of the nominee's enthusiasm for his/her discipline (300 words maximum)
- A description of the nominee's superb service to the College and the community (300 words maximum)
- Other materials the nominator wishes to submit (e.g., letters of support from students)
- Nominators must submit the nominations to the Academic Senate 1st Vice President by noon on the third Friday in February.
- Selection Process - A subcommittee of the Academic Senate will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/  
President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval.
- Award Presentation - The award will be presented at the Board meeting in May. The recipient will receive a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.

## **Classified Employee Award**

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

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

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



- The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.
- The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
  - Is motivated and interested in the job
  - Demonstrates high skills, competence, and knowledge on the job
  - Plays a leadership role in employee/management collaboration
  - Promotes collaboration within the work environment
  - Is committed to high standards of performance
  - Exemplifies professionalism at all times
  - Steps up to cooperatively work through problems
- The nominee should be committed to serving the institution through participation in College, professional, and/or community activities. There should be evidence of this participation.
  - Is involved in College and/or District activities
  - Organizes others within the work environment
  - Promotes open communication among work groups
  - Is willing to take the extra step (to be identified)
- The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.
  - Is involved in professional and/or community volunteerism/activities
  - Organizes others within the community
  - Shows acts of service above and beyond the call of duty (to be identified)

Reference:

**Created 1/22/2024**



ENROLLMENT PRIORITIES

BP No.  
5055

Board Adopted: 11/21/07

Revised:

I. The Superintendent/President with the appropriate involvement of faculty and the Academic Senate, **with the appropriate involvement of the faculty and the Academic Senate**, shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, **which shall comply with Title 5 regulations**.

II. **Source** Title 5, Sections 51006, 58106, and 58108

Also see BP/AP 5052 Open Enrollment and Administrative Procedures AP 5055 Enrollment Priorities.

**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy was updated by the Policy & Procedure Service in August 2003. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

**COUNSELING**BP No.  
5110**Board Adopted:** 11/21/07;  
**Revised:** 6/8/16

- I. Counseling services are an essential part of the educational mission of the Rio Hondo Community College District. The Superintendent/President shall assure the provision of counseling services including academic, career, transfer, and personal counseling that is related to **the student's education**, and serves to enhance student success in actualizing their educational goals.

**NOTE:** The CCLC template language does not follow Title V 51018 (c) language.

- II. Counseling shall be recommended **required** for all provided to first-time students enrolled **for more than six units**, students enrolled provisionally, and required for students on academic or progress probation.
- III. **Sources/References:**  
Education Code Section 72620;  
Title 5, Section 51018;  
ACCJC Accreditation Standard II.C.5

Also see Administrative Procedure [AP 5110 Counseling](#).

**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects updates/revisions from the Policy & Procedure Service in **April 2015**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

TRANSFER CENTERBP No.  
5120

Board Adopted: 11/21/07;

Revised: 1/14/09

Page 1 of 1

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- I. The District incorporates as part of its mission the transfer of its students to ~~other higher level~~ baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate or other higher level institutions are a special responsibility.
- II. The Superintendent/President or ~~designee~~ shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations. **NOTE: "... or designee ..." is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President – who is ultimately held responsible for the implementation of a transfer center plan.**
- III. **Sources/References:**  
Education Code Sections 66720 – 66744;  
Title 5 Section 51027;

Also see Administrative Procedures AP 5120 Transfer Center.

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**NOTE:** This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law and accreditation. This policy reflects updates/revisions from the Policy & Procedure Service in February 2007. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

STUDENT EQUITYBP No.  
5300

Board Adopted: 11/21/07

Revised:

Page 1 of 1

I. The Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President with the appropriate involvement of the faculty and Academic Senate, shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

II. Sources/References:

Education Code Sections 66030, 66250, et seq., and 72010 et seq.;  
Title 5, Section 54220

Also see Administrative Procedure AP 5300 Student Equity.

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**NOTE:** This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

STANDARDS OF STUDENT CONDUCT

<b>BP No. 5500</b>
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Board Adopted: 12/6/78;

Revised: 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09, 12/12/12, 1/13/16

- I. The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of federal and state laws and regulations.
- II. The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to, the removal, suspension, or expulsion of a student.
- III. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.
- IV. The procedures shall be made widely available to students through the college catalog and other means.
- V. The following conduct shall constitute good cause for discipline, including but not limited to, the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX or discrimination which shall be addressed under BP 3410 Nondiscrimination and BP 3430 Prohibition of Harassment:

**NOTE:** Please keep the alpha lettering as helps to cite specific conduct violations in documentation sent to students and it is referenced in Maxient.

- A. ~~Fighting~~, Causing, attempting to cause, or threatening to cause physical injury to another person.
- B. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred with by the ~~College~~ Superintendent/President.
- C. Unlawful possession, use, sale, offer to sell, furnishing, or being under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, ~~including~~ an alcoholic beverage or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug



STANDARDS OF STUDENT CONDUCTBP No.  
5500

Board Adopted: 12/6/78;

Revised: 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09, 12/12/12, 1/13/16

paraphernalia, as defined in California Health and Safety Code Section 11014.5.

Drinking, possessing, or being under the influence of alcoholic beverages on campus or at any College sponsored event. **Note: Duplicates the info in item "C."**

- D. Committing or attempting to commit robbery or extortion.
- E. Causing or attempting to cause damage to District property or to private property on campus.
- F. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- G. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
- H. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- I. Committing sexual harassment as defined by law or by District policies and procedures.
- J. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- K. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.

~~[Note: Language regarding hazing is added here per section 245.6 of the California Penal Code and Education Code Section s 32050-32051; this language is included in the College Catalog but is not currently reflected within District policy.]~~

**NOTE: OK to keep language in L.**

- L. Hazing, as defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by the college, which is likely to cause serious bodily

**STANDARDS OF STUDENT CONDUCT****BP No.  
5500****Board Adopted:** 12/6/78<sup>1</sup>;**Revised:** 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09<sup>1</sup>, 12/12/12<sup>1</sup>, 1/13/16

danger, personal degradation, or disgrace, resulting in physical or mental harm.

- M. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- N. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
- O. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- P. Dishonesty; forgery; alteration or misuse of College documents, records, or identification; or knowingly furnishing false information to the District.
- Q. Unauthorized entry upon or use of College facilities.
- R. Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
- S. Engaging in expression which is obscene, libelous, slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises; the violation of lawful District administrative procedures; or the substantial disruption of the orderly operation of the District.
- T. Persistent, serious misconduct for which other means of correction have failed to bring about proper conduct.
- U. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

STANDARDS OF STUDENT CONDUCTBP No.  
5500

Board Adopted: 12/6/78;

Revised: 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09, 12/12/12, 1/13/16

V. Unauthorized use, theft, or abuse of computers and telecommunication resources, as outlined in BP 3720 and AP 3720 Computer and Network Use including but not limited to:

1. unauthorized access to information resources and must not assist any other persons to gain unauthorized access.;
2. Unauthorized transfer of a file;
3. Unauthorized use of another individual's identification and password;
4. Use of computing facilities to interfere with the work of another student, faculty member or College official;
5. Use of computing and telecommunications resources to send or post obscene or abusive messages.
6. Use of any audio, video or other listening, recording or transmitting device in any classroom, service area or College activity without the prior consent of the instructor, College service provider or activity advisor except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities or as provided by regulation or law.

~~W. Knowingly accessing and without permission altering, damaging, deleting, destroying, copying, or otherwise using any data, computer system, or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive, or extort, or (b) wrongfully control or obtain money, property, or data.~~

~~X. Knowingly accessing and without permission taking, copying, or making use of any data from a computer, computer system, or computer network; or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.~~

~~Y. Knowingly and without permission using or causing the use of computer services.~~

STANDARDS OF STUDENT CONDUCT

<b>BP No. 5500</b>
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Board Adopted: 12/6/78;

Revised: 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09, 12/12/12, 1/13/16

~~Z. Knowingly accessing and without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.~~

~~AA. Knowingly and without permission disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer system or computer network.~~

~~BB. Knowingly and without permission providing or assisting in providing a means of accessing a computer, computer system, or computer network in violation of this section.~~

~~CC. Knowingly and without permission accessing or causing to be accessed any computer, computer system, or computer network.~~

~~DD. Knowingly introducing any computer contaminant, commonly called viruses or worms, into any computer, computer system, or computer network.~~

VI. **Sources/References:**

Education Code Sections ~~32050, 32051,~~ 66300, 66301, and 76120;

ACCJC Accreditation Standards I.C.8 and 10 (~~formerly II.A.7.b~~);

California ~~Penal Code Section 245.6.~~

Also sSee BP/AP 3410 Nondiscrimination, BP/AP 3430 Prohibition of Harassment, BP/AP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX, AP 3435 Discrimination and Harassment Complaints and Investigations, BP/AP 3720 Computer and Network Use, Administrative Procedure AP 5500 Standards of Student Conduct, AP 5520 Student Discipline Procedures, and AP 5530 Student Rights and Grievances.

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law. The Policy & Procedure Service updated/revised this policy in September 2001, August 2003, February 2007, March 2012, November 2014, **April 2016**, **October 2020**, and **April 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was uniquely added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and district legal counsel to assure legal compliance.

ADMISSIONS AND CONCURRENT ENROLLMENT

<b>BP No. 5010</b>
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Board Adopted: 11/21/2007;

Revised: 01/11/2012<sup>1</sup>, 12/11/2013<sup>1</sup>, 06/08/2016<sup>1</sup>, 06/08/2022

**NOTE: How do the recent CCAP legal updates affect this policy? Has CCLC reviewed specifically for these CCAP updates?**

**I. Introduction**

- A. The Rio Hondo Community College District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:
1. Any person over the age of 18 and possessing a high school diploma or its equivalent.
  2. Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President, or their designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
  3. Persons who are apprentices as defined in Section 3077 of the Labor Code.
- D. The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.
- E. The District shall at its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President ~~or designee~~, shall establish procedures for evaluating the validity of a student's high school completion. **(Note: "or designee" is shown as struck as the Board of Trustees holds the Superintendent/President, as their primary employee, with ensuring that administrative procedures are enacted. The creation of administrative procedure should not be delegated to a designee.)**

**II. Admission**

**NOTE: OK to keep the current 9-12 grade levels (A,C, D). VP will evaluate if these need to change**

- A. Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

ADMISSIONS AND CONCURRENT ENROLLMENTBP No.  
5010

Board Adopted: 11/21/2007;

Revised: 01/11/2012<sup>1</sup>, 12/11/2013<sup>1</sup>, 06/08/2016<sup>1</sup>, 06/08/2022

- B. Any student in an adult education program administered by a school district or noncredit program administered by a community college district that is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.
- C. Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special full-time student.
- D. Any student enrolled in 9-12 may attend summer session.
- E. The Superintendent/President, ~~or designee~~, shall establish procedures regarding ability to profit and admission of high school and younger students. **(Note: "or designee" is shown as struck as the Board of Trustees holds the Superintendent/President, as their primary employee, with ensuring that administrative procedures are enacted. The creation of administrative procedure should not be delegated to a designee.)**

**III. Denial of Rrequests for Aadmission**

- A. If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.
- B. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.
- C. The Superintendent/President, ~~or designee~~, shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted. **(Note: "or designee" is shown as struck as the Board of Trustees holds the Superintendent/President, as their primary employee, with ensuring that administrative procedures are enacted. The creation of administrative procedure should not be delegated to a designee.)**

**IV. Claims for Sstate Aapportionment for Concurrent Eenrollment**

ADMISSIONS AND CONCURRENT ENROLLMENT

<b>BP No.</b> <b>5010</b>
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Board Adopted: 11/21/2007;

Revised: 01/11/2012<sub>;</sub> 12/11/2013<sub>;</sub> 06/08/2016<sub>;</sub> 06/08/2022

- A. Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.
- B. The Superintendent/President or ~~designee~~ shall establish procedures regarding compliance with statutory and/or regulatory criteria for concurrent enrollment. **(Note: "or designee" is shown as struck as the Board of Trustees holds the Superintendent/President, as their primary employee, with ensuring that administrative procedures are enacted. The creation of administrative procedure should not be delegated to a designee.)**

**V. Sources/Rferences:**

- A. Education Code Sections 52620, 52621, 76000, 76001, 76002, and 76038;  
~~B.~~ Labor Code Section 3077;  
 C. 34 Code of Federal Regulations Part 668.16 subdivision (p) (U.S. Department of Education Regulation on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
~~D.~~ ACCJC Accreditation Standard II.C.6

PPG: 5/5/22 PFC: 5/10/22
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[Also see AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, AP 5013 Students in the Military, and BP/AP 5015 Residence Determination.](#)

**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law and accreditation. The Policy & Procedure Service issued legal updates to this policy in February 2004, July 2011, June 2013, October 2013, **April 2015**, and **April 2020**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

**RESIDENCE DETERMINATION**BP No.  
5015

Board Adopted: 12/12/1984;

Revised: 11/21/2007; 06/08/2016; 11/09/2022**I. Determination of California Residency**

A. Except for students seeking to enroll exclusively in career development and college preparation courses and other courses for which no credit is given, students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

B. A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend. Notwithstanding this standard for determining bona fide California residency, a student with military or veteran status may be deemed to qualify as a California resident for in-state tuition eligibility, in accordance with state and federal law.

Any Team USA student athlete who trains in the state in an elite level program approved by the United States Olympic and Paralympic Committee is entitled to resident classification for tuition and fee purposes until the athlete has resided in the state the minimum time necessary to become a resident. **Note:** *In late April 2023, the Policy & Procedure Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to Education Code Section 68083.*

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

**II. Compliance with Regulations**

The Superintendent/President shall enact procedures to ensure that residence determinations are made in accordance with Education Code and Title 5 regulations.

**III. Sources/References:**



**RESIDENCE DETERMINATION**

**BP No.  
5015**

**Board Adopted:** 12/12/1984;

**Revised:** 11/21/2007, 06/08/2016, 11/09/2022

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- A. Education Code Sections 68040, **68083**, 68086, and 76140;
- B. Title 5 Sections 54000 et seq.;
- C. 38 U.S. Code Section 3679

PPC: 5/19/22 PFC: 9/13/22

[Also see BP 5010 Admissions and Concurrent Enrollment, AP 5010 Admissions, AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 International Students, AP 5013 Students in the Military, AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5052 Open Enrollment.](#)

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in September 2001, **March 2019**, **October 2021**, and **April 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

**NON-RESIDENT TUITION**BP No.  
5020

Board Adopted: 9/26/78,

Revised: 1/10/79, 3/9/83, 8/27/86, 11/21/07, 1/14/09

- I. Non-resident students shall be charged non-resident tuition for all units enrolled, unless specifically required otherwise by law.
- II. ~~The amount of tuition shall be determined pursuant to the provisions of Education Code Section 76140 and 84362 (b) and approved annually by the Board of Trustees.~~ Not later than March 1 of each year, the Superintendent/President shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.
- III. The Superintendent/President or designee shall establish procedures regarding collection, waiver, and refunds of non-resident tuition. ***(Note: "or designee" is shown as struck as the Board of Trustees holds the Superintendent/President, as their primary employee, with ensuring that administrative procedures are enacted. The creation of administrative procedure should not be delegated to a designee.)***

***NOTE: The following language in red ink is optional for those districts that enact a capital outlay component to nonresident tuition as permitted by Education Code Section 76141.***

The Superintendent/President is authorized to implement a reasonable fee of [ \$ ] to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

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

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

NON-RESIDENT TUITIONBP No.  
5020

Board Adopted: 9/26/78,

Revised: 1/10/79, 3/9/83, 8/27/86, 11/21/07, 1/14/09

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

~~IV. The non-resident tuition shall be paid in full at the time of registration, except a payment schedule may be established in extraordinary cases upon approval of the Vice President of Finance, or designees.~~

~~V. The non-resident tuition shall be refunded in full if the student submits a written request for such refund prior to the end of 10% of the currently enrolled the second week of classes for the fall or spring semester. If a student submits a written request for a refund prior to the end of 20% of the currently enrolled fall or spring semester during the third or fourth week of classes, fifty percent (50%) of the tuition shall be refunded. Thereafter, there shall be no refunds of tuition. These refund parameters apply to full-term classes only.~~

~~VI. The non-resident tuition shall be refunded in full if the student submits a written request for such refund prior to the end of 10% of the currently enrolled the first week of classes for the summer session. If a student submits a written request for a refund prior to the end of 20% of the currently enrolled during the second week of classes for the summer session, fifty percent (50%) of the tuition shall be refunded. Thereafter, there shall be no refunds of tuition.~~

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

**NOTE:** *In late April 2023, the Policy & Procedure Service updated this policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code. (See the paragraph in red ink below.)*

Additionally, students who would otherwise be charged nonresident tuition fees for credit English as a Second Language courses shall be exempt if they demonstrate they are a recent immigrant, a recent refugee, or a person who has been granted asylum by

**NON-RESIDENT TUITION**BP No.  
5020

Board Adopted: 9/26/78,

Revised: 1/10/79, 3/9/83, 8/27/86, 11/21/07, 1/14/09

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the United States. This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year.

VII. **Sources/References:**

Education Code Sections 68050, 68051, 68130, 68130.5, 76140, and  
76141;  
Title 5 Section 54045.5

Also see Administrative Procedures AP 5020 Nonresident Tuition and BP/AP 5030 Fees.

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**NOTE:** The language in **red ink** is **legally required** (with some optional language as noted) and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law and accreditation. The Policy & Procedure Service issued legal updates to this policy in February 2004, February 2007, April 2014, and **March 2019**, and **April 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

**FEES**

<b>BP No. 5030</b>
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**Board Adopted:** 11/21/07;  
**Revised:** 3/10/10

- I. The Board of Trustees authorizes the following fees. The Superintendent/President or designee shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs. **(Note: "or designee" is shown as struck as the Board of Trustees holds the Superintendent/President, as their primary employee, with ensuring that administrative procedures are enacted. The creation of administrative procedure should not be delegated to a designee.)**

II. **Enrollment Fee** ([Education Code Section 76300](#)):

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

**[ For those Districts with Baccalaureate Degree Pilot Programs ]**

**Baccalaureate Degree Pilot Program Fees** (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

**NOTE:** If auditing is permitted (see BP/AP 4070 Course Auditing and Auditing Fees), the following language in red ink is legally required. RHC does not allow auditing.

**Course Auditing Fees** ([Education Code Section 76370](#))

Persons auditing a course shall be charged a fee of [ not more than \$15.00 ] per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**NOTE:** If the District charges any of the following optional fees, the following policy language in red ink would apply.

III. **Health Fee** ([Education Code Section 76355](#)):

The District shall charge each full-time student a fee of \$ [ ] for health supervision and services. will charge the maximum allowable fee as approved by the Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the

**FEES**BP No.  
5030Board Adopted: 11/21/07;  
Revised: 3/10/10

Associated Student Body Government prior to implementation. Additional adjustments to this fee, if needed, are described under

**Optional:** ~~Part-time students shall be charged [ Set amount or identify proportion ].~~

**NOTE:** *Alternative language, to avoid specific amounts.*

~~The Superintendent/President shall present to the Board for approval a fee to be charged to each full time and part time student for student health services. **Optional:** Part-time students shall be charged [ identify proportion ].~~

**IV. Parking Fee ([Education Code Section 76360](#)):**

The Superintendent/President shall recommend for Board approval fees for parking for students.

To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he/ or she/they regularly has two or more passengers commuting with him/ or her/them.

**V. Instructional Materials ([Education Code Section 76365](#); [Title 5 Sections 59400 et seq.](#)):**

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

**VI. Physical Education Facilities ([Education Code Section 76395](#)):**

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

**VII. Student Representation Fee ([Education Code Section 76060.5](#)):**

Students will be charged a \$2 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

**FEES**BP No.  
5030Board Adopted: 11/21/07;  
Revised: 3/10/10

~~Students will be charged a fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.~~

*NOTE: Is there any alternative language for student transportation costs to avoid citing a specific dollar amount and the need to update this policy more often?*

**Student Transportation Costs** ([Education Code Section 76361](#))

~~Students [**and employees**] shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students [**and employees**]. The fee shall be \$ **9.00** per student [**or employee**]. These fees will only paid by students [**and employees**] who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.~~

**VIII. Transcript Fees** ([Education Code Section 76223](#)):

~~There shall be no charge for searching for or retrieving any student record.~~

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The [Superintendent/President](#) is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. ~~There is a charge for transcripts beyond two; same day transcript requests will be subject to a fee.~~

**IX. International Students Application Processing Fee** ([Education Code Section 76142](#)):

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

**FEES**BP No.  
5030

Board Adopted: 11/21/07;  
Revised: 3/10/10

**X. Sources/References:**

Education Code Sections 76300, et seq.; ~~76300; 76355; 76360; 76365;~~  
Title 5, Sections ~~58520 59400, et seq.;~~  
~~Education Code 72246, 76395; 76060.5; 76223; 76142.~~  
ACCJC Accreditation Standard I.C.6

~~Also sSee Administrative Procedures~~ [AP 5030 Fees](#), [AP 5031 Instructional Materials](#),  
[BP/AP 5200 Student Health Services](#), [BP/AP 4070 Course Auditing and Auditing Fees](#),  
and [BP/AP 6750 Parking](#).

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WITHHOLDING OF STUDENT RECORDSBP No.  
5035

Board Adopted: 9/1/82;  
Revised: 11/21/07

Page 1 of 1

**NOTE:** This policy is **legally advised**. Effective January 1, 2020, the Educational Debt Collection Practices Act prohibits Districts from withholding a transcript on the grounds that the student owes a debt.

- I. ~~The District must provide a s~~Students or former students who have been provided with written notice that he/she they have failed to pay a proper financial obligation ~~shall have grades, transcripts, diplomas, and registration privileges withheld~~ due to the District before the District commences any activity to collect the debt.
- II. ~~The item or items being withheld shall be released when the student pays the financial obligation.~~

The District may not withhold grades or transcripts for a student or former student as a consequence of the student's outstanding financial obligation to the District. The District may not withhold registration privileges for a student or former student as a consequence of defaulting on a loan or loans under the Federal Family Education Loan Program only. The District may withhold diplomas as a consequence for a student or former student of defaulting on a loan.

- III. **Sources/Resource References:**  
Education Code Section 66022 ~~72237~~;  
Title 5, Section 59410

Also sSee Administrative Procedure AP 5035 Withholding of Student Records.

**NOTE:** The language in **red ink** is **legally advised** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law and accreditation. The Policy & Procedure Service issued a legal update to this policy in September 2001, **October 2020**, **April 2021**, and **April 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

STUDENT RECORDS, AND DIRECTORY INFORMATION,  
AND PRIVACYBP No.  
5040

Board Adopted: 12/6/78;

Revised: 1/10/79, 11/21/07, 1/14/09, 6/8/16

- I. The Superintendent/President ~~or designee~~ shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. **NOTE: "... or designee ..." is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President.**
- II. The Superintendent/President ~~or designee~~ may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so. **NOTE: "... or designee ..." is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President.**
- III. Any currently enrolled or former student of the Rio Hondo Community College District has a right of access to any and all student records relating to him/ or her/them maintained by the District ~~except under exclusions contained in Board Policy 5035.~~

The Superintendent/President shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

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

STUDENT RECORDS, AND DIRECTORY INFORMATION,  
AND PRIVACYBP No.  
5040

Board Adopted: 12/6/78;

Revised: 1/10/79, 11/21/07, 1/14/09, 6/8/16

- V. Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.
- VI. Directory information shall include:
- A. Student's name, student participation in officially recognized activities and sports information to include weight, height, and high school of graduation of athletic team members.
  - B. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

**NOTE:** This is an extremely limited definition of "directory information." Both state and federal laws permit the Board to adopt a definition of "directory information" that includes any of the following: name, address, telephone number, date and place of birth, major field of study, student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members, degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition, dates of attendance, and the most recent public or private school attended by the student. Such an expansive definition of "directory information" is no longer recommended out of concern for both the family privacy and the safety of students. Applicable law does not give the District discretion to use a more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.

- VII. To ensure the rights of students concerning release of information, students may complete requests for non-disclosure on an annual basis if withholding of Directory information is desired.

VIII. **Sources/References:**

Education Code Sections [66271.4 et seq.](#) and [76200](#), et seq.;  
 Title 5, Sections [54600](#), et seq.;  
 20 U.S. Code Section 1232g (b) [subdivision \(j\)](#);  
 ACCJC Accreditation Standard II.C.8

Also see [BP/AP 3310 Records Retention and Destruction](#); [Administrative Procedure AP 5040 Student Records, Directory Information, and Privacy](#), and [AP 5045 Student Records – Challenging Content and Access Log](#).

STUDENT RECORDS, AND DIRECTORY INFORMATION,  
AND PRIVACY

BP No.  
5040

Board Adopted: 12/6/78<sub>1,2</sub>

Revised: 1/10/79, 11/21/07<sub>1</sub>, 1/14/09<sub>1</sub>, 6/8/16

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in February 2008, April 2015, **April 2022**, and **April 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

STUDENT SUCCESS AND SUPPORT PROGRAM

<p style="text-align: center;">BP No. 5050</p>
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Board Adopted: 11/21/07<sup>1</sup>;Revised: 1/14/09<sup>1</sup>; 4/9/14<sup>1</sup>; 6/8/16

**NOTE:** *The California Community Colleges Chancellor's Office is working on streamlining the reporting requirements for the Student Success and Support Program along with other programs. One change has been to submit information related to the Student Success and Support Program to the California Community Colleges Chancellor's Office as part of an "Integrated Plan." However, because Title 5 Regulations addressing Student Success and Support Programs have not been repealed, districts are still required to comply with the Student Success and Support Program requirements.*

- I. The Rio Hondo Community College District shall provide Student Success and Support Program services to students for the purpose of enhancing the **to further** equality of educational opportunity and academic success. **OK to keep optional language** *[Optional: The Board expects the Student Success and Support Programs to specifically identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success.]* The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goals through the District's established programs, policies, and requirements.
- II. The Superintendent/President, ~~or designee~~, shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations. **NOTE:** *"... or designee ..." is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President – who is responsible for ensuring administrative procedures are created and up-to-date.*
- III. **Sources/References:**
  - Education Code Sections 78210 et seq.;
  - Title 5 Sections 55500 et seq.;
  - ACCJC Accreditation Standard II.C.2

Also see Administrative Procedures [AP 5050 Student Success and Support Program](#).

**NOTE:** *The language in red ink is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in February 2008, October 2013, April 2015, March 2019, and April 2021. The language in blue ink is included for consideration. The language in yellow highlighting is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.*

**STUDENT SUCCESS AND SUPPORT PROGRAM**

**BP No.  
5050**

**Board Adopted:** 11/21/07<sup>1</sup>

**Revised:** 1/14/09<sup>1</sup>, 4/9/14<sup>1</sup>, 6/8/16

The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

OPEN ENROLLMENTBP No.  
5052

Board Adopted: 11/21/07

Revised:

Page 1 of 1

- 
- I. All courses, course sections, and classes of the District ~~whenever offered~~ shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation. ~~Every person, otherwise eligible, shall be allowed to enroll in and attend any class wherever offered throughout the District.~~
- II. The ~~Superintendent/President~~ Vice President of Student Services or designee shall assure that this policy is published in the catalog(s) and schedule(s) of classes. **NOTE: "... Vice President of Student Services or designee ..."** is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President – who is responsible for ensuring administrative procedures are created, remain up-to-date, and are reflected in the catalog/schedules of classes.
- III. **Source/Reference:**  
Title 5 Section 51006

Also see Administrative Procedures [AP 5052 Open Enrollment](#) and [BP/AP 5055 Enrollment Priorities](#).

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy was developed by the Policy & Procedure Service in August 2003 and reflects updates/revisions from the Service in **April 2014**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

FINANCIAL AIDBP No.  
5130

Board Adopted: 11/21/07;

Revised: 1/11/12, 11/14/12, 4/9/14, 6/8/16

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- I. A program of financial aid to students will be ~~available~~ **provided**, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.
  - II. All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.
  - III. ~~The Superintendent/President, or designee, shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV and state student aid programs in compliance with the United States Department of Education Policies and Regulations.~~ **NOTE: "... or designee ..." is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President.**
  - IV. Misrepresentation
    - A. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.
    - B. The Superintendent/President, ~~or designee~~, shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admissions services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy. **NOTE: "... or designee ..." is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President – who is responsible for establishing procedures.**
    - C. The Superintendent/President, ~~or designee~~, shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public, and take corrective action where needed. **NOTE: "... or designee ..." is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President – who is responsible for establishing procedures.**



FINANCIAL AIDBP No.  
5130

Board Adopted: 11/21/07;

Revised: 1/11/12, 11/14/12, 4/9/14, 6/8/16

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

**Scholarship Displacement**

The District shall not engage in scholarship displacement. The Superintendent/President shall establish procedures that provide that the District shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance.

**Sources/References:**

Education Code Sections 66021.6, 70045 et seq., and 76300;  
20 U.S. Code Sections 1070 et seq.;  
34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard III.D.15

Also see Administrative Procedure AP 5130 Financial Aid.

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law and accreditation. This policy reflects updates/revisions from the Policy & Procedure Service in July 2011, March 2012, October 2013, April 2015, and **April 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

**DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)**

<p style="text-align: center;">BP No. 5140</p>
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Board Adopted: 11/21/07;

Revised: 11/14/12; 4/9/14

- 
- I. Students with ~~verified~~ disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.
  - II. The Disabled Students Programs and Services (DSP&S) program shall be the primary provider for ~~support programs and services~~ academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by federal and state laws.
  - III. DSP&S services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.
  - IV. No student with disabilities is required to participate in the DSP&S Programs and Services program.
  - V. The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator, or designee.
  - VI. The Superintendent/President shall assure that the DSP&S program conforms to all requirements established by the relevant laws and regulations.
  - VII. **Sources/References:**  
 Education Code Sections 67310, and 84850;  
 Title 5 Sections 56000 et seq. ~~and 56027.~~

Also see Administrative Procedure AP 5140 [Disabled Student Programs and Services \(DSP&S\)](#).

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects updates/revisions from the Policy & Procedure Service in March 2012, October 2013, and **April 2016**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in

**DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)**

BP No.  
5140

**Board Adopted:** 11/21/07<sub>3</sub>

**Revised:** 11/14/12<sub>1</sub>, 4/9/14

***gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.*

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)BP No.  
5150Board Adopted: 11/21/07;  
Revised:

Page 1 of 1

- 
- I. Support services and programs that are in addition to the traditional student services programs shall be ~~made available~~ **provided** in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.
  - II. The Extended Opportunity Programs and Services (EOPS) program is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.
  - III. The Superintendent/~~President or designee~~ shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.  
**NOTE: "... or designee ..."** is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President – who is responsible for ensuring requirements are established.
  - IV. Sources/References:  
Education Code 69640 – 69656;  
Title 5 Sections 56200 et seq.

Also ~~See Administrative Procedure~~ AP 5150 Extended Opportunity Programs and Services (EOPS).

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

**STUDENT HEALTH SERVICES**

**BP No.  
5200**

Board Adopted: 11/21/07

Revised:

Page 1 of 1

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

II. **Source/Reference:**

Education Code Section 76401

Also see [BP/AP 5030 Fees](#), ~~Administrative Procedure~~ [AP 5200 Student Health Services](#), [AP 5203 Lactation Accommodation](#), [BP 5205 Student Accident Insurance](#), and [BP/AP 5210 Communicable Disease – Students](#).

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**NOTE:** This policy is **legally required** and the language in **red ink** is recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

**STUDENT ACCIDENT INSURANCE**

BP No.  
5205

Board Adopted: 11/21/07

Revised:

Page 1 of 1

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**NOTE:** Does this cover international and noncredit students?

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

II. **Source/Reference:**

Education Code Section 76506

[Also see BP/AP 5030 Fees and BP/AP 5200 Student Health Services.](#)

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**NOTE:** This policy is **legally required** and is recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

**COMMUNICABLE DISEASES – STUDENTS**

**BP No.  
5210**

Board Adopted: 11/21/07;  
Revised: 02/16/2022

I. **Introduction**

- A. ~~The Rio Hondo Community College District is committed to providing a safe and healthy learning and working environment.~~ The Superintendent/President or designee shall establish procedures necessary to assure cooperation with federal, state, and/or local public health officials in measures necessary for the prevention and control of communicable diseases in students.

NOTE: Move language below to the AP for consideration

II. **Mitigation Measures**

- A. ~~For the prevention and control of communicable diseases, the District may require students to engage in preventative and/or mitigation measures including, but not limited to, being fully vaccinated, face masks, social distancing, any boosters, etc., in order for them to be on campus for any face-to-face instructional and ancillary activities (e.g., office hours, classes, library, tutoring, athletic events, student services, student clubs, Child Development Center, etc.).~~

III. **Sources/References:**

- A. Education Code Section 76403

Also see BP/AP 5200 Student Health Services, Administrative Procedure AP 5210 Communicable Disease – Students, and BP/AP 7330 Communicable Disease – Employees.

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**NOTE:** This policy is **legally required** and is recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.



## BP 5220 Shower Facilities for Homeless Students

Reference: [Education Code Section 76011](#)

**NOTE:** A policy on shower facilities for homeless students is **not legally** required but is **suggested as good practice** for those districts that have shower facilities on campus for student use.

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

[Also see AP 5220 Shower Facilities for Homeless Students.](#)

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**NOTE:** The language in **red ink** is **suggested as good practice/optional** by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued this policy in **October 2016**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

Board Adopted: NEW



ASSOCIATED STUDENTS ORGANIZATIONBP No.  
5400

Board Adopted: 11/21/07

Revised:

Page 1 of 1

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- I. The students of the District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students of the District.
  - II. The Associated Students organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.
  - III. The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.
  - IV. The Association Students shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises.
  - V. **Source/Reference:**  
Education Code Section 76060

Also sSee BP/AP 2510 Participation in Local Decision-Making, Administrative Procedure AP 5400 Associated Students Organization, BP/AP 5410 Associated Students Elections, BP/AP 5420 Associated Students Finance, and BP/AP 5510 Off-Campus Student Organizations.

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**NOTE:** This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

ASSOCIATED STUDENTS ELECTIONS

<p>BP No. 5410</p>
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Board Adopted: 11/21/07

Revised:

Page 1 of 1

- I. The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President.
- II. Any student elected as an officer in the Associated Students shall meet ~~both~~ any of the following requirements:

**NOTE:** First two were combined to one requirement which follows ed code format.

- A. The student shall be enrolled in the District at the time of election and throughout his or her the student's term of office, with a minimum of ~~nine~~ five semester units or the equivalent quarter units. The student shall meet and maintain the minimum standards of scholarship (see Board Policy BP 4220 Standards of Scholarship and related administrative procedures).
- B. The student shall be enrolled in an adult education program offered by the District at the time of the election and throughout the student's term.
- C. The student is enrolled in the District at the time of election, and throughout the student's term, and is a disabled student.

- III. **Source/Reference:**  
Education Code Section 76061

Also see BP/AP 2510 Participation in Local Decision-Making, BP/AP 5400 Associated Students Organization, Administrative Procedure AP 5410 Associated Students Elections, BP/AP 5420 Associated Students Finance, and BP/AP 5510 Off-Campus Student Organizations.

**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued a legal update to this policy in **April 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

ASSOCIATED STUDENTS FINANCE

<p style="text-align: center;">BP No. 5420</p>
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Board Adopted: 3/14/79;

Revised: 5/4/82, 10/12/94, 11/21/07

Page 1 of 1

- I. ~~As provided by Section 76063 of the Education Code, the Superintendent/President, Vice President of Administrative Services Finance and Business, and Controller/Business Manager are approved as trustees of the Rio Hondo College Associated Students Account.~~

**NOTE:** VPSS Review is recommending to keep Superintendent/President or designee since President does not receive or disburse funds.

- II. Associated Student funds shall be deposited with and disbursed by the ~~Vice President of Finance,~~ **or designee Superintendent/President.**
- III. The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.
- IV. All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:
- A. the ~~Vice President of Finance~~ **Superintendent/President** or designee;
  - B. the employee who is the designated adviser of the particular student body organization; and
  - C. a representative of the student body organization.
- V. The funds of the Associated Students shall be subject to an annual audit.
- VI. **Sources/References:**  
Education Code Sections 76063-76065;

Also see [BP/AP 2510 Participation in Local Decision-Making](#), [BP/AP 5400 Associated Students Organization](#), [BP/AP 5410 Associated Students Elections](#), [Administrative Procedure AP 5420 Associated Students Finance](#), and [BP/AP 5510 Off-Campus Student Organizations](#).

**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

**CLUBS – REGULATIONS****BP No.  
5430****Board Adopted:** 3/14/79;  
**Revised:** 6/22/83; 10/8/08

*Consider officially rescinding this locally created policy as well as the related administrative procedure and instead codify this language in the Student Handbook and/or on the Associated Students Organization webpage and/or on Clubs & Organizations webpage.*

**Note: OK to rescind this BP.**

- I. Authorized college clubs are those sponsored by at least – but not limited to – a full-time faculty member or any permanent college employee (defined as full-time employees of the District that have met probation standards) who will serve as the primary advisor; composed completely of current student body members; holds all official meetings at the college with full-time faculty member or permanent college employee; have a democratic, nondiscriminatory plan for the selection of members; established aims which promote educational college and community interests; and meet all those conditions set forth for recognized college-sponsored clubs (Education Code Sections 76060, et seq).
- II. In identifying a club advisor, every effort will be made to ensure that the advisor has expertise, experience, and/or knowledge in the area of the club's objective.
- III. Membership by students enrolled at Rio Hondo College in secret fraternities, sororities, social clubs, and similar organizations as described by the California Education Code (Section 76035) is prohibited throughout the college District.
- IV. All other clubs whose membership is composed for the most part of Rio Hondo College District students who are sponsored by other than a full-time faculty member or any permanent college employee, who meet outside college hours at places other than at the college, and whose aims are other than educational or college interest, are considered to be non-college clubs and beyond the jurisdiction of college authorities.
- V. **Sources/References:**  
Education Code Sections 76060, and 76035

Also see [BP/AP 5400 Associated Students Organization](#), [BP/AP 5410 Associated Students Elections](#), [BP/AP 5420 Associated Students Finance](#), [Administrative Procedure AP 5430 Clubs – Regulations](#), and [BP/AP 5510 Off-Campus Student Organizations](#).

**CLUBS – REGULATIONS**

BP No.  
5430

Board Adopted: 3/14/79;  
Revised: 6/22/83; 10/8/08

**NOTE:** This policy is **unique** to Rio Hondo College. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful, regular review by leaders and local District legal counsel to ensure the language remains accurate and legally compliant.

**OFF-CAMPUS STUDENT ORGANIZATIONS**

BP No.  
5510

Board Adopted: 1/11/12;

Revised:

Page 1 of 1

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

**NOTE:** *If the District has off-campus housing facilities, the following sentence is also **legally required**:* ~~This policy includes student organizations with off-campus housing facilities.~~

- II. **Source/Reference:**

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

~~Also s~~See Administrative Procedure BP/AP 3520 Local Law Enforcement and AP 5510 Off-Campus Student Organizations.

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**NOTE:** *The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with law. This policy was issued by the Policy & Procedure Service in **July 2011**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.*

STUDENT CREDIT CARD SOLICITATIONS

BP No.  
5570

Board Adopted: 11/21/07;

Revised:

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- I. The Superintendent/President or designee shall establish procedures that regulate the solicitation of student credit cards on campus. **NOTE: "... or designee" is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President (who is responsible to enact administrative procedures).**
  
- II. Sources/References:
  - Education Code Section 99030;
  - Title 5 Section 54400;
  - Civil Code Section 1747.02 subdivision (m);

Also sSee Administrative Procedure AP 5570 Student Credit Card Solicitations.

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**NOTE:** This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy on credit card solicitations was issued by the Policy & Procedure Service in **August 2003**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

INTERCOLLEGIATE ATHLETICSBP No.  
5700

Board Adopted: 11/21/07;

Revised: 1/14/09; 12/11/13; 1/13/16; 6/8/16

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- I. The Rio Hondo Community College District shall maintain an organized program for ~~men and women~~ students in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to all male, female, and transgender students consistent with state and federal law and California Community College Athletic Association standards.
- II. The Superintendent/President, ~~or designee~~, shall assure that the athletics program complies with state and federal law, the California Community College Athletic Association (CCCAA) Constitution, Bylaws, and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation. **NOTE: ". . . or designee" is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President (who is responsible to assure compliance of intercollegiate athletics).**
- III. **Sources/References:**  
Education Code Ssections 66271.6, 66271.8, 67360 et seq., and 78223;  
20 U.S. Code Sections 1681 et seq.;  
ACCJC Accreditation Standard II.C.4;  
California Community College Athletic Association (CCCAA) Constitution and CCCAA Bylaws

Also sSee ~~Administrative Procedure~~ BP/AP 3410 Nondiscrimination, BP/AP 4300 Field Trips and Excursions, and AP 5700 Intercollegiate Athletics.

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**NOTE:** The language in **red ink** is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in this policy was updated/revised by the Policy & Procedure Service in February 2004, February 2007, June 2013, November 2014, April 2015, and **October 2021**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.



**PREVENTION OF IDENTITY THEFT IN STUDENT  
FINANCIAL TRANSACTIONS**BP No.  
5800

Board Adopted: 1/14/09;

Revised: 1/11/12

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

**NOTE:** “. . . or designee” is shown as struck as the Board, through policy, should only be directing the actions of its primary employee – the Superintendent/President (who is responsible to enact administrative procedures).

II. **Source/Reference:**

15 U.S. Code 1681m subdivision (e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA)

Also see Administrative Procedure AP 5800 Prevention of Identity Theft in Student Financial Transactions.

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**NOTE:** This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy was issued by the Policy & Procedure Service in September 2008 and revised in February 2011. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers’ attention, and this language will be removed upon official revision of this document.