Purpose: WVMCCCD eligible students (students who are 18 years of age and or those with a high school diploma, GED or High School Proficiency) are able to complete an Application to the colleges. Both Mission and West Valley College use the same ‘paper’ application; a student would just designate in the appropriate box their primary college and submit the application to the Admissions Office at that particular school. Students can also complete an on-line Application using CCCApply. This is linked to each college’s website. The Admission of High School and Younger Students (Concurrent Enrollment) program serves students who are at least 16 and have completed the 10th grade enabling high school students to take college level classes. Students can also use these units for high school credit as well as college credit.

Where to obtain forms: The paper Applications are located in the Admission’s Office, and in various student service programs such as Counseling or as a .pdf file on the colleges’ websites (the Application can then be faxed to the Admissions Office). The college website has direct links to the on-line Application process.

Procedures: For the Concurrent Enrollment (CE) process, Application packets are taken to local high schools and available in the Admissions Office or Outreach office. Forms are also available on-line and completed packets can be faxed in to the Admissions Office. The CE Application packet consists of:

- Application to West Valley or Mission College
- Concurrent Enrollment application with approval signatures of parent and designated high school personnel, i.e. principal
- Health form (given to Student Health Services)
- Copy of transcripts showing completed high school work

If a student is below age 16 or not yet a junior or requesting to take more units than allowed, they must provide the following evidence of their ability to benefit by:

- Submit the Petition form
- Obtain West Valley or Mission College Counselor Approval
- Have Satisfactory English and/or Math Assessment Scores (if needed)
- Submit high school transcripts
Once the on-line Application is submitted, applicants receive a confirmation email and then are informed that they should get another e-mail within 24hrs with PIN number and other registration information. This on-line process is done in collaboration with the District Information Systems (IS) Office. If a student turns in a paper Application, they are given registration information and a timeline for when the Application will be entered into the Datatel system.

For the Concurrent Enrollment program: dates to submit completed Application packets and then register are established by the Admissions and Outreach staff so as not to unduly displace our regularly admitted students. Concurrent Enrollment students are not able to register using phone or on-line systems to better monitor agreed upon units and specific courses.

CE students are given a registration date and time once the Application is reviewed for completeness, prerequisites have been cleared, and a conference – phone or in-person – for those students petitioning for special consideration.
### SUBJECT

**Effective Date:** June 19, 2007  
**District Policy:** Admissions of Non-Residents 5.2.4.b.1  
**Department:** Admissions and Records

**Exhibits:**
- Refer Questions To: Director/Supervisor, Admissions and Records

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**Purpose:** In accordance with AB540, non-resident students may be exempt from paying nonresident tuition, if they meet the following criteria:

1. They attended a California high school for at least three full years,

2. They graduated from a California high school or attained the equivalent of a high school diploma, and

3. Were issued a “nonimmigrant alien” visa by the US Immigration and Naturalization Services, or, if not, filed an application to legalize their immigration status, or will apply as soon as they are eligible to do so.

**Where to obtain forms:** This legislation does not apply to students who hold an F-1 Visa for International Students. Eligible students must file a “**Student Affidavit for Exemption from Nonresident Tuition**” form with the Admissions and Records Office, and are required to register in person.

Non-resident students who are exempt from paying nonresident tuition under this legislation are not eligible for a Board of Governors Fee Waiver.

**Has no corresponding procedures.**
Purpose: WVMCCD offers a comprehensive curriculum for International Students that includes:

- University transfer courses
- Occupational training programs
- Personal or skill development opportunities

ADMISSION INFORMATION and standards for International Students

The committee on International Students will select for admissions those students with a successful academic record. The colleges have established specific admission guidelines and will usually not admit an international student on academic probation status at any other college, university, or one who is "out of status" per Immigration guidelines.

Procedures: Admission Requirements

Application information and documents are due one month prior to published deadlines usually May 1 for Fall and Nov. 1 for Spring

The following are required and must be completed before WVMCCD can issue a Certificate of Eligibility (I-20) Form.

- The Application must be completely filled out and returned with the other required documents before the deadline date shown above along with an application fee of $100 (U.S. Dollars).
- Submit English translation of high school transcript and any college records.
- Submit a notarized financial bank statement in U.S. Dollars. (minimum $16,000)
- Must take the TOEFL test administered by the American Embassy or consulate in your homeland. Students already in the United States may obtain information online at www.toefl.org or phone 1-800-GO-TOEFL (1-800-468-6335). Results must be submitted to the college of choice.
- Minimum TOEFL requirement: 500 (paper based), 173 (computer based), or 61 (internet based) TOEFL minimum.
- Eiken exams accepted in lieu of TOEFL at the Pre-1 level www.eiken.or.jp
The international student must be able to use the English language with a degree of proficiency which will enable them to profit from instruction at WVMCCD. The international student must offer evidence of a standard degree of academic aptitude and achievement equal to an American high school education.

All new international students accepted for the current semester must complete a Counseling 002, orientation class with the International Student Counselor before registering.

**Additional Requirements**

- International students must be enrolled in and maintain a minimum of 12 units each semester excluding Summer and Winter Session.
- A student must be at least 18 years of age or a graduate from a high school with proof.
- All international students must become familiar with the regulations of the United States Citizenship and Immigration Service (USCIS) and assume responsibility for complying with those regulations by taking the required orientation class, Counseling 002.
- Students must keep programming appointments with the international student counselor. All subsequent program changes must be approved by the international student counselor.
- Departmental assessments are required for Math and English placement after acceptance to the college.
- Post office boxes are not acceptable per Immigration Law. All international students must have a physical street address. Immigration requires change of address notifications within 10 days of moving.
SUBJECT

Effective Date: June 19, 2007
District Policy: 5.4
Department: Admissions

Exhibits:
Refer Questions To:
Director, Admissions and Records or
Dean, Student Support Services

Purpose: All courses of the District shall be open to enrollment in accordance with District Policy 5.4.1

Procedures: Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District. No program has special enrollment consideration.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele.

Through the Matriculation process, continuing students (those enrolled in the current semester) are assigned a registration date by the number of units completed. Anyone who is not registered for a semester or longer needs to update or submit a new Application for Admission. After Continuing students register, the registration system is open to new students who have filed Applications.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures;
- The basis for the limitation does not in fact exist.

In accordance with Title V section 58108 of the California Code of Regulation, the following category of students will be provided priority enrollment:
- CalWORKs
- DISC
- EOPS
**Purpose:** Student Equity Plans are prepared by the college to address student success in 5 general indicator areas: Access, Basic Skills/ESL, Course Completion/Retention, Degree/Certificate Completion and Transfer. It is the goal of the college that all students regardless of age, gender, ethnic background or disability experience success. Specific goals and activities are designed to assist students that appear to be having difficulty in any of the 5 success indicators.

**Where to obtain forms:** The District has a student equity plan on file at the Chancellor’s Office and found locally in the Presidents’ offices. See the Student Equity Plan.

Has no corresponding procedures.
Purpose: Matriculation is a process which assists first time college students in choosing, planning, and achieving their educational and career goals at the District. It begins when they apply for admission, and it ends when they complete their studies at the District. Between the time they are admitted to the District and the time they leave, the District will provide services, resources, facilities, courses, programs, and contacts with skilled personnel to help them to understand their needs and to enable them to select and accomplish their educational and career goals. Matriculation is a partnership between the student and the District. There are mutual responsibilities for both partners.

The District agrees to:
- assess the student’s basic skills and educational and career goals
- provide quality instruction and counseling
- offer support services
- monitor, assess, and evaluate student’s progress towards their goal

The student agrees to:
- express a broad educational intent upon admission
- complete orientation and assessment
- declare a specific educational goal by the time they complete 15 units
- develop an educational plan
- participate in advisement/counseling and make use of other support services as necessary
- attend class, complete assignments and maintain progress toward a goal

Assessment, orientation, and advisement exist because we believe they improve chances for success.

However, the student has the right to:
- waive orientation, assessment, and advisement/counseling
  Please note that non-exempt students who waive orientation may be assigned a later registration date than students who complete orientation.
- retake placement tests according to Assessment Office guidelines
- waive assessment recommendations
- challenge a prerequisite or corequisite or other limitation on enrollment, under certain conditions
file a complaint of unlawful discrimination if you believe assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner.

Orientation Assessment Educational Planning

ORIENTATION
Orientation is a process which provides information about the college's programs and services, academic expectations and procedures, advising, and registration. Orientation also includes math assessment and educational planning. Students who complete orientation classes and workshops will:
- receive information about college requirements,
- learn about the requirements for the Associate and Bachelor’s degrees, general education, and specific majors,
- receive information about assessment recommendations and basic skill levels,
- receive academic advising,
- develop an educational plan.

ASSESSMENT
Assessment is the process the college uses to evaluate your skills in areas such as:
- Reading
- Writing
- Math
- English as a Second Language (ESL)
The District uses tests and other measures to assess basic skill levels. Counselors and instructors will provide assistance in evaluating skill levels, so the student will be able to:
- better match needs and abilities with course requirements,
- select courses appropriate to their skills,
- improve their chances for success.

Many other factors are considered in recommending courses such as:
- life and work experiences
- personal interests
- out-of-school obligations
- motivation
- support systems
- academic history
Assessment recommendations are ADVISORY only. They are based on the best information we have about the student’s ability to do college level work. If they choose not to follow the recommendations, they must see a counselor for a waiver.

EDUCATIONAL PLANNING
Educational planning is the process of plotting the student’s courses semester by semester. They will complete an educational plan during
orientation. A counselor will assist them in choosing the appropriate course sequence that best fits their educational goal.

**Procedures:** WHEN TO COMPLETE ORIENTATION, ASSESSMENT AND EDUCATIONAL PLANNING

New, transfer, and former students should complete orientation, assessment, and educational planning BEFORE registering for classes. Students who do not meet this requirement before the registration period for the next semester will receive lower priority.

There are several options for completing orientation, assessment, and educational planning. These include:

- Counseling A for new students
- Counseling 1 for new and transfer students
- Counseling 2 for new and transfer students
- Counseling 5 for new and transfer students
- Workshops for returning and transfer students
- Special sessions for:
  - Athletes
  - Career Program Students
  - Court Reporting Students
  - Disabled Students
  - Educational Transition Students
  - English as a Second Language Students
  - EOPS Students
  - International Students

You are exempt from both orientation and assessment if you have an AA/AS degree or higher. All exempt students are eligible and encouraged to take advantage of other matriculation services.

**Where to obtain forms:** WAIVERS

TO WAIVE ASSESSMENT, ORIENTATION, OR ASSESSMENT RECOMMENDATIONS:

See a counselor for a waiver form.

Please note: Non-exempt students who waive orientation will be assigned a later registration date than students who complete orientation.

TO WAIVE ADVISEMENT:

No form is required. If you have not declared an educational goal by the time you have completed 15 units, you are encouraged to see a counselor and complete an educational plan within 90 days. Failure to do so may result in the termination of the College’s obligation to provide you with further matriculation services.

**Procedures:** CHALLENGES

PREREQUISITES, COREQUISITES OR OTHER LIMITATIONS ON ENROLLMENT
You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons:

1. You believe the prerequisite or corequisite has not been made reasonably available.

2. You believe that the prerequisite or corequisite was established in violation of regulation or in violation of the District-approved matriculation policies and processes. (Supporting documentation must be provided.)

3. You believe that the pre- or corequisite or limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Supporting documentation must be provided.)

4. You believe you have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)

5. Enrollment in the course has been limited to a special group of students, and there are no other courses which would fulfill the requirement. You believe you would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)

6. The pre- or corequisite was established to protect health and safety and despite the fact that you do not meet the pre- or corequisite, you believe you are able to demonstrate that you do not pose a threat to yourself or others. (Evidence must be provided.)

**Where to obtain forms:** To challenge a pre- or corequisite or other limitation on enrollment, contact the Admissions Office for a challenge form and specific instructions. Submit the completed form and any required supporting documentation to the Admissions Office. Your request will be evaluated by a challenge review committee within 5 instructional days and a written response will be mailed to you.

**Where to obtain forms:** COMPLAINTS

If you feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint with the Human Resources Office.
Effective Date: June 19, 2007

District Policy: Counseling and Advising Services 5.9

Department: Counseling

Exhibits:

Refer Questions To:
Dean, Matriculation and Counseling (WVC)
or Counseling Department Chair and/or Vice President of Student Services (MC)

Purpose: The Colleges maintain Counseling Centers staffed by competent, highly-trained and diversely experienced counselors. Counselors are also located in other designated program areas including disability services, Extended Opportunity Program and Services (EOPS), and career and transfer services.

The primary goal of the College’s Counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction and self-esteem. Toward this goal, the following programs and services are offered:

Counselors provide opportunities for students to clarify their values and goals, to make decisions, and to develop self-confidence, self-direction and self-esteem. Academic, vocational, transfer, career and personal counseling are offered in addition to outreach/support for incoming high school students, international students, and students on probation and dismissal. Education plans are a crucial service provided to students as well as assisting students with Transfer Admissions Agreements (TAA’s). Counseling courses assist students in making career and educational decisions, enhancing study skills, and staying motivated. Counselors provide individual and group sessions and are available by appointment, drop-in service, and evening hours. Multiple counselors are bi-lingual.

Has no corresponding procedures.
Purpose: The Colleges maintain a Student Health Services designed to facilitate emergency response to limited medical care and nursing assessment for the well-being of students to support academic success.

1. Education Code section 76355 authorizes community colleges to offer health supervision and services and to charge students a fee for those services.

2. Students who enroll for credit classes at West Valley or Mission College(s) pay the student health fee during Fall, Spring and Summer Sessions.

3. Any currently enrolled student may use the colleges’ Student Health Services.

4. Students in non-credit programs, such as the International Students Program, may be charged the student health fee if they use the colleges’ Student Health Services.

5. Non-students, such as employees, may receive services such as flu vaccine or tuberculin shin testing, and are charged a fee for these services.

6. The college general budget may augment the Student Health Services budgets for services and supplies that are used by non-students.

7. Operational hours maintained by the colleges’ Student Health Services are designed to support student needs, as resources permit.

Has no corresponding procedures.
5.14.1

**Purpose:** Athletics has a Gender Equity Committee that regularly discusses related topics and monitors policy compliance. The Colleges also submit the Equity in Athletics Disclosure Act (EADA) report in October. All coeducational institutions of higher learning that participate in any Federal student financial aid program and have intercollegiate athletic programs must provide the information for the report. It tracks athletic revenues, expenses, salaries, gender of personnel in coaching positions (head and assistant), and the number of men and women student athletes. A copy of the report is also submitted to the chair of the Gender Equity Committee, the Vice Presidents of Student Services, the College Presidents, and the District Chancellor.

5.14.2

**Procedure:** The Colleges submit the Commission on Athletics (COA) “Statement of Compliance” Form R-1 to the Executive Director of the COA and the Coast Conference Commissioner. We certify that the college athletic administrator has reviewed the contents, interpretations, and implications of the current COA Constitution and By-Laws with college staff, employees, representatives and each person who works with the athletic program. There is a special emphasis on rules of recruitment, eligibility, decorum and sports seasons. The College Presidents, Administrative Representatives and the Athletic Directors sign the form.

The Colleges also submit the “Statement of In-Service Training” Form R-2. This form requires each college representative to certify that he/she has received in-service training on the current COA Constitution and By-Laws and that they have received a copy of the COA Decorum and the Recruiting Policies. They also affirm that they will adhere to the COA rules and regulations and violations of them may subject himself/herself, program and the colleges to penalties.

At the beginning of each sport season the student athletes complete the Commission on Athletics and College forms. Students complete COA “Student Eligibility Report” Form 1 that gives their personal information, the sport they are participating in, year of competition, date of birth, high school attended, date last attended and a timeline documenting jobs held and colleges attended since high school. Their coach signs the
form and the Athletic Counselor verifies the student athlete’s number of units, Individual Educational Plan, transcripts have been received, passed 24 semester units between seasons, has maintained a 2.0 GPA since first season of competition and satisfies the transfer rule. When the Athletic Counselor signs the form it is returned to the Athletic Director.

Student athletes also complete the Verification of Health Insurance form, Individual Emergency Information form, COA “Student Athlete Tracer Report” Form 2 (if they attended another college) and pass a physical examination by a medical doctor. Once the student athlete has completed all forms and met all the requirements, the Athletics Director signs the Eligibility Form 1 and then submits the names of the student athletes competing for that sport on the COA “Team Eligibility” Form 3. This is submitted online to the Commission on Athletics and the Coast Conference Commissioner.

During the semester the Athletic Counselor verifies each student’s schedule to ensure the athletes are continuously enrolled in a minimum of 12 semester units, nice of which must be working toward their educational plan.
### SUBJECT

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**Purpose**: Definitions

For the purpose of these Rules and Regulations, the following words and terms are defined as follows:

1. The term “Governing Board” shall mean the Governing Board of the West Valley Mission Community College District.

2. The word “District” shall mean the West Valley Mission Community College District, a public community college district of the State of California.

3. The word “College” shall mean West Valley and/or Mission Community College, colleges operated and maintained by the West Valley Mission Community College District.

4. The term “College Hearing Board” shall mean the West Valley Mission Community College Hearing Board, an administrative agency of the College; organized and existing primarily to hear and decide on or recommend appropriate disciplinary action in cases brought before it under these Rules and Regulations.

5. The term “President” shall mean the Presidents of the West Valley Mission Community College District who is the President of West Valley and/or Mission Community College, or in his/her absence, the acting President.

6. The terms “Vice President,” or “Vice President of Student Services,” shall mean the Vice President of Student Services of the West Valley Mission Community College District or his/her designee.

7. The term “member of the College community: shall mean the District Trustees, the academic, support staff and administrative personnel of the District or College, the students of the College and any other person or persons while on District or College property or at a District or College function or activity.

8. The term “District property” shall include real and personal property owned, controlled, or in the possession of the Governing Board of the West Valley Mission
Community College District, and the real or personal property of all District food service, retail and resident facilities, whether operated directly by the District, a District or College auxiliary organization, or an independent contractor of the West Valley Mission Community College District, and whether located at West Valley or Mission College or elsewhere.

9. The term “deadly weapon” shall include human hands (when they are classified as lethal weapons), any instrument or weapon commonly known as a blackjack, slingshot, billy, nanchaku, sand club, sand bag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver or any other firearm, any knife having a blade longer than five (5) inches, any razor with an unguarded blade, any metal or wooden pipe or bar, any chain, rock or stone, or any object or chemical used or intended to be used for the purpose of doing bodily injury to another person.

10. The term “day” shall refer to a college instructional day.

11. As used in this article, “good cause” includes, but is not limited to the following offenses:

   a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

   b. Assault, battery, or any threat of force or violence upon a student or college personnel.

   c. Willful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

   d. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5

   e. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

   f. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (California Education Code, Section 76033).

**Purpose:** Grounds for Disciplinary Action
1. Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.

2. Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place, or manner of public expression, distribution of leaflets, pamphlets or other materials.

3. Academic dishonesty, such as cheating or plagiarism.

4. Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification, or knowingly furnishing false information to the District or College or its officers or employees.

5. Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the West Valley or Mission College campus or elsewhere including, but not limited to, the use of headsets, walkmans, cellular telephones or pagers in the classroom.

6. Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.

7. Engaging in disorderly conduct, habitual profanity or vulgarity, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.

8. The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College-controlled property or at any District- or College-sponsored or supervised function. Such drugs or substances include but are not limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.

9. Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community; theft of software by copying; unauthorized entry into, unauthorized use of, or misuse of campus property to include “computer piracy,” which is unauthorized entry into information which is campus property.

10. Illegal operation of a motor vehicle on the West Valley or Mission College campus.
11. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.

12. Violation of any order of the President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

14. Littering on campus property including grounds, facilities and parking lots.

15. 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.

**STUDENT DISCIPLINARY ACTIONS AND PROCEDURES**

Pursuant to California Education Code 76030 - 76037, the following types of discipline may be initiated at any time when a student is found to be in violation of the policies or rules and regulations of the West Valley-Mission Community College District or its colleges. College authorities will determine which type of action is appropriate. Any member of the college community (i.e., faculty, staff, and student) may file a written complaint with a college administrator against any student for misconduct.

Prior to initiation of these formal disciplinary actions, the parties involved are highly encouraged to seek resolution through informal efforts. Should either party wish to pursue an informal resolution, appropriate college personnel (counselor, department chair, division chair, dean, and/or the Vice President of Student Services) are available to meet with the parties to mediate and assist with these informal efforts.

**Types of Disciplinary Actions:**

1. Official Warning (Education Code Section 76031). An official warning is a written notice from the Vice President of Student Services or a designee of the President to the student that states if the misconduct is continued, it may result in further disciplinary action. Written official warnings shall not be made a part of the student’s permanent record.

2. Removal from Class (Education Code Section 76032). An instructor may remove a student from his or her class when the student’s conduct interferes with the instructional process. The duration will be for the day of removal and
may extend through the next class meeting, or a total of two (2) consecutive class meetings. The instructor shall immediately report the removal to the Vice President of Student Services and to the appropriate Division Chair or administrator. A written report shall be provided to the Vice President of Student Services. The Division Chair or appropriate administrator shall arrange for a conference between the student and the instructor regarding the removal. Upon request of either the instructor or the student, the Division Chair or appropriate administrator shall attend the conference. During the period of removal, the student shall not return to the class without the concurrence of the instructor. The student has the right to return to class after two consecutive class meetings, pending further disciplinary action, if any. Nothing herein will prevent the Division Chair or the appropriate administrator from recommending further disciplinary actions in accordance with these procedures based on the facts which led to the removal.

Within five (5) days following the conference, if further action is required, the Division Chair or appropriate administrator will refer the student to the Vice President of Student Services for further disciplinary actions. The Vice President of Student Services shall decide whether to recommend suspension, whether to impose some lesser disciplinary action, or whether to end the matter. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

Removal of student who is a minor (Education Code Section 76032):
An instructor may remove a student who is a minor from his or her class when the student’s conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two consecutive class meetings. If the student removed by an instructor is a minor, the college President or the President’s designee shall ask the parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class. The student has the right to return to class after two (2) class meetings, pending further disciplinary action, if any. Nothing herein will prevent the college administrator from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student’s
3. **Withdrawal of Consent to Remain on Campus (Penal Code Section 626.4).** The District Police, working in conjunction with the Vice President of Student Services or the College President, may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If the District Police issues a student a Withdrawal of Consent to Remain on Campus, the Vice President of Student Services is required to review and confirm this action within 24-hours of issuance of this notice.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than 7 days from the date of receipt of the request.

In no case shall consent be withdrawn for longer than 14 calendar days from the date consent was initially withdrawn.

Any person who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. A copy of the Withdrawal Consent form and any other information about the incident will be maintained in the student discipline files in the Office of the Vice President of Student Services.

4. **Official Reprimand (Education Code Section 76031).** A reprimand is a written notice of the violation of specific rules from the Vice President or a designee of the President. A student receiving a reprimand is formally notified in writing that continued conduct of the type described in the reprimand may result in more severe disciplinary actions. A copy of the official reprimand shall be placed in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

5. **Social Probation (Education Code Section 76031).** Social probation consists of the exclusion of the student from participation in specified or all extra-curricular College activities. Extra-curricular College activities are defined as College-related activities for which the student receives no academic credit. The written notification of social probation shall set forth the reason or reasons for the imposition of this disciplinary action, the activities to which the exclusion applies, and the length of time for which it is to be imposed. Social probation shall be imposed for a period not to exceed one (1) semester by the President or his/her designee. A copy of the written notice of social probation shall be served to the student and shall be placed in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.
6. **Restitution (Education Code Section 76031).** Restitution consists of the reimbursement for damages to or misappropriation of District property, the property of a member of the College community, or of a visitor on the West Valley or Mission College campuses. Reimbursement may take the form of appropriate personal services to repair, restore or otherwise compensate for the damage or injury done, and may be made a condition of continued attendance at the College. The President or his/her designee shall inform the student in writing of the amount to be reimbursed to the college and the length of time provided for reimbursement. A copy of the restitution requirement will be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student’s permanent record.

7. **Disciplinary Probation (Education Code Section 76031).** Disciplinary probation is a lesser sanction than suspension. Probation requires the student to adhere to specific written terms and conditions defined by the College Hearing Board, Vice President of Student Services, or the Vice President’s designee. The terms of probation shall bear a reasonable relationship to the violation committed by the student. The sanction may include, but need not be limited to, ineligibility to participate in college or student-sponsored activities including public performances and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year.

Should the student violate one or more of the terms of the probation during the probationary period, the Vice President of Student Services will impose a more stringent disciplinary action such as suspension. The student will be notified in writing. The Vice President of Student Services shall also immediately notify the President. A record of the disciplinary action shall be placed in the student’s discipline file maintained in Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

8. **Interim/Emergency Suspension (76030).** In those cases where an immediate suspension is required in order to protect lives or property, or to ensure the maintenance of order, the College President or the President’s designee may summarily suspend a student for a period not to exceed ten (10) instructional days provided that, within the ten-day period, a reasonable opportunity for a disciplinary hearing is provided to that student (California Education Code, Section 66017). Interim suspension is outlined below in the Due Process Procedures section. Records of the interim suspension shall be retained in the Vice President of Student Services Office and in the student’s permanent record.
record. The President shall report an Interim/Emergency Suspension to the Board of Trustees at its next regular meeting.

9. **Disciplinary Suspension** (Education Code Sections 66017; 76030; and 76031). Disciplinary suspension is the exclusion from the campus and other privileges or activities for a definite period of time. Disciplinary suspension serves as a penalty against a student for repeated, continued, or serious violations of the District’s and/or College’s rules, policies, or regulations. A student may be suspended (a) for one (1) or more classes for up to ten (10) days of instruction; (b) from one (1) or more classes for the remainder of the school term; or (c) from all college classes and activities for one (1) or more terms. A suspended student may be prohibited from occupying any portion of the campus and denied participation in any or all college activities. During the term of the suspension, the suspended student will not be permitted to enroll in classes at West Valley-Mission Community College District. Disciplinary suspensions shall be initiated by the Vice President of Student Services and are subject to the due process procedures outlined below in the following section. The President shall report a disciplinary suspension of any student to the Board of Trustees at its next regular meeting after the suspension has been imposed. A copy of the suspension notice, including the reason for the suspension, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

10. **Expulsion** (Education Code Section 76030). An expulsion for good cause is a permanent termination of student status with readmission to the College upon the express approval of the Board of Trustees. A student may be expelled only by the Board of Trustees after notice has been given and a hearing conducted in accordance with the procedures set forth in the *Due Process Procedures* section. The Board of Trustees shall expel a student for misconduct whenever other means of correction have failed to bring about proper conduct or when the seriousness of the situation warrants such disciplinary action. A copy of the expulsion notice, including the reasons for the expulsion, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

Any suspension or expulsion shall preclude enrollment at any and all colleges within the District during the period of suspension or expulsion.

**DUE PROCESS PROCEDURES**
Consistent with Education Code Sections 66017 and 76030, the student disciplinary actions of interim/emergency suspension, disciplinary suspension, and expulsion are subject to the due process and appeal procedures described herein.
In cases where lesser disciplinary actions have been ineffective in halting student misconduct or the magnitude of the misconduct warrants more severe disciplinary action, the College will initiate the process for a suspension or expulsion. When the decision is made to initiate such a process the representative of the College or other individuals who have knowledge of the violation of the student conduct standards will submit a written account to the Vice President of Student Services. The Vice President of Student Services or designee will deliver in person, or provide via certified mail (accompanied by a return receipt) to the student a copy of the charges against him/her. The charges will list the specific violation(s) of the District Student Discipline Policy, a factual summary of the alleged misconduct, other relevant information, and notice of the due process hearing and appeal procedures. If the student is a minor, the parent or guardian shall also be provided notice of the due process hearing and appeal procedures. The following outlines the procedures:

1. The Vice President of Student Services shall administer these procedures and take appropriate action, subject to the approval of the President and the Chancellor as required herein or as otherwise required by law.

2. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending or completed civil or criminal proceedings arising out of the same act or event.

3. Alleged student misconduct of a serious nature to warrant consideration of suspension or expulsion shall be reported to the Vice President of Student Services and when reported to or discovered, the Vice President of Student Services shall initiate an investigation of the charges. Should the Vice President of Student Services deem it appropriate to pursue disciplinary actions against the student, he/she shall arrange a meeting with the student prior to issuance of formal charges, at which time the student shall be informed that an investigation is being conducted.

4. If the student is a minor, the student’s parent or guardian shall also be provided notice of the due process procedures.

5. Following issuance of formal charges, the student has the right to request a hearing to present information and/or evidence supporting his/her case.

Should the student fail to request a hearing, the Vice President, after due investigation and deliberation, shall proceed to impose whatever disciplinary action he/she deems appropriate or recommend appropriate action to the President.

If the student requests a hearing, he/she shall be afforded one of the following options:
a. A hearing before the Vice President of Student Services/designee, or
b. A hearing before the College Hearing Board. (For a description of College
Hearing Board see the College Hearing Board section).

The Vice President of Student Services shall set the time, date, and location for
the hearing.

6. Proceeding under option 5a, where a student requests a hearing before the Vice
President of Student Services:
   a. The Vice President of Student Services, or the designee, shall discuss
      the accusation with the student. The Vice President of Student
      Services and the student or his/her representative shall have the right
to call, examine and cross-examine witnesses. The Vice President of
      Student Services then may consider any relevant evidence or
      information presented in the matter, take or recommend disciplinary
      action if appropriate, and inform the student that if he/she disagrees
      with the disciplinary action, he/she may appeal to the President for
      review of the disciplinary action by so informing the Vice President
      in writing (see Student Appeal Procedures).

   b. Following the hearing, in any case where disciplinary suspension is
      recommended by the Vice President of Student Services, the action
      shall be reported to the College President within ten (10) business
days. The President shall either approve or disapprove the action
      within five (5) business days of receipt of the disciplinary suspension
      recommendation. If the President approves, he/she shall impose
      disciplinary suspension.

   c. The President, at his/her discretion, may stay the disciplinary
      suspension, if he/she feels that the staying of such will not endanger
      any individual or the College.

   d. If after notification, the student fails to appear at the hearing before
      the Vice President of Student Services, the Vice President may
      declare the student in default, and proceed as if the student were
      present at the hearing.

7. Proceeding under Option 5b., where the student requests a hearing before the
West Valley or Mission College Hearing Board:

   a. The Vice President of Student Services or designee shall schedule a
      meeting of the College Hearing Board within ten (10) working days.
b. The Vice President of Student Services shall provide the student and the College Hearing Board with a written statement of the charges against the student, and any other relevant information.

c. The student may select a representative to assist him/her in his/her presentation before the College Hearing Board. If the student is to be represented by legal counsel, he/she must notify the President of the fact at least seven days prior to the date of the scheduled hearing. An attorney shall not represent the student unless, in the judgment of the College, complex legal issues are involved. The Vice President of Student Services or the College Hearing Board may request legal assistance; any legal advisor provided to the College Hearing Board may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

d. If the student fails to appear at the time and place designated for the hearing, the College Hearing Board may proceed in his/her absence, declaring him/her to be in default.

e. The Vice President shall have the proceedings of the College Hearing Board recorded at the meeting, either stenographically or electronically, and any such record shall be maintained at the Office of the Vice President of Student Services for a period of three (3) years.

f. The hearing before the College Hearing Board shall be conducted in a manner conducive to the determination of the truth. It is not contemplated or required that the hearing be conducted with the formality of a legal proceeding. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

g. At the hearing, unless the College Hearing Board determines to proceed otherwise, the Vice President of Student Services or designee and the student shall be permitted to each make an opening statement. Thereafter, the Vice President of Student Services or designee shall first present any relevant evidence in his/her possession regarding the alleged misconduct; the student may then present any relevant evidence which he/she may have. The Vice President of Student Services or designee may present rebuttal evidence after the student completes his or her presentation. The Vice President of Student Services or designee and the student or his/her representative shall have the right to call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury.
h. After submission of all relevant evidence, the College Hearing Board shall immediately meet in private, and based upon the evidence presented to it, determine the truth of the charges and the recommended disciplinary action, if any, to be imposed upon the student. Upon reaching its decision, the College Hearing Board shall reconvene and announce its decision and recommend the appropriate disciplinary action. Appropriate disciplinary action may include specific sanctions, terms and conditions.

i. The Vice President of Student Services and the student shall be given written notice of the decision of the College Hearing Board and the discipline or sanctions recommended to be imposed within five (5) working days. The Vice President shall implement such disciplinary action, except as provided in the following paragraph of this section.

j. If the recommended disciplinary action involves disciplinary suspension, the College Hearing Board shall forward the findings of fact to the President within ten (10) business days. If the President concurs in the recommendations, he/she shall impose disciplinary suspension. If the President disapproves, he/she shall advise the College Hearing Board within five (5) business days.

Any student who has held a recommendation of disciplinary suspension imposed against him/her has the right of appeal to the President. The President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the decision to stay will not endanger any individual or the College.

If the proposed disciplinary action recommended is expulsion, the President shall initiate proceedings before the Board of Trustees, as set forth in section titled Procedures Before the Board of Trustees.

If, at the conclusion of the hearing before the College Hearing Board, the student wishes to appeal the discipline imposed or recommended, he/she shall immediately inform the Vice President of Student Services in writing (see Student Appeal Procedures section).

Appeals concerning expulsion shall be scheduled for a hearing before the Board of Trustees by the President. Appeals concerning other forms of disciplinary action shall be directed to the President for disposition.

College Hearing Board
1. The membership of the College Hearing Board shall be as follows:
a. Students. Two (2) students each appointed to an annual term by the
Student Senate of the Associated Students of West Valley or Mission
College for a one (1) year term, and who shall be appointed not later
than the third week of the fall semester.

b. Faculty. Two (2) faculty members each appointed by the Academic
Senate for a one (1) year term, and who shall be appointed not later
than the third week of the fall semester.

c. Classified. Two (2) classified employees appointed by the Classified
Senate for a one (1) year term, and who shall be appointed not later
than the third week of the fall semester.

d. Administration. A member of the administrative staff of the College
shall be appointed by the President for a one (1) year term. The Vice
President of Student Services cannot serve in this capacity.

2. As an administrative agency of the College, the College Hearing Board shall be
responsible to the President for acting, reviewing, and making
recommendations relative to matters brought before it in accordance with the
procedures outlined in these procedures. The College Hearing Board shall
appoint one member of the panel to serve as the chairperson.

3. No administrator, faculty member, classified staff, or student who has any
personal involvement in the matter to be decided, who is a necessary witness,
or who could not otherwise act in a neutral manner shall serve on the College
Hearing Board.

4. The Chairperson of the College Hearing Board shall convene a meeting of the
Board at the earliest possible opportunity after appointment of members in the
fall semester of each school year for the purpose of orientating the members to
the responsibilities and duties of the College Hearing Board and the procedures
under which it shall function and operate.

Procedures Before the Board of Trustees:

1. If the President, his/her designee, the Vice President of Student Services or the
College Hearing Board, recommends expulsion, then the matter must be
brought before the Board of Trustees by the Chancellor for a hearing, in
accordance with these procedures (Education Code Section 76030).

2. Prior to the Board of Trustees’ hearing of an expulsion recommendation, the
Chancellor shall deliver a written statement to the President of the Board of
Trustees, and to the student and his/her parent or guardian, if the student is a
minor or to the student alone, if he/she is an adult. This written statement
shall be delivered either personally or by certified or registered mail, and
contain the following information:
a. A recitation in sufficient detail to apprise the student of the charge or charges against him/her.

b. The date, time and place of the meeting of the Board of Trustees at which the matter shall be considered, and the date shall not be less than ten (10) days from personal delivery or mailing of the written statement to the student. The hearing shall be conducted in closed session of the Board of Trustees (Education Code Section 72122) unless the student submits a written request for an open hearing to the President at least seven (7) days in advance of the schedule hearing. The student must also notify the President at least seven (7) business days in advance if he/she intends to attend the hearing.

c. A recitation that the student may be represented at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must notify the President of the fact that at least seven (7) days prior to the date of the scheduled hearing. The Board of Trustees may request legal assistance; any legal advisor provided to the Board of Trustees may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

d. A recitation of the privilege of the student and/or the parent or guardian to employ the services of a shorthand reporter or stenographer at his/her or their own expense to record the hearing.

2. The Chancellor shall have written summary of the hearing transcribed into the minutes of the meeting of the Board of Trustees, and if the hearing is conducted in closed session, these minutes shall be transcribed and kept in a separate closed session minutes book not open for public inspection.

3. If after notification, the student fails to appear at the hearing before the Board of Trustees, the Board of Trustees may declare the student in default and proceed as if the student were present at the hearing.

4. After the hearing has been declared open, the Vice President of Student Services shall make a statement and present any relevant evidence and information, either oral or documentary, which he/she has in possession. The Vice President of Student Services shall, if the matter has been heard by the College Hearing Board, present a copy of the College proceedings on the findings of fact. Upon conclusion of the presentation by the Vice President of Student Services, the student and/or parent or guardian, and/or their legal counsel, may make a statement and present any relevant evidence or information, either oral or documentary, which he/she or they may possess. Each side shall also have the opportunity to offer rebuttal evidence.
5. A prospective witness must either be sworn, or affirm to tell the truth. In the absence of both, the Board of Trustees may deny him/her the right to testify, or may proceed with the hearing, giving consideration to this fact when deliberating the testimony. Witnesses shall be subject to cross-examination by the other party, and inquiry of the members of the Board of Trustees. Written statements of absent witnesses shall be received only if submitted as affidavits or declarations under penalty of perjury.

6. Upon hearing all relevant evidence and information submitted, any final statements of the Vice President of Student Services, and/or the student, parent or guardian (if the student is a minor), and/or their counsel, the Board of Trustees shall confer in private and consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the Board of Trustees shall reconvene in open, public session and announce its decision by recording a vote on the matter into the minutes of the meeting which shall be open to public inspection.

7. Within ten (10) days after the Board of Trustees takes it final action, the President shall deliver to the student and/or the student’s parent or guardian, if the student is a minor or the student alone, if he/she an adult, either in person or by registered or certified mail, a letter setting forth the final action of the Board of Trustees, and a copy shall be filed in the student’s permanent record and in the files of the Board of Trustees. If the Board of Trustees expels the student, the Vice President of Student Services shall proceed to implement the disciplinary action as soon as practicable, unless otherwise directed by the Board of Trustees.

8. In any case where the Board of Trustees imposes expulsion based upon the student having disrupted the orderly operation of the College, the Board of Trustees, as part of its final action, may deny the expelled student access to the College Campus. If such condition is imposed by the Board of Trustees, the letter of notification required to be given by Paragraph 8 of this Section shall contain a statement of such condition and its duration.

9. The College shall retain records of all disciplinary investigations, proceedings, and action.

**STUDENT APPEAL PROCEDURES**

With the exception of recommendations of expulsions which are subject to appeal to the Board of Trustees, students may appeal the findings of the College Hearing Board to the College President. Such appeal may be based only on the following grounds:

1. Required procedures were not properly followed;
2. New evidence, not reasonably available at the time of the hearing is presented and is of sufficient importance to warrant reconsideration;
3. The findings were unsupported by evidence in record made before the hearing; or
4. The sanction imposed for the violation was unreasonably harsh or inappropriate when viewed within the context of the nature of violation.

Timelines for this appeal process are delineated below:

- The student has five (5) days from receipt of the findings of the hearing to file a written appeal with the Vice President of Student Services. The Vice President of Student Services will forward this appeal to the College President.
- Upon receipt of the written appeal, the President has ten (10) days to conduct an appeal hearing and five (5) days from that appeal to hand deliver or mail (by certified mail).
- The appeal hearing shall consist of a review of the record of the student’s original and presentation of information pertinent to the grounds for the appeal.
- Upon mutual agreement between the student and the College President, time limits may be extended.
**SUBJECT**

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<thead>
<tr>
<th>Effective Date: June 19, 2007</th>
<th>Exhibits:</th>
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<tbody>
<tr>
<td>District Policy: Student Grievance 5.21</td>
<td>Refer Questions To:</td>
</tr>
<tr>
<td>Department: Student Services</td>
<td>Vice President of Student Services</td>
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**Purpose:** A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her education rights. It may arise when a student believes he/she has been denied education rights provided by college, state and federal policies, rules, or laws. A student may seek redress through the following procedures:

**Procedures:**

**Step 1.** The complainant will first attempt to resolve his/her grievance by discussion with the person or group directly involved in the matter within five (5) working days after the occurrence of the alleged grievance.

**Step 2.** If the issue is not resolved to the satisfaction of the complainant, there shall be a conference within five (5) working days of Step 1. This conference shall include the principals involved i.e., the complainant, the accused, and the immediate supervisor. Prior to arranging the meeting, the supervisor shall check with the accused to ensure that the complainant has met with the accused.

The supervisor shall hear from both parties and seek to resolve the matter. The supervisor shall then provide a written summary of findings to the Vice President of Student Services, complainant and respondent.

**Step 3.** If the issue has not been resolved satisfactorily after the complainant has completed the procedures outlined in Step 1 and Step 2, the complainant shall declare that a grievance exists and shall submit a written statement to the Vice President of Student Services. The grievance must be submitted on the Grievance Report Form within five (5) working days of Step 2. The form may be obtained from the Office of the Vice President of Student Services.

**Step 4.** With the receipt of the complainant’s written grievance and the supervisor’s Summary of Findings, the Vice President of Student Services
Services will ensure that the grievance issues contained on the complainant’s Grievance Form are consistent with those issues contained in the supervisor’s Summary of Findings. The Vice President of Student Services may dismiss a grievance that has been determined to be inconsistent.

Step 5. If needed, the Vice President of Student Services shall set the time, date, and location for a formal grievance hearing. The hearing shall be held within ten (10) working days of the grievance being submitted.

Grievance Hearing

1. The grievance hearing shall involve the complainant, the accused, the appropriate supervisor, and the Vice President of Student Services. The principals involved in the matter may have one representative present at the grievance hearing.

2. Individuals participating in the grievance hearing shall discuss the charge(s), hear testimony, receive all available evidence pertaining to the charge(s), and when appropriate, examine witnesses. Either party will be notified in advance of the hearing if witnesses will be present.

3. The complainant shall assume the burden of proof.

4. The Vice President of Student Services shall judge the testimony and evidence and limit the investigation strictly to the complainant’s charge(s).

5. A record of the proceedings shall be maintained by the Vice President of Student Services. A transcript of the hearing will be provided to the complainant and to the accused.

6. Within ten (10) working days after the grievance hearing, the Vice President of Student Services shall submit his/her recommendation(s) to the President. If the President is involved in the dispute, the recommendation(s) shall be forwarded to the District Governing Board.

7. Within five (5) working days of the receipt of the Vice President of Student Service’s recommendation, the President shall render a decision and shall forward it to the complainant and to the accused.

Procedure: Appeal Procedure

The complainant or accused may appeal the President’s decision to the Chancellor. The appeal shall be considered by the Chancellor. All final appeals will be brought before the District Governing Board by the Chancellor.
Records

All records of the grievance proceedings shall be retained in a grievance file by the Vice President of Student Services. Only the principals, who are directly involved in the grievance, the President, the Vice President of Academic Affairs, the Vice President of Student Services, and the appropriate campus supervisor, shall have access to the file.
### SUBJECT

<table>
<thead>
<tr>
<th>Effective Date:</th>
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<tbody>
<tr>
<td>District Policy:</td>
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<tr>
<td>Appeals 5.21.2</td>
<td></td>
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<tr>
<td>Department:</td>
<td>Admissions and Records</td>
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Exhibits:
- Refer Questions To:
  - Registrar, Admissions and Records

Procedure:

1. Submit your request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested.

2. If the faculty member is not available, you may submit your request through the Academic Council Petition process. However, only the faculty member that assigned the original grade may authorize a change of grade.

3. If there are verifiable extenuating circumstances that precluded you from making a request within one year, you may submit a request through the Academic Council; however, a request for change of grade may not be initiated beyond four years after completion of the course.

4. Requests that involve changing an evaluative grade (A, B, C, D, F, CR, NC) to a non-evaluative grade (W) can be done only if extenuating circumstances apply. (Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.)

5. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or in competency.

6. Students will be notified when grade changes have been posted.