


MISSION AND GOALS

The District is in the process of updating and revising its Board Policy Manual with the assistance of the CCLC Policy and Procedure Service. Current Board Policies and Administrative Regulations will remain posted on the website as the District moves through the transition. Provisions that are currently in Board policy will not be repealed but may be moved to another chapter or combined with other policies.

Updated Board Policy Chapters will be posted on the website as they are approved by the Board. The former sections will remain on the website.



Administrative regulations have been revised to reflect the new numbering system and format, but retain all current language. They will be updated through the appropriate process.

A matrix illustrating the transition is posted below.






 [Matrix of SMC Board Policies and Administrative Regulations](#)
































Updated Board Policies and Administrative Regulations






Board Policy Chapter 1, The District

-  [BP 1100 The Santa Monica CCD](#)
-  [BP 1200 The District Mission](#)









Board Policy Chapter 2 – Board of Trustees

-  [BP 2010 Board Membership](#)
-  [BP 2015 Student Trustee](#)
- [BP 2100 Board Elections Rev. 3-26-17](#)
-  [BP 2105 Election of Student Trustee](#)
-  [BP 2110 Vacancies on the Board](#)
-  [BP 2200 Board Duties and Responsibilities](#)












-  BP 2210 Officers
-  BP 2220 Committees of the Board
-  BP 2305 Annual Organizational Meeting
-  BP 2310 Regular Meetings of the Board
-  BP 2315 Closed Sessions
-  BP 2320 Special and Emergency Meetings
-  BP 2330 Quorum and Voting
-  BP 2340 Agendas Rev. 3-26-17
-  BP 2345 Public Participation at Bd Mtgs Rev. 3-26-17
- BP 2350 Speakers
-  BP 2355 Decorum
-  BP 2360 Minutes
-  BP 2365 Recording
-  BP 2430 Delegation of Authority to the Supt-President
-  BP 2431 Supt-President Selection
-  BP 2432 Supt-President Succession
-  BP 2435 Evaluation of the Supt-President
-  BP 2510 Participation in Local Decision-Making
-  BP 2511 Participatory Governance - Academic Senate
-  BP 2512 Participatory Governance - Classified Staff
-  BP 2513 Participatory Governance - Associated Students
-  BP 2514 Participatory Governance - Management Assn
-  BP 2515 District Planning and Advisory Council
-  BP 2610 Presentation of Initial Collective Bargaining Proposals
-  BP 2710 Conflict of Interest
-  BP 2712 Conflict of Interest Code
-  BP 2715 Code of Ethics - Standards of Practice
-  BP 2716 Board Political Activity
-  BP 2717 Personal Use of Public Resources - Board
-  BP 2720 Communications Among Board Members
-  BP 2725 Board Member Compensation
-  BP 2730 Board Member Health Benefits

-  BP 2735 Board Member Travel
 -  BP 2740 Board Education
 -  BP 2745 Board Self-Evaluation
 -  BP 2750 Board Member Absence from the State
 -  BP 2800 Legal Services
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Administrative Regulations Chapter 2 – Board of Trustees
















-  AR 2320 Special and Emergency Meetings
 -  AR 2340 Agendas
 -  AR 2345 Public Participation at Board Mtgs
 -  AR 2360 Minutes
 -  AR 2410 Board Policies and Admin Regs
 -  AR 2515 DPAC
 -  AR 2610 Presentation of Initial Collective Bargaining Proposals
 -  AR 2710 Conflict of Interest
 - AR 2712 Conflict of Interest Code
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Board Policy Chapter 3 – General District

-  BP 3050 Institutional Code of Ethics
-  BP 3100 Organizational Structure
-  BP 3150 Organizational Memberships
-  BP 3200 Accreditation
-  BP 3225 Institutional Effectiveness
-  BP 3250 Inst Planning
-  BP 3260 DPAC
-  BP 3280 Grants
-  BP 3300 Public Records
-  BP 3310 Records Retention and Destruction
-  BP 3410 Nondiscrimination










-  BP 3420 EEO
-  BP 3430 Prohibition of Harassment
-  BP 3440 Animals
-  BP 3500 Campus Safety
-  BP 3501 Campus Security and Access
-  BP 3505 Emergency Response Plan
-  BP 3510 Workplace Violence
-  BP 3515 Reporting of Crimes
-  BP 3518 Child Abuse Reporting
-  BP 3520 Local Law Enforcement
-  BP 3525 Parking Citation Payment
-  BP 3530 Weapons on District Property
-  BP 3540 Sexual and Other Assaults on Campus
-  BP 3550 Drug-Free Environment and Drug Prevention Program
-  BP 3560 Alcoholic Beverages
-  BP 3570 Smoke Free Campus
-  BP 3600 Auxiliary Organizations
-  BP 3625 General Advisory Board
-  BP 3650 SMC Foundation
-  BP 3710 Securing of Copyright
-  BP 3715 Intellectual Property
-  BP 3720 Computer and Network Use
-  BP 3750 Use of Copyrighted Material
-  BP 3810 Claims Against the District
-  BP 3820 Gifts or Donations to the District
-  BP 3900 Speech - Time, Place, and Manner
-  BP 3950 Display of Federal and State Flags
-  BP 3960 Participation in Community Activities and Orgs
-  BP 3990 Public Information
-  BP 3996 Radio Station KCRW-FM

Administrative Regulations Chapter 3 – General District




-  AR 3050 Institutional Code of Ethics
 -  AR 3225 Institutional Effectiveness
 -  AR 3300 Public Records
 -  AR 3310 Records Retention and Destruction
 -  AR 3420 EEO
 -  AR 3434 Prohibition of Sexual Harassment Under Title IX
 -  AR 3505 Emergency Response Plan
 -  AR 3510 Workplace Violence
 -  AR 3515 Reporting of Crimes
 -  AR 3520 Local Law Enforcement
 -  AR 3530 Weapons on District Property
 -  AR 3540 Sexual and Other Assaults on Campus
 -  AR 3720 Computer and Network Use
 -  AR 3900 Speech - Time, Place, and Manner
 -  AR 3950 Display of Federal and State Flags
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Board Policy Chapter 4 – Academic Affairs

















-  BP 4010 Academic Calendar
-  BP 4020 Program, Curriculum, and Course Development
-  BP 4026 Philosophy & Criteria for International Ed
-  BP 4030 Academic Freedom
-  BP 4050 Articulation
-  BP 4070 Course Auditing Auditing Fees
-  BP 4100 Graduation Requirements for Degrees and Certificates
-  BP 4105 Distance Education
-  BP 4225 Course Repetition
-  BP 4230 Grading and Academic Record Symbols
-  BP 4232 Credit/No Credit

-  BP 4235 Credit by Examination
 -  BP 4236 Credit for Prior Learning
 -  BP 4240 Academic Renewal
 -  BP 4250 Probation, Dismissal and Readmission
 -  BP 4260 Prerequisites, Co-Requisites, and Advisories
 -  BP 4300 Field Trips and Excursions
 -  BP 4400 Community Services Programs
 -  BP 4700 Guest Speakers - Solicitation in the Classroom
 -  BP 4800 Advisory Boards
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Administrative Regulations Chapter 4 – Academic Affairs







-  AR 4000 Catalog Rights
 -  AR 4100.1 Number of Degrees and Certificates Awarded to a Students
 -  AR 4100.3 Recognition of Academic Excellence
 -  AR 4111.1 Auditing of Courses
 -  AR 4222 Remedial Coursework
 -  AR 4225 Credit Course Repetition
 -  AR 4226 Enrollment Overlap Conflicts
 -  AR 4230 Grading and Academic Record Symbols
 - AR 4235 Credit for Prior Learning and Credit by Examination
 -  AR 4310 Final Examinations
 -  AR 4314.1 Credit by Examination Based on HS Articulation
 -  AR 4240 Academic Renewal
 -  AR 4245 Progress Renewal
 -  AR 4350 Graduation Requirements
 -  AR 4352 Recognition of Academic Excellence
 -  AR 4354.1 IGETC Certificate of Achievement
 -  AR 4354.2 CSU GE Certificate of Achievement
 -  AR 4355 Graduation Proficiency
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Board Policy Chapter 5 – Student Services

-  BP 5010 Admissions and Concurrent Enrollment
-  BP 5111 Admission of HS and Other Young Students
-  BP 5012 International Students
-  BP 5020 Nonresident Tuition
-  BP 5030 Fees
-  BP 5031 Instructional Materials
-  BP 5040 Student Records, Directory Info & Privacy
-  BP 5050 Student Success and Support Program
-  BP 5052 Open Enrollment
-  BP 5070 Attendance
-  BP 5075 Course Adds, Drops and Withdrawals
-  BP 5110 Counseling
-  BP 5140 DSPS
-  BP 5430 Student Clubs and Organizations
-  BP 5500 Standards of Student Conduct
-  BP 5700 Intercollegiate Athletics


Administrative Regulations Chapter 5 – Student Services

-  AR 5010 Admissions
-  AR 5011 Admission and Concurrent Enrollment of HS and Other Young Students
-  AR 5017 Respond to Inquiries of Immig 12-10-19
-  AR 5030 Fees
-  AR 5040 Student Records
-  AR 5040.2 Transcripts
-  AR 5040.3 Use of Social Security Numbers
-  AR 5040.4 Types, Locations and Custodian of Education Records
-  AR 5045 Student Records-Challenging Content and Access Log
-  AR 5055 Enrollment Priorities
















-  AR 5070 Attendance
 -  AR 5075 Course Adds, Drops, and Withdrawals
 -  AR 5203 Lactation Accommodation 12-10-19
 - AR 5400 Associated Students
 -  AR 5410 Associated Students Election 12-10-19
 -  AR 5420 Associated Students Finance 12-10-19
 -  AR 5424 Formation of Students Clubs
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Board Policy Chapter 6 – Business and Fiscal Affairs










-  BP 6100 Delegation of Authority, Business and Fiscal Affairs
-  BP 6116 Debt Issuance
-  BP 6150 Designation of Authorized Signatures
-  BP 6200 Budget Preparation
-  BP 6250 Budget Management
-  BP 6300 Fiscal Management
-  BP 6320 Investments
-  BP 6330 Purchasing
-  BP 6340 Bids and Contracts
-  BP 6400 Financial Audits
-  BP 6450 Wireless or Cellular Telephone Use
-  BP 6500 Property Management
-  BP 6520 Control and Security for District Property
-  BP 6540 Insurance
-  BP 6550 Disposal of Property
-  BP 6600 Capital Construction
-  BP 6620 Naming of Facilities
-  BP 6700 Civic Center and Other Facilities Use
-  BP 6740 Citizens' Bond Oversight Committee
-  BP 6750 Parking
-  BP 6900 Bookstore
-  BP 6905 Food Services











-  BP 6960 Sustainability - Environmental Responsibility
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Administrative Regulation Chapter 6 – Business and Fiscal Affairs






-  AR 6100 Delegation of Authority, Business and Fiscal Affairs
 -  AR 6116 Debt Issuance
 -  AR 6150 Designation of Authorized Signatures
 -  AR 6200 Budget Preparation
 -  AR 6250 Budget Management
 -  AR 6300 Fiscal Management
 -  AR 6310 Accounting
 -  AR 6320 Investments
 -  AR 6324 Reporting Fraud, Waste, Abuse
 -  AR 6325 Payroll
 -  AR 6330 Purchasing
 -  AR 6341 Business Diversity
 -  AR 6500 Property Management
 -  AR 6740 Citizens' Bond Oversight Committee
 -  AR 6810 Unmanned Aircraft
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Board Policy Chapter 7 – Human Resources

-  BP 7100 Commitment to Diversity
-  BP 7110 Delegation of Authority, Human Resources
-  BP 7120 Recruitment and Selection
-  BP 7130 Compensation
-  BP 7140 Collective Bargaining
-  BP 7145 Personnel Files
-  BP 7150 Evaluation
-  BP 7160 Professional Development
-  BP 7210 Academic Employees


-  BP 7212 Temporary Faculty
-  BP 7230 Classified Employees
-  BP 7240 Classified Confidential Employees
-  BP 7250 Academic Administrators
-  BP 7260 Classified Managers
-  BP 7310 Nepotism
-  BP 7330 TB Risk Assessment
-  BP 7335 Health Examinations
-  BP 7340 Leaves
-  BP 7341 Sabbaticals
-  BP 7343 Industrial Accident and Illness Leave
-  BP 7345 Catastrophic Leave Program
-  BP 7350 Resignations
-  BP 7355 Retirement
-  BP 7370 Political Activity
-  BP 7371 Personal Use of Public Resources
-  BP 7380 Retiree Health Benefits
-  BP 7381 Health and Welfare Benefits
-  BP 7385 Salary Deductions
-  BP 7400 Travel
-  BP 7510 Domestic Partners
-  BP 7600 SMC Police Department
-  BP 7700 Reporting Fraud, Waste, Abuse
-  BP 7800 Citizen Complaints Against District Personnel


Administrative Regulations Chapter 7 – Human Resources

-  AR 7120 Hiring FT Faculty 11-2019
-  AR 7130 Compensation
-  AR 7145 Personnel Files
-  AR 7150 Evaluation
-  AR 7160 Professional Development



-  AR 7210.1 Regular, Contract and Temporary Academic Employees
 - AR 7210.2 Duties and Responsibilities of Faculty Members
 - AR 7210.3 Academic Rank
 -  7210.4 Department Chairs and Faculty Chairs - Tenure and Selection
 -  AR 7210.5 Student Club Advisor Responsibilities
 -  AR 7211 FSAs, Min Quals, and Equivalencies
 -  AR 7212 Temporary Faculty
 -  AR 7230 Classified Employees
 -  AR 7250 Academic Administrators
 -  AR 7330 Communicable Disease
 -  AR 7336 Certification of Freedom from TB
 -  AR 7340 Leaves
 -  AR 7341 Sabbaticals
 -  AR 7343 Industrial Accident and Illness Leave
 -  AR 7345 Catastrophic Leave Program
 -  AR 7355 Retirement
 -  AR 7360 Discipline and Dismissal of Regular and Contract Employees
 -  AR 7400 Travel
 -  AR 7700 Whistleblower Protection
 -  AR 7800 Citizen Complaints Against District Personnel
 -  AR 7900 Lactation Accommodation
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Current Board Policy (pending update)

 Board Policy - Section 4000, Student Services

 Board Policy - Section 5000, Curriculum and Instruction

Current Administrative Regulations (pending update)

-  Administrative Regulations - Section 2000, General District
-  Administrative Regulations - Section 3000, Human Resources

-  Administrative Regulations - Section 4000, Student Services
-  Administrative Regulations - Section 5000, Curriculum and Instruction