

Alexandra Tower
Chair
Professor, Botany & Environmental Biology

Esau Tovar
Vice Chair
Interim Dean, Enrollment Services
310-434-4012

AnnMarie Leahy
Secretary

Members

Laurie Guglielmo
Chair, Counseling Department

Deyna Hearn
Dean of Students

Denise Kinsella
Associate Dean, IEC

Lucy Kluckhohn-Jones
Professor, Microbiology

Karen Legg
Counseling Department

Alicia Villalpando
Counselor, Transfer Center

Betty Wong
Professor, Mathematics

Student Representatives

Steve Maldonado
Kymia Mahjouri

Interested Parties (non-voting)

Benny Blaydes
Counselor, Associated Students

Gail Fukuhara
Counselor, International Counseling Center

Nathalie Laille
Counselor, Disabled Students Center

Mike Tuitasi
Vice President, Student Affairs

Spring 2016 Meetings

1st and 3rd Wednesdays 1:00 – 3:00 p.m.

*Except when noted

Science Conference Room (Science 251)

Wednesday, 17 Feb
Wednesday, 2 Mar
Wednesday, 16 Mar
Wednesday, 6 Apr
*Wednesday, 27 Apr
Wednesday, 4 May
Wednesday, 18 May
Wednesday, 1 Jun

STUDENT AFFAIRS COMMITTEE

AGENDA

17 FEB 2016

1. Call to Order
2. Public Comments
3. Approval of minutes
 - a. 23 September 2015 – revision (page 2)
 - b. 28 October 2015 – revision (page 3)
 - c. 9 December 2015 (page 4)
 - i. Vote tally from 9 December 2015 (page 5)
4. ARs
 - a. 4111.6 Transfer Credit from Foreign Institutions for a SMC Degree/Certificate (page 7)
 - b. 4111.3 California High School Proficiency Examination and General Education Diploma (Page 8)
 - c. 4114 Student Success and Support Program (page 8)
5. Announcements
 - a. Fall 2015 recap: Following is a link to the updated Administrative Regulations Section 4000, Student Services: http://www.smc.edu/ACG/Documents/Administrative_Regulations/AR_4000_StudentServices.pdf
 - i. The most recent revised/updated regulations have been incorporated:

AR 4111.7	Enrollment Overlap and Time Conflicts
AR 4210	F-1 and F-2 International Students
AR 4210.1	Other Temporary Non-Immigrant Statuses
AR 4331	Academic Renewal
AR 4440	Academic and Extracurricular Trips
AR 4111.5	Submission of Official Transcripts and Test Scores (Renamed from Transfers from Other Colleges)
 - ii. Pending further review:

AR 4342	Standards of Student Success
---------	------------------------------
 - b. Revision suggestions for Spring 2016

Student Affairs Committee
Minutes Wednesday, September 23, 2015

Attendees: Alexandra Tower - Chair, Laurie Guglielmo, Karen Legg, Lucy Kluckhohn-Jones, Alicia Villalpando, Betty Wong, Esau Tovar - Vice Chair, Benny Blaydes, Gail Fukuhara, Nathalie Laille

Excused/Absent: Deyna Hearn, Denise Kinsella, Steve Maldonado (Student Rep).

1. Call to order 1:00 pm

2. The committee voted unanimously to approve the minutes from September 9, 2015 with the addition of the following attendance tally:

Attendees: Alexandra Tower - Chair, Laurie Guglielmo, Karen Legg, Lucy Kluckhohn-Jones, Alicia Villalpando, Betty Wong, Esau Tovar - Vice Chair, Benny Blaydes, Gail Fukuhara, Deyna Hearn, Denise Kinsella.

Excused/Absent: Nathalie Laille, Steve Maldonado (Student Rep).

3. Old Business

- a. It was discussed that some of the ARs proposed for revision this year at the September 9th meeting will be placed on hold until the guidelines for the Bachelor's degree are established, in order to avoid duplication of effort.

4. New Business

- a. AR 4331: Academic Renewal
 - i. This AR was updated to remove the two year wait time restriction currently required to file for academic renewal. By a vote of 6 to 1, with Esau Tovar voting no, the committee members noted the requirement of completing a minimum number of consecutive units with a certain grade point average was a sufficient requirement to file for academic renewal. The rationale for removing the two year wait time is so as not to delay the students from regaining eligibility for enrollment priority, financial aid, and the completion of their academic goals. Esau expressed this may have an unintended effects, such as decreased student motivation to complete courses successfully. Additionally, this will result in a significant increase in workload with Admissions and Records, which will likely not be met in a timely fashion.
- b. AR 4340: Credit Course Enrollment Limitation
 - i. The committee elected not to amend this AR at the current time.
- c. AR 4342: Standards of Student Success – Probation and Disqualification
 - i. This AR was updated to reflect the following fee waiver provisions approved by the California Community Colleges Board of Governors: effective Fall 2016, after two consecutive semesters of academic and/or progress probationary status, a student will lose eligibility for the California Board of Governor's Fee Waiver. **Vote to approve: 6-0-0.**
- d. AR 4111.7: Enrollment Overlap - Courses with Meeting Time Conflicts
 - i. This AR was updated to stipulate that students must allow for a minimum period of 30 minutes to travel between campuses when enrolling in consecutive classes. It also makes it clear that instructors are under no obligation to approve a request for time conflict. **Vote to approve: 6-0-0.**

5. Meeting Adjourned at 2:25 pm

Respectfully submitted by Ann Marie Leahy

Student Affairs Committee
Minutes Wednesday, October 28, 2015

Attendees: Alexandra Tower - Chair, Laurie Guglielmo, Karen Legg, Lucy Kluckhohn-Jones, Alicia Villalpando, Betty Wong, Esau Tovar - Vice Chair, Benny Blaydes, Deyna Hearn, Nathalie Laille, Beatriz Magallon.

Excused/Absent: Gail Fukuhara, Denise Kinsella, Steve Maldonado (Student Rep).

1. Call to order 1:00 pm

2. The committee voted unanimously to approve the minutes from September 23, 2015.

3. Old Business

- a. AR 4342 Standards of Student Success - Probation and Disqualification, AR 4332 Progress Renewal, AR 4210 F-1 International Students' Visas and AR 4210.1 Other Temporary Nonimmigrant Statuses all passed the first full read at the Academic Senate.

4. New Business

- a. AR 4342 Standards of Student Success - Probation and Disqualification
 - i. Beatriz asked that the committee consider updating this AR to allow for a student to remain three semesters on probation before they are considered disqualified rather than the current two semesters. Beatriz stated that three semesters are allowable per Title 5. She also mentioned that with SSSP funding we will have greater resources to target and assist these students before they are disqualified.
 - ii. Karen mentioned we cannot compel students to come in when they are on probation, but disqualified students must see a counselor to enroll in classes. Karen feels it is beneficial for the students to have to come to meet with a counselor to address their needs sooner rather than later.
 - iii. Alicia also mentioned there is already a provision in the AR that students can petition to enroll when they are considered disqualified.
 - iv. Beatriz also asked the committee to consider standardizing the percentage of successful course completion required for students enrolled in under 12-30 units verses over 31 or more units. By a vote of 7 to 2, with one abstention, the Committee voted against changing the current percentages used to define timely progress.
 - v. The committee suggested that plans still get developed to target these students, but to hold off on any further changes to this AR right now.
- b. AR 4332 Progress Renewal
 - i. This AR was updated to reduce from two year wait time restriction currently required to one year to file for progress renewal. **Vote to approve: 6-0-0**

5. Alex requested that the committee consider how they define the scope and function of the Student Affairs Committee given the pending bylaw review.

6. Meeting Adjourned at 2:25 pm

Respectfully submitted by Ann Marie Leahy

Student Affairs Committee
Minutes Wednesday, December 9, 2015

Attendees: Alexandra Tower - Chair, Laurie Guglielmo, Lucy Kluckhohn-Jones, Alicia Villalpando, Betty Wong, Esau Tovar - Vice Chair, Karen Legg, Gail Fukuhara, Denise Kinsella, Benny Blaydes, Deyna Hearn, Nathalie Laille, Steve Maldonado (Student Rep), Nancy Grass, Mike Tuitasi.

Excused/Absent: Kymia Mahjouri (Student Rep).

1. Call to order 1:00 pm

2. Public Comments

- a. Several students currently serving in student government came to the meeting to request the Committee re-exam the minimum requirements for various student government positions at Santa Monica College and make these consistent with Ed Code. The students requested the Committee lower the amount of units our students are required to be enrolled in while serving in student government, which are currently outlined in AR 4420 Enrollment and Scholarship Standards for Participation in Santa Monica College Student Government. The students suggested that the current unit requirements are an obstacle for creating a student government that is truly representative of our diverse student body. The students want the Committee to consider the impact an 8 unit requirement has on various special groups such as STEM and disabled students.
- b. Alex mentioned that questions were raised on how the Student Affairs Committee passes through ARs to the Senate if formal votes are not recorded. Esau mentioned the Committee has a history of voting by consensus. The Committee has not formally adopted a parliamentary procedure method. However, the Committee does and has taken formal votes.

3. Motion to approve minutes from November 4, 2014 by Lucy Kluckhohn-Jones, 2nd by Alicia Villalpando. The Committee voted 9 yes - 0 no - 0 abstain, to approve the minutes as presented (vote 1, summary table below).

Motion to approve minutes from November 25, 2015 by Laurie Guglielmo, 2nd by Alicia Villalpando. The Committee voted 7 yes - 0 no - 2 abstain (Karen Legg and Denise Kinsella), to approve the minutes with a few amendments (vote 2, summary table below).

4. Old Business

- a. AR 4342 Standards of Student Success - Probation and Disqualification, AR 4111.7: Enrollment Overlap - Courses with Meeting Time Conflicts, AR 4440 Extracurricular Trips, AR 4331: Academic Renewal, AR 4210 F-1 International Students' Visas, and AR 4210.1 Other Temporary Nonimmigrant Statuses all passed the 2nd read in the full Academic Senate.
- b. AR 4111.5 Transfers from Other Colleges, was completely reworked to address questions that were raised in Academic Senate. Motion to approve the AR as amended in the meeting by Denise Kinsella, 2nd by Karen Legg. The Committee voted 9 yes - 0 no - 0 abstain, to approve the AR as amended in the meeting (vote 3, summary table below).

5. New Business

- a. AR 4420 Enrollment and Scholarship Standards for Participation in SMC Student Government –
 - i. Alex Tower asked the Committee if there were any objections to taking comments from the students during the Committee's discussion. There were no objections.
 - ii. Student Johnathan Eady reiterated that he felt reducing the unit requirement would increase access to student government opportunities for our diverse student body. He feels the

- current 8 unit requirement excludes part-time students, working students, and disabled students.
- iii. Nathalie mentioned that the Disabled Students Center is charged with providing students reasonable accommodations. Assessing the tasks a student can perform is done on a case by case basis. The most important thing is to understand what the student's goals and priorities are as students.
 - iv. Mike Tuitasi mentioned that there are unit minimum requirements for several groups on campus such as EOPS (9 units), student athletes (12 units) and President Ambassadors (12 units), although the amount of time these groups are required to participate in extracurricular events vary.
 - v. Benny Blades mentioned that the requirements for student government members across various California Community Colleges vary between 5 and 12 minimum units enrolled in while serving.
 - vi. The students want the Committee to consider whether:
 1. Special consideration for lower unit requirements could be given to special groups to encourage more diversity (ie. STEM, disabled students).
 2. Some of the student government members' work could count toward unit requirements.
 3. The student government members could be given priority registration, to help them find the best classes to accommodate their unit requirements.
 - vii. Benny Blades mentioned that the student government members used to have a 5 hour a week commitment, but over the years they have self-imposed greater required hours on themselves.
 - viii. Deyna Hearn mentioned that the students are also asked to serve on various college committees.
 - ix. The Committee asked the students to look at their own Constitution that requires the students commit 15 hours a week to serve in student government, and consider decreasing this requirement.
 - x. If students need to drop a class for any reason during the fall or spring semesters that would put them below the required units to keep their positions, Esau noted that the Committee could examine the possibility of the students "making up" the missing units in the winter and summer sessions.
 - xi. A subcommittee was formed to review this AR in the spring. The members of the subcommittee are: Benny Blaydes, Deyna Hearn, Steve Maldonado (Student Rep) and either Lucy Kluckhohn-Jones or Denise Kinsella.

6. Meeting Adjourned at 2:50 pm

Date: <u>12/9/15</u> .		Vote 1			Vote 2			Vote 3		
		mins:11/4/15			mins: 11/25/15			AR: 4115		
		yes	no	Abstain	yes	no	Abstain	yes	no	Abstain
Voting Members	present									
Alexandra Tower, Chair	x	x			x			x		
Esau Tovar, Vice Chair	x	x			x			x		
Laurie Guglielmo	x	x			x			x		
Deyna Hearn	x	x			x			x		
Denise Kinsella	x	x					x	x		
Lucy Kluckhohn-Jones	x	x			x			x		
Karen Legg	x	x					x	x		
Alicia Villalpando	x	x			x			x		
Betty Wong	x	x			x			x		
Student Representatives										
Steve Maldonado	x									
Kymia Mahjouri										
Interested Parties (non-voting)										
Benny Blaydes	x									
Gail Fukuhara	x									
Nathalie Laille	x									
Total	10	9	0	0	7	0	2	9	0	0
1st		Lucy			Laurie			Denise		
2nd		Alicia			Alicia			Karen		
notes:		approved			approved with adjustments to AR 4342 ii			approved rewrite		

Respectfully submitted by Ann Marie Leahy

RATIONALE FOR REVISION

This AR is being revised to reflect the addition of the Bachelor's degree program.

ARTICLE 4100 ADMISSION AND REGISTRATION**AR 4111.6 Transfer Credit from Foreign Institutions for a SMC Degree/Certificate**

Santa Monica College may accept postsecondary foreign coursework toward the fulfillment of Associate degree and certificate requirements, on a case-by-case basis, subject to the limitations noted below.

1. All coursework from foreign colleges must first be evaluated by an approved agency in the United States that evaluates foreign credentials and transcripts. A current list of approved agencies may be found on the Admissions and Records website.
2. After evaluation by an approved agency, all requests for transfer credit will be reviewed by the Admissions and Records office upon submission of a written request for evaluation.
3. Elective credit units may be granted at the discretion of the Dean of Enrollment Services (or designee).
4. General Education credit for a specific course may be granted at the discretion of the Dean of Enrollment Services (or designee) in consultation with the appropriate department chair (or designee), if relevant.
5. The following general education requirements for SMC degrees and/ or certificates must be satisfied at a U.S. regionally accredited college or university. However, courses taken outside of the U.S. thought to meet these requirements will be considered on a case-by-case basis by the appropriate Department Chair (or designee).
 - a. Area II, Social Science Group A
 - b. Area IV, Language and Rationality Group A
6. There is no limitation on the number of foreign coursework units that may be applied toward degrees and/ or certificates at SMC. Grades for foreign coursework will not be calculated into the SMC GPA. Students are responsible for satisfying all other degree/ certificate requirements, including units in residence.
7. Final decisions on major course equivalencies will be made by department chair (or designee) at the request of Counseling or Admissions and Records. Students may be requested to provide

certified translations of course descriptions and syllabi. Department chairs may deny approval at their discretion in the absence of sufficient documentation.

8. The acceptance of foreign coursework by Santa Monica College does not in any way imply, nor guarantee, that other two- and four-year colleges/ universities will accept such coursework. These institutions will conduct their own evaluations.

Reviewed and/or Updated: 4/29/03, 12/3/13, 5/14, 7 February 2016

RATIONALE FOR REVISION

This AR is currently not in agreement with AR 4113 (High School Concurrent Enrollment). The following has been revised in order to correct that.

ARTICLE 4100 ADMISSION AND REGISTRATION **AR 4111.3 California High School Proficiency Examination and General Education Diploma**

Students will be allowed to enter Santa Monica College at age 16 if they have passed the California High School Proficiency Examination (CHSPE) or the General Education Diploma (GED) and present either the "Student Score Report", CHSPE Certificate, or GED Diploma when applying for admission. **Exceptions to this regulation are outlined in article 4113, High School Concurrent Enrollment.**

Reviewed and/or Updated: 4/29/03, 17 February 2016

RATIONALE FOR REVISION

Minor changes to include the Bachelor's degree and also to refer to AR4113 (High School Concurrent Enrollment)

ARTICLE 4100 ADMISSION AND REGISTRATION **AR 4114 Student Success and Support Program**

Student success is the responsibility of the student and the institution, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the Student Success and Support Program (SSSP) is to increase California community college student access and success through the provision of core matriculation services, including assessment and placement, orientation, counseling, advising, and other educational planning services to provide students with the support services necessary to assist them in achieving their education goal and identified course of study.

1. Components and Participation

Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed. The matriculation components shall consist of Assessment and Placement, Orientation, Counseling/Advising/Other Educational Planning Services/Education Plan Development (hereafter referred to as

Counseling), and Follow-Up Services for at-risk students. Details concerning these components and exemptions are noted below.

2. Matriculation Status

Matriculation status shall be established for all new students at the time they submit their application for admission to the College. Their status shall be either “matriculant” or “exempt matriculant.”

Students are considered matriculants if they are enrolling at Santa Monica College for the first time and their goal is to earn a degree at SMC, transfer to a four-year college or university, or complete a career certificate.

3. Exempt Matriculants

An “Exemption” is a waiver or deferral of a student’s participation in assessment and placement, orientation, or counseling services, which are required of students.

Any student who is exempt from assessment and placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment as noted in Section 4 below. Information on exemptions and waivers is available in the College Catalog and the Schedule of Classes. Exemptions concerning assessment and placement testing are noted in AR 4111.4.

Once the period for exemption expires, students become matriculants, and must then meet any requirements from which they were initially exempted.

a. Orientation and Counseling (excluding education plan development)

Matriculants may be exempt from the orientation and the counseling component if they meet any of the following requirements:

- i. Have completed an Associate Degree or higher;
- ii. Have enrolled for a reason other than career development or advancement, transfer, attainment of a degree or certificate, or completion of basic skills or English as a Second Language course sequence;
- iii. Have enrolled solely to take courses that are legally mandated for employment as defined in Title 5, Section 55000 or necessary in response to a significant change in industry or licensure standards;
- iv. Are high school students concurrently enrolled at SMC (see AR 4113);
- v. Have previously attended SMC and are returning after a break in enrollment for no more than four semesters.

b. Assessment and Placement

Matriculants may be exempt from the assessment and placement component provided they meet the exemption criteria noted in Administrative Regulation 4111.4 (Section 3).

c. Education Plan Development

Matriculants may be exempt from the student education plan development requirement (part of the Counseling component) only if they are not a first-time college student.

4. Required Institutional Services (55520)

Santa Monica College provides the following matriculation components:

a. Orientation (55521)

During orientation, students shall be provided with information on a timely basis regarding the following:

- i. Academic expectations and progress and probation standards
- ii. Maintaining enrollment priority
- iii. Prerequisites or co-requisite challenge processes

- iv. Maintaining Board of Governors (BOG) Fee Waiver eligibility
 - v. Description of available programs, support services, financial aid assistance, campus facilities, and how they can be accessed
 - vi. Academic calendar and important timelines
 - vii. Enrollment and college fees
 - viii. Available education planning services
- b. Assessment and Placement (55522)
- Santa Monica College requires all matriculants to participate in English, ESL, and mathematics assessment prior to enrolling in courses. As noted in AR 4111.4, Santa Monica College:
- i. Utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills;
 - ii. Utilizes multiple measures in combination with assessment tests to place students into courses.
 - iii. Validates assessment and placement instruments for local use according to the CCC Chancellor's Office guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias;
 - iv. Undertakes studies to ensure that no assessment test, method, or procedure has a disproportionate impact on particular groups of students;
 - v. Informs students of alternate means by which they may place into college courses;
 - vi. Notifies students of assessment and placement requirements, including placement test preparation materials.
- c. Counseling, Education Plan Development, and Other Educational Planning Services (55523/55524)
- Santa Monica College provides a variety of Counseling services to new and continuing students, including:
- i. Assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study;
 - ii. The provision of information guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and;
 - iii. Opportunities to develop an education plan outlining a course of study related to a student's academic and career goal. All matriculants must develop a one or two term abbreviated education plan prior to enrollment in their first semester. All matriculants are required to complete a comprehensive education plan encompassing the required goal coursework after completing 15-degree applicable units or prior to the end of their third semester.
- d. Follow-up Services (55525)
- The College shall maintain a follow-up system that ensures regular monitoring for early detection of academic difficulty and provides students with advice or referral to specialized services or curriculum offerings when necessary. Follow-up services shall be targeted to at-risk students, specifically students enrolled in basic skills courses, students who have not yet identified an education goal and course of study, students who are on academic/progress probation, or who have been disqualified. Santa Monica College will refer students when appropriate to support services and will share information about curriculum offerings. These services include, but are not limited to, probation/disqualification interventions, academic early alert systems, and referral to other support services.
- i. Probationary Students:
Santa Monica College requires students who are placed on academic and/or progress probation to enroll in a limited unit load and to meet with a counselor to develop intervention strategies and/or

formulate an education plan to return to good standing.

- ii. **Disqualified Students:**
To return to good standing, disqualified students must meet with a counselor to develop intervention strategies and/or revise an education plan.
- iii. **Undeclared Students:**
Matriculants who have not declared educational goals must participate in career or academic selection counseling after completing 15 degree-applicable semester units or prior to the end of their third semester at Santa Monica College.
- iv. **Students Enrolled in Basic Skills Courses: (55520)**
Santa Monica College shall provide Basic Skills students with the opportunity to participate in a variety of support services, such as counseling services, counselor outreach to Basic Skills courses, tutoring, and supplemental instruction.

5. Accommodations

Accommodations for the select groups below may be provided by the College.

- a. **Students with Disabilities:**
Santa Monica College shall provide reasonable accommodations to the disability-related needs of individual students. Such accommodation shall be determined through an interactive process and on a case by case basis. Participation in the Disabled Student Programs & Services (DSPS) program is voluntary and, therefore, no student with a disability shall be denied an accommodation for the assessment because he or she chooses not to use the services provided by that program. Consultation is available with the ADA 504 Compliance Officer, if necessary.
- b. **Extended Opportunity Programs and Services (EOPS):**
EOPS is authorized to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Participation in EOPS is voluntary and no student may be denied necessary support because he or she chooses not to use specialized services provided by this program.
- c. **English Language Learners:**
Santa Monica College shall ensure that SSSP services are accessible for English language learners and are appropriate to their needs. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.

6. Student Responsibilities: (55530)

- a. All students shall be required to:
 - i. identify an education and career goal after completion of the 15th unit of degree- applicable coursework, or prior to the end of the third semester, whichever comes first. Failure to fulfill the mandatory SSSP requirements may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.
 - ii. engage diligently in course activities and complete assigned coursework; and
 - iii. complete courses and maintain progress toward an education goal.
- b. Nonexempt first-time students, prior to their first enrollment, shall be required to:
 - i. identify an education goal;
 - ii. be assessed to determine appropriate course placement;
 - iii. complete online orientation;

- iv. participate in counseling or other educational planning services to develop, at a minimum, an abbreviated student education plan. Failure to fulfill the required services may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.

7. Program Effectiveness and Improvement

Santa Monica College shall establish a program of institutional research for the ongoing evaluation of the services funded through the Student Success and Support Program and use the research results as a basis to continuously improve services to students.

8. Violations and Appeals (55534)

Formal written complaints about the matriculation process may be filed with the administrator in charge of the Student Success and Support Program or designee. Records of all such written complaints shall be retained in the Student Success and Support Program administrator's office for at least 3 years after the complaint has been resolved or longer if necessary to meet other requirements.

When a complaint contains an allegation that the District has violated the provisions of the Assessment policy (55522(c)), the College shall advise the student, upon completion of the challenge procedure, that he or she may file a formal complaint of unlawful discrimination, pursuant to Section 59300.

Reference: California Code of Regulations, Title 5, Sections 55500, 55502, 55510, 55511, 55512, 55516, 55518, 55520-55534,

Reviewed and/or Updated: 4/29/03

Revised: 11/25/2014 (Replaced former AR 4114 entitled Matriculation), updated 17 February 2016