Board Policy
Chapter 5 – Student Services

## BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person possessing a high school diploma from a regionally accredited institution or its equivalent.
- Other persons who are 18 years of age or older who, in the judgment of the Superintendent/ President or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

Admission of Special Part-Time Students
Any student 13 years of age or older who has completed the eighth grade is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission
If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Superintendent/President shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment
Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Also see AR 5010 Admissions, BP/AR 5011 Admission and Concurrent Enrollment of High School and Other Young Students, BP/AR 5012 International Students, AR 5013 Students in the Military, and BP/AR 5020 Nonresident Tuition.

References:
    Education Code Sections 76000, 76001, 76002, and 76038;
    Labor Code Section 3077;
    34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
    ACCJC Accreditation Standard II.C.6

Adopted:  May 7, 2001
Revised:

Board Policy
Chapter 5 – Student Services

## BP 5012      INTERNATIONAL STUDENTS

The Santa Monica Community College District shall follow administrative regulations for international students regarding application procedures, admissions requirements, sponsorship requirements, and fees.

Also see BP/AR 5020 Nonresident Tuition and BP/AR 5030 Fees.

References:  Education Code Sections 68050, 68051, 68062, 76140, and 76141

Adopted:  May 7, 2001
Revised:

(Replaces former SMC BP 4210)

Board Policy
Chapter 5 – Student Services

## BP 5020    NONRESIDENT TUITION

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than March 1 of each year, the Superintendent/President shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year.  The fee will be calculated by a formula in accordance with state law and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education.

The nonresident tuition fee thus established will be published in the College Catalog and Schedule of Classes.

International Students Fees
The Santa Monica Community College District shall establish an application fee for persons applying for admission to Santa Monica College as F-1 visa international students.  The fee for such application shall be established by the District in accordance with Administrative Regulation-5012 International Students.

F-1 visa international students must pay non-resident tuition, which will be set by the Board of Trustees prior to March 1 of each year for the following academic year.

The Superintendent/President shall establish regulations regarding collection, waiver, and refunds of nonresident tuition.

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

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

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States.  Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

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

Also see BP/AR 5012 International Students, BP/AR 5015 Residence Determination, and BP/AR 5030 Fees.


References:
> Education Code Sections 68050, 68051, 68079, 68130, 68130.5, 76140, 76141, 76142, and 76143;
> Title 5 Section 54045.5

Board Policy
Chapter 5 – Student Services

## BP 5015          RESIDENCE DETERMINATION

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

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

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

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

References:
    Education Code Sections 68040, 68086, and 76140;
    Title 5 Sections 54000 et seq.;
    38 U.S. Code Section 3679

Revised 9/01, 3/19, 10/21

Board Policy
Chapter 5 – Student Services

**BP 5030**          **FEES**

The Superintendent/President shall establish administrative regulations for the collection, deposit, waiver, refund, and accounting for fees as required by law.  The regulations shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for and shall be published in the college catalogs.

The Board of Trustees authorizes the fees set forth in the Education Code.

Adopted:  August 7, 2000 (for BP 6240) and May 7, 2001 (for BP 4120 and BP 4121)
Revised:

(Replaces former BP 4120, BP 4121, and BP 6240)

Board Policy
Chapter 5 – Student Services

**BP 5040        STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY**

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

References:
    Education Code Sections 76200 et seq.;
    Title 5 Sections 54600 et seq.;
    20 U.S. Code Section 1232g(j);
    ACCJC Accreditation Standard II.C.8

Adopted:  May 7, 2001
Revised:  January 12, 2010;

(Replaces former BP 4135)

Board Policy
Chapter 5 – Student Services

## BP 5050          STUDENT SUCCESS AND SUPPORT PROGRAM

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success.  The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

To help all students realize their educational goals, the College shall provide the student service resources necessary to enable them to develop individual educational plans.  Those plans shall consist of, but not be limited to, the specific courses and the student services and special programs available, such as financial aid, to support the achievement of their goals.

The Superintendent/President shall establish administrative regulations to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

References:
  Education Code Sections 78210 et seq.;
  Title 5 Sections 55500 et. seq.;
  ACCJC Accreditation Standard II.C.2

Adopted:  May 7, 2001
Revised:

(Replaces former BP 4114)

Board Policy
Chapter 5 – Student Services

**BP 5052        OPEN ENROLLMENT**

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college.  Enrollment may be subject to any priority system that has been established.  Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Superintendent/President shall assure that this policy is published in the college catalog and schedule of classes.

Reference:  Title 5, Section 51006

Adopted:  February 12, 2007
Revised:

(Replaces former BP 5115)

Board Policy
Chapter 5 – Student Services

## BP 5110      COUNSELING

Counseling services are an essential part of the educational mission of the District.

The Santa Monica Community College District shall provide counseling services, procedures, and regulations that include but are not limited to the following functions:  academic counseling, career counseling, disabilities and accommodations, financial and personal counseling.

Counseling shall be required for all first-time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.


References:
    Education Code Section 72620;
    Title 5, Section 51018;
    ACCJC Accreditation Standard II.C.5


Adopted:  May 7, 2001
Revised:

Board Policy
Chapter 5 – Student Services

## BP 5140    DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities.  The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish an administrative regulation to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the DSPS Program conforms to all requirements established by the relevant law and regulations.

Adjustments for Students with Disabilities

Current State and Federal regulations relating to accommodating students with disabilities will be applied to ensure that the District does not discriminate, or have the effect of discriminating, on the basis of disability.

Also see BP/AR 3410 Nondiscrimination and AR 5140 Disabled Student Programs and Services.

References:
Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.

Adopted:  December 4, 2000
Revised:

(Replaces former BP 5230)

Board Policy
Chapter 5 – Student Services

## BP 5500        STANDARDS OF STUDENT CONDUCT

The Santa Monica Community College District has established regulations to encourage students to conduct themselves as responsible members of the college community and in a manner compatible with the educational missions of the District.  Students are subject to District authority and the specific regulations established by the District.  Those who violate the District regulations are subject to disciplinary actions, including but not limited to cancellation of registration, participation in college activities, and may be denied future admission to the College.

References:
    Education Code Sections 66300 and 66301;
    ACCJC Accreditation Standards I.C.8 and 10

Adopted:  May 7, 2001
Revised:

(Replaces former BP 4420)

Board Policy
Chapter 5 – Student Services

## BP 5700         INTERCOLLEGIATE ATHLETICS

The Santa Monica Community College District shall provide an athletic program for the students of the District.

The District shall maintain an organized program of intercollegiate athletics and offer opportunities for participation equally to all students consistent with state and federal law, including Title IX.

The Superintendent/President shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) Constitution and Sport Championship Handbooks, and the appropriate Conference Constitution regarding student athlete participation.

The athletics program should also reflect the philosophy of the Board of Trustees, administration, and community at all times.

References:
    Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.;
    20 U.S. Code Sections 1681 et seq.;
    ACCJC Accreditation Standard II.C.4

Adopted:  May 7, 2001
Revised: