



|         |                                                  |
|---------|--------------------------------------------------|
| Book    | Board Policy                                     |
| Section | Board Policy and Administrative Procedure Manual |
| Title   | Overview and Table of Contents                   |
| Code    |                                                  |
| Status  | Active                                           |

### Overview

District board policies and administrative procedures are divided into chapters and organized by subject area. In general, board policies are broad statements approved by the Board of Trustees that implement laws and regulations and define the general goals and acceptable practices for the operations of the district. Administrative procedures implement policies and are approved through the district's participatory governance process. The Chancellor is charged with recommending changes to policy as well as developing and implementing administrative procedures.

### Using the Electronic Manual

To access board policies and administrative procedures, click on the policy or procedure link in the Table of Contents available below or select the appropriate book (i.e. Board Policy or Administrative Procedure) from the drop-down **Book** menu located on the left-hand navigation panel. Active links to relevant laws and regulations as well as related policies and procedures are included within policies/procedures when applicable.

*Printing* - Click the printer icon at the top of each page.

*Creating a web/email link* - To link directly to a policy or procedure, click the share icon located at the top, right of the policy/procedure page and copy the URL that displays.

*Searching the manual* - To locate a policy or procedure: 1) Select the appropriate book (i.e. Board Policy or Administrative Procedure) from the drop-down menu on the left side of your screen; 2) Enter a policy/procedure number, title, or key word in the **Search** box above the Book menu; and 3) Use your enter/return key to begin the search. For a broader search across the Board's entire eGovernance site, select the **Search** (magnifying glass) icon at the top of the screen, enter relevant search terms in the Search box, select the areas of the site you would like to search, and click on the Search button.

### TABLE OF CONTENTS

| Policy Number                                                                                         | Policy Title                                            | Administrative Procedure Number | Administrative Procedure Title |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------|--------------------------------|
| <b>Chapter 1 - The District</b> <i>(including former Article 1 - Community Relations and Service)</i> |                                                         |                                 |                                |
| <a href="#">BP 1100</a>                                                                               | The Foothill-De Anza Community College District Name    |                                 |                                |
| <a href="#">BP 1140</a>                                                                               | Community Service                                       |                                 |                                |
| <a href="#">BP 1150</a>                                                                               | Community Services Short Courses and Fee-Based Programs |                                 |                                |

| Policy Number                                                                                                    | Policy Title                                                                                   | Administrative Procedure Number | Administrative Procedure Title       |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------|
| <a href="#">BP 1200</a>                                                                                          | Mission of the Foothill-De Anza Community College District                                     |                                 |                                      |
| <a href="#">BP 1800</a>                                                                                          | Auxiliary Organizations                                                                        |                                 |                                      |
| <b>Chapter 2 - Board of Trustees</b> <i>(including former Article 2 - Administration and Article 9 - Bylaws)</i> |                                                                                                |                                 |                                      |
| <a href="#">BP 2010</a>                                                                                          | Board Membership                                                                               |                                 |                                      |
| <a href="#">BP 2015</a>                                                                                          | Student Members                                                                                |                                 |                                      |
| <a href="#">BP 2100</a>                                                                                          | Board Elections                                                                                |                                 |                                      |
|                                                                                                                  |                                                                                                | <a href="#">AP 2105</a>         | Student Trustee Selection Procedures |
| <a href="#">BP 2110</a>                                                                                          | Vacancies on the Board                                                                         | <a href="#">AP 2110</a>         | Vacancies on the Board               |
| <a href="#">BP 2200</a>                                                                                          | Board Philosophy, Mission, and Roles and Responsibilities                                      |                                 |                                      |
| <a href="#">BP 2210</a>                                                                                          | Officers of the Board                                                                          |                                 |                                      |
| <a href="#">BP 2220</a>                                                                                          | Committees of the Board                                                                        |                                 |                                      |
| <a href="#">BP 2222</a>                                                                                          | Student Role in Governance                                                                     |                                 |                                      |
| <a href="#">BP 2223</a>                                                                                          | Role of the Academic Senate in Academic and Professional Matters                               |                                 |                                      |
| <a href="#">BP 2224</a>                                                                                          | Role of Classified Staff in Governance                                                         |                                 |                                      |
| <a href="#">BP 2230</a>                                                                                          | Staff Advisory Functions                                                                       |                                 |                                      |
| <a href="#">BP 2305</a>                                                                                          | Annual Organizational Meeting                                                                  |                                 |                                      |
| <a href="#">BP 2306</a>                                                                                          | Representative to Vote for County Committee (County Committee on School District Organization) |                                 |                                      |
| <a href="#">BP 2310</a>                                                                                          | Regular Meetings                                                                               |                                 |                                      |
| <a href="#">BP 2315</a>                                                                                          | Closed Session                                                                                 |                                 |                                      |
| <a href="#">BP 2320</a>                                                                                          | Special and Emergency Meetings                                                                 | <a href="#">AP 2320</a>         | Special and Emergency Meetings       |
| <a href="#">BP 2330</a>                                                                                          | Quorum and Voting                                                                              |                                 |                                      |
| <a href="#">BP 2340</a>                                                                                          | Board Meeting Agendas                                                                          | <a href="#">AP 2340</a>         | Agendas                              |
| <a href="#">BP 2345</a>                                                                                          | Public Participation at Board Meetings                                                         |                                 |                                      |
| <a href="#">BP 2350</a>                                                                                          | Speakers at Board Meetings                                                                     |                                 |                                      |
| <a href="#">BP 2355</a>                                                                                          | Decorum at Board Meetings                                                                      |                                 |                                      |
| <a href="#">BP 2360</a>                                                                                          | Minutes                                                                                        |                                 |                                      |
| <a href="#">BP 2365</a>                                                                                          | Recording                                                                                      | <a href="#">AP 2365</a>         | Recording                            |
| <a href="#">BP 2410</a>                                                                                          | Policy and Administrative Procedure                                                            | <a href="#">AP 2410</a>         | Policy and Administrative Procedure  |
| <a href="#">BP 2430</a>                                                                                          | Delegation of Authority to Chancellor                                                          |                                 |                                      |
| <a href="#">BP 2431</a>                                                                                          | Chancellor or President Selection                                                              |                                 |                                      |
| <a href="#">BP 2432</a>                                                                                          | Acting Chancellor in Absence of Chancellor                                                     |                                 |                                      |
| <a href="#">BP 2433</a>                                                                                          | Acting College President in Absence of a President                                             |                                 |                                      |

| Policy Number                          | Policy Title                                                            | Administrative Procedure Number | Administrative Procedure Title                                      |
|----------------------------------------|-------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------|
| <a href="#">BP 2435</a>                | Evaluation of Chancellor                                                | <a href="#">AP 2435</a>         | Evaluation of Chancellor                                            |
| <a href="#">BP 2600</a>                | Relation of Board to Management Personnel                               |                                 |                                                                     |
| <a href="#">BP 2600.1</a>              | Compensation of Management Personnel                                    |                                 |                                                                     |
| <a href="#">BP 2610.2</a>              | Board Representatives for Meet and Confer or Meet and Negotiate Process |                                 |                                                                     |
| <a href="#">BP 2710</a>                | Conflict of Interest                                                    | <a href="#">AP 2710</a>         | Conflict of Interest                                                |
| <a href="#">BP 2712</a>                | Conflict of Interest Code                                               |                                 |                                                                     |
|                                        |                                                                         | <a href="#">AP 2714</a>         | Distribution of Tickets or Passes                                   |
| <a href="#">BP 2715</a>                | Code of Ethics Standards of Practice                                    |                                 |                                                                     |
| <a href="#">BP 2716</a>                | Political Activity                                                      |                                 |                                                                     |
| <a href="#">BP 2717</a>                | Personal Use of District Resources                                      |                                 |                                                                     |
| <a href="#">BP 2720</a>                | Communications among Board Members                                      |                                 |                                                                     |
| <a href="#">BP 2725</a>                | Board Member Compensation                                               |                                 |                                                                     |
| <a href="#">BP 2730</a>                | Board Member Health Benefits                                            |                                 |                                                                     |
| <a href="#">BP 2735</a>                | Board of Trustees Travel                                                |                                 |                                                                     |
| <a href="#">BP 2740</a>                | Board Education                                                         |                                 |                                                                     |
| <a href="#">BP 2745</a>                | Board Self-Evaluation                                                   |                                 |                                                                     |
| <a href="#">BP 2750</a>                | Board Member Absence from the State                                     |                                 |                                                                     |
| <a href="#">BP 9550</a>                | Campaign Assistance to Board Candidates                                 |                                 |                                                                     |
| <b>Chapter 3 - General Institution</b> |                                                                         |                                 |                                                                     |
| <a href="#">BP 3100</a>                | Organizational Structure                                                | <a href="#">AP 3100</a>         | Organizational Structure                                            |
| <a href="#">BP 3121</a>                | Standards of Ethical Conduct                                            |                                 |                                                                     |
| <a href="#">BP 3122</a>                | Acceptance of Gifts                                                     | <a href="#">AP 3122</a>         | Acceptance of Gifts                                                 |
| <a href="#">BP 3200</a>                | Accreditation                                                           |                                 |                                                                     |
| <a href="#">BP 3217</a>                | Non-Smoking Areas                                                       | <a href="#">AP 3217</a>         | Non-Smoking Areas                                                   |
| <a href="#">BP 3225</a>                | Institutional Effectiveness                                             | <a href="#">AP 3225</a>         | Institutional Effectiveness                                         |
| <a href="#">BP 3250</a>                | Computer and Network Use: Rights and Responsibilities                   | <a href="#">AP 3250</a>         | Procedures Regarding Misuse of Computer Information                 |
| <a href="#">BP 3250</a>                | Institutional Planning                                                  |                                 |                                                                     |
| <a href="#">BP 3260</a>                | Electronic Information Security                                         | <a href="#">AP 3260</a>         | Electronic Information Security                                     |
| <a href="#">BP 3280</a>                | Grants                                                                  | <a href="#">AP 3280</a>         | Grants                                                              |
| <a href="#">BP 3300</a>                | Public Records                                                          | <a href="#">AP 3300</a>         | Public Records                                                      |
| <a href="#">BP 3410*</a><br>(New)      | Nondiscrimination                                                       | <a href="#">AP 3410*</a> (New)  | Nondiscrimination                                                   |
| <a href="#">BP 3410</a>                | Classification, Retention and Destruction of Records                    | <a href="#">AP 3410</a>         | Guidelines for Classification, Retention and Destruction of Records |
|                                        |                                                                         | <a href="#">AP 3415</a>         | Immigration Enforcement Activities                                  |
| <a href="#">BP 3440</a>                | Service Animals                                                         | <a href="#">AP 3440</a>         | Service Animals                                                     |

| Policy Number                                                                                        | Policy Title                                                         | Administrative Procedure Number | Administrative Procedure Title                       |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------|------------------------------------------------------|
| <a href="#">BP 3441</a>                                                                              | Animals on Campus                                                    |                                 |                                                      |
| <a href="#">BP 3500</a>                                                                              | Alcohol on Campus                                                    | <a href="#">AP 3500</a>         | On-Campus Alcohol Use                                |
|                                                                                                      |                                                                      | <a href="#">AP 3501</a>         | Off-Campus Alcohol Use                               |
| <a href="#">BP 3507</a>                                                                              | COVID-19 Vaccination Interim Policy                                  | <a href="#">AP 3507</a>         | COVID-19 Vaccination Requirement                     |
| <a href="#">BP 3510</a>                                                                              | Violence in the Workplace                                            | <a href="#">AP 3510</a>         | Violence in the Workplace                            |
| <a href="#">BP 3518</a>                                                                              | Child Abuse Reporting                                                | <a href="#">AP 3518</a>         | Child Abuse Reporting                                |
| <a href="#">BP 3530</a>                                                                              | Weapons on Campus                                                    | <a href="#">AP 3530</a>         | Weapons on Campus                                    |
| <a href="#">BP 3600</a>                                                                              | Whistleblower Protection                                             | <a href="#">AP 3600</a>         | Whistleblower Protection                             |
| <a href="#">BP 3810</a>                                                                              | Claims Against the District                                          | <a href="#">AP 3810</a>         | Claims Against the District                          |
| <a href="#">BP 3900</a>                                                                              | Speech: Time, Place, and Manner                                      | <a href="#">AP 3900</a>         | Speech: Time, Place, and Manner                      |
| <b>Chapter 4 - Academic Affairs</b> <i>(including former Article 6 - Instruction and Curriculum)</i> |                                                                      |                                 |                                                      |
| <a href="#">BP 4020</a>                                                                              | Program, Curriculum, and Course Development                          | <a href="#">AP 4020</a>         | Program and Curriculum Development                   |
| <a href="#">BP 4070</a>                                                                              | Auditing and Auditing Fees                                           | <a href="#">AP 4070</a>         | Auditing and Auditing Fees                           |
| <a href="#">BP 4100</a>                                                                              | Graduation Requirements for Degrees and Certificates                 | <a href="#">AP 4100</a>         | Graduation Requirements for Degrees and Certificates |
|                                                                                                      |                                                                      | <a href="#">AP 4222</a>         | Remedial Coursework                                  |
| <a href="#">BP 4225</a>                                                                              | Course Repetition to Alleviate a Grade for Substandard Academic Work | <a href="#">AP 4225</a>         | Course Repetition                                    |
| <a href="#">BP 4230</a>                                                                              | Grading                                                              | <a href="#">AP 4230</a>         | Grading and Academic Record Symbols                  |
| <a href="#">BP 4235</a>                                                                              | Credit for Prior Learning                                            | <a href="#">AP 4235</a>         | Credit for Prior Learning                            |
|                                                                                                      |                                                                      | <a href="#">AP 4236</a>         | Advanced Placement Credit                            |
| <a href="#">BP 4237</a>                                                                              | Honors Courses and Programs                                          | <a href="#">AP 4237</a>         | Honors Courses and Programs                          |
| <a href="#">BP 4240</a>                                                                              | Academic Renewal                                                     | <a href="#">AP 4240</a>         | Academic Renewal                                     |
| <a href="#">BP 6000</a>                                                                              | Philosophy of Education                                              |                                 |                                                      |
| <a href="#">BP 6015</a>                                                                              | Program Discontinuance                                               | <a href="#">AP 6015</a>         | Program Discontinuance                               |
| <a href="#">BP 6040</a>                                                                              | Teaching of Religion                                                 |                                 |                                                      |
| <a href="#">BP 6060</a>                                                                              | Prerequisites/Corequisites                                           | <a href="#">AP 6060</a>         | Prerequisites/Corequisites                           |
| <a href="#">BP 6140</a>                                                                              | Textbooks and Manuals                                                |                                 |                                                      |
| <a href="#">BP 6150</a>                                                                              | Supplementary Class Activities                                       |                                 |                                                      |
| <a href="#">BP 6160</a>                                                                              | Speakers                                                             |                                 |                                                      |
| <a href="#">BP 6170</a>                                                                              | Library Materials Selection                                          |                                 |                                                      |
| <a href="#">BP 6210</a>                                                                              | Philosophy for Counseling Program                                    |                                 |                                                      |
| <b>Chapter 5 - Student Services</b> <i>(including former Article 5 - Students)</i>                   |                                                                      |                                 |                                                      |
|                                                                                                      |                                                                      |                                 |                                                      |
| <a href="#">BP 5001</a>                                                                              | Enrollment Priorities                                                |                                 |                                                      |
| <a href="#">BP 5005</a>                                                                              | Residency Requirements                                               | <a href="#">AP 5005</a>         | Residency Requirements                               |

| Policy Number            | Policy Title                                                              | Administrative Procedure Number | Administrative Procedure Title                                                                     |
|--------------------------|---------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------|
| <a href="#">BP 5010</a>  | Admission and Concurrent Enrollment                                       | <a href="#">AP 5010</a>         | Admissions                                                                                         |
|                          |                                                                           | <a href="#">AP 5011</a>         | Admission and Concurrent Enrollment of High School and Other Young Students                        |
|                          |                                                                           | <a href="#">AP 5012</a>         | College and Career Access Pathways                                                                 |
|                          |                                                                           | <a href="#">AP 5013</a>         | Admission and Concurrent Enrollment of Adult Education Students as Special Admits                  |
|                          |                                                                           | <a href="#">AP 5017</a>         | Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information |
| <a href="#">BP 5020</a>  | Nonresident Tuition                                                       | <a href="#">AP 5020</a>         | Nonresident Tuition                                                                                |
| <a href="#">BP 5025</a>  | Student Contributions                                                     |                                 |                                                                                                    |
| <a href="#">BP 5030</a>  | Fees                                                                      | <a href="#">AP 5030</a>         | Fees                                                                                               |
|                          |                                                                           | <a href="#">AP 5031</a>         | Instructional Materials Fees                                                                       |
| <a href="#">BP 5035</a>  | Withholding Student Diplomas and Registration                             | <a href="#">AP 5035</a>         | Withholding Student Diplomas and Registration                                                      |
| <a href="#">BP 5040</a>  | International Student Admission                                           | <a href="#">AP 5050</a>         | International Students                                                                             |
|                          |                                                                           | <a href="#">AP 5041</a>         | International Students Attending Under Exchange Agreements                                         |
| <a href="#">BP 5050</a>  | Disclosure of Student Records                                             | <a href="#">AP 5050</a>         | Disclosure of Student Records                                                                      |
|                          |                                                                           | <a href="#">AP 5052</a>         | Academic Standards                                                                                 |
|                          |                                                                           | <a href="#">AP 5053</a>         | Academic Reinstatement                                                                             |
| <a href="#">BP 5055</a>  | Contacting Students                                                       |                                 |                                                                                                    |
| <a href="#">BP 5065</a>  | Counseling                                                                |                                 |                                                                                                    |
| <a href="#">BP 5070</a>  | Matriculation                                                             | <a href="#">AP 5070</a>         | Matriculation                                                                                      |
|                          |                                                                           | <a href="#">AP 5071</a>         | Declaration of Educational Goals                                                                   |
|                          |                                                                           | <a href="#">AP 5072</a>         | Matriculation Exemptions                                                                           |
| <a href="#">BP 5073</a>  | Articulation                                                              | <a href="#">AP 5073</a>         | Articulation Procedures                                                                            |
| <a href="#">BP 5075</a>  | Disabled Students/Special Education Program                               |                                 |                                                                                                    |
| <a href="#">BP 5075*</a> | Credit Course Drops and Withdrawals                                       | <a href="#">AP 5075</a>         | Credit Course Adds, Drops, and Withdrawals                                                         |
| <a href="#">BP 5076</a>  | Suspension/Termination of Support Services for Students with Disabilities | <a href="#">AP 5076</a>         | Suspension/Termination of Support Services for Students with Disabilities                          |
| <a href="#">BP 5077</a>  | Academic Accommodations for Students with Disabilities                    | <a href="#">AP 5077</a>         | Academic Accommodations for Students with Disabilities                                             |
| <a href="#">BP 5078</a>  | Course Repeatability for Students with Disabilities                       | <a href="#">AP 5078</a>         | Course Repeatability for Students with Disabilities                                                |
| <a href="#">BP 5080</a>  | Financial Aid                                                             |                                 |                                                                                                    |
| <a href="#">BP 5085</a>  | Extended Opportunity Programs and Services                                |                                 |                                                                                                    |
| <a href="#">BP 5090</a>  | Health Services                                                           | <a href="#">AP 5090</a>         | Health Services                                                                                    |

| Policy Number                                                                                                                     | Policy Title                                   | Administrative Procedure Number | Administrative Procedure Title                            |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------|-----------------------------------------------------------|
|                                                                                                                                   |                                                | <a href="#">AP 5091</a>         | Health Program                                            |
|                                                                                                                                   |                                                | <a href="#">AP 5092</a>         | Care in Case of Accident and Illness                      |
| <a href="#">BP 5095</a>                                                                                                           | Infectious Disease Control                     | <a href="#">AP 5095</a>         | Infectious Disease Control                                |
| <a href="#">BP 5300</a>                                                                                                           | Student Equity                                 | <a href="#">AP 5300</a>         | Student Equity                                            |
| <a href="#">BP 5500</a>                                                                                                           | Student Rights and Responsibilities            | <a href="#">AP 5500</a>         | Student Rights and Responsibilities                       |
|                                                                                                                                   |                                                | <a href="#">AP 5510</a>         | Student Code of Conduct                                   |
|                                                                                                                                   |                                                | <a href="#">AP 5520</a>         | Student Due Process and Discipline                        |
|                                                                                                                                   |                                                | <a href="#">AP 5530</a>         | Student Grievances                                        |
| <a href="#">BP 5560</a>                                                                                                           | Associated Students Organization               | <a href="#">AP 5560</a>         | Associated Students                                       |
| <a href="#">BP 5561</a>                                                                                                           | Associated Students Elections                  | <a href="#">AP 5561</a>         | Associated Students Elections                             |
| <a href="#">BP 5562</a>                                                                                                           | Associated Students Finance                    | <a href="#">AP 5562</a>         | Associated Students Finance                               |
| <a href="#">BP 5570</a>                                                                                                           | Campus Center Operations                       |                                 |                                                           |
| <a href="#">BP 5575</a>                                                                                                           | Use of Campus Center Income                    |                                 |                                                           |
| <a href="#">BP 5580</a>                                                                                                           | Bookstore                                      |                                 |                                                           |
| <a href="#">BP 5700</a>                                                                                                           | Intercollegiate Athletics                      | <a href="#">AP 5700</a>         | Intercollegiate Athletics: Concussion Management Protocol |
| <b>Chapter 6 - Business and Fiscal Affairs</b> <i>(including former Article 3 - Business, Operations, Systems and Facilities)</i> |                                                |                                 |                                                           |
| <a href="#">BP 3000</a>                                                                                                           | Principles of Sound Fiscal Management          |                                 |                                                           |
| <a href="#">BP 3100</a>                                                                                                           | Budget Preparation                             |                                 |                                                           |
| <a href="#">BP 3110</a>                                                                                                           | Final Budget                                   |                                 |                                                           |
| <a href="#">BP 3111</a>                                                                                                           | Budget Transfers and Revisions                 |                                 |                                                           |
| <a href="#">BP 3112</a>                                                                                                           | Reports on District's Financial Condition      |                                 |                                                           |
| <a href="#">BP 3115</a>                                                                                                           | Reserves                                       |                                 |                                                           |
| <a href="#">BP 3120</a>                                                                                                           | Disposition of Funds/Authorized Signatures     |                                 |                                                           |
| <a href="#">BP 3130</a>                                                                                                           | Investment of District Funds                   | <a href="#">AP 3130</a>         | Procedures for the Investment of District Funds           |
| <a href="#">BP 3140</a>                                                                                                           | Purchasing Policy                              | <a href="#">AP 3140</a>         | Purchasing Procedures                                     |
| <a href="#">BP 3142</a>                                                                                                           | Inventory Control                              |                                 |                                                           |
| <a href="#">BP 3143</a>                                                                                                           | Contracts                                      | <a href="#">AP 3143</a>         | Contract Procedures                                       |
| <a href="#">BP 3150</a>                                                                                                           | System of Accounts                             |                                 |                                                           |
| <a href="#">BP 3151</a>                                                                                                           | Attendance Accounting                          |                                 |                                                           |
| <a href="#">BP 3152.5</a>                                                                                                         | Travel Tour Solicitation                       |                                 |                                                           |
| <a href="#">BP 3153</a>                                                                                                           | Audit                                          |                                 |                                                           |
| <a href="#">BP 3200</a>                                                                                                           | Facilities Philosophy and Priorities Statement |                                 |                                                           |
| <a href="#">BP 3205</a>                                                                                                           | Community Use of District Facilities           |                                 |                                                           |
| <a href="#">BP 3210</a>                                                                                                           | Capitalization of District Property            | <a href="#">AP 3210</a>         | Capitalization of District Property                       |
| <a href="#">BP 3211</a>                                                                                                           | Disposal of District Property                  |                                 |                                                           |

| Policy Number                                                                      | Policy Title                                                                       | Administrative Procedure Number | Administrative Procedure Title                                                   |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------|
| <a href="#">BP 3212</a>                                                            | Off-Campus Use of College Equipment                                                |                                 |                                                                                  |
| <a href="#">BP 3213</a>                                                            | Control of Major Construction Project Costs/Approval of Construction Change Orders | <a href="#">AP 3213</a>         | Implementing Procedures for the Control of Major and Minor Construction Projects |
| <a href="#">BP 3214</a>                                                            | Environmentally Sustainable Practices                                              | <a href="#">AP 6510</a>         | Guidelines for Administering Environmentally Sustainable Practices               |
| <a href="#">BP 3215</a>                                                            | Art Objects in Campus Buildings and on Campus Grounds                              |                                 |                                                                                  |
| <a href="#">BP 3216</a>                                                            | Naming of College and District Buildings or Facilities                             | <a href="#">AP 3216</a>         | Procedures for the Naming of College and District Buildings or Facilities        |
| <a href="#">BP 3219</a>                                                            | Use of District Vehicles                                                           |                                 |                                                                                  |
| <a href="#">BP 3222</a>                                                            | Signage on District Property                                                       | <a href="#">AP 3222</a>         | Procedures Regarding Signage on District Property                                |
| <a href="#">BP 3225</a>                                                            | Access Control Policy                                                              | <a href="#">AP 3225</a>         | Campus Security and Access                                                       |
| <a href="#">BP 3310</a>                                                            | Risk Management                                                                    |                                 |                                                                                  |
| <a href="#">BP 3311</a>                                                            | Extension of District Insurance Protection                                         |                                 |                                                                                  |
| <a href="#">BP 3312</a>                                                            | Injury/Illness Prevention                                                          |                                 |                                                                                  |
| <a href="#">BP 3313</a>                                                            | Bonding of Employees                                                               |                                 |                                                                                  |
| <a href="#">BP 3314</a>                                                            | Board Member/Employee Indemnification                                              |                                 |                                                                                  |
| <a href="#">BP 3315</a>                                                            | Emergency Response Plan                                                            |                                 |                                                                                  |
| <a href="#">BP 3320</a>                                                            | Police Departments                                                                 |                                 |                                                                                  |
| <a href="#">BP 3321</a>                                                            | Local Law Enforcement                                                              |                                 |                                                                                  |
| <a href="#">BP 6307</a>                                                            | Debt Issuance and Management                                                       |                                 |                                                                                  |
|                                                                                    |                                                                                    | <a href="#">AP 6331</a>         | Food Purchase Procedures                                                         |
| <a href="#">BP 6401</a>                                                            | Audit and Finance Committee                                                        |                                 |                                                                                  |
| <a href="#">BP 6601</a>                                                            | Neighborhood Outreach                                                              | <a href="#">AP 6601</a>         | Neighborhood Outreach Procedures                                                 |
| <a href="#">BP 6740</a>                                                            | Citizens' Bond Oversight Committee                                                 | <a href="#">AP 6740</a>         | Citizens' Bond Oversight Committee                                               |
| <a href="#">BP 6750</a>                                                            | Parking                                                                            | <a href="#">AP 6750</a>         | Parking                                                                          |
| <a href="#">BP 6870</a>                                                            | Police Department                                                                  | <a href="#">AP 6870</a>         | Police Department                                                                |
| <b>Chapter 7 - Human Resources</b> <i>(including former Article 4 - Personnel)</i> |                                                                                    |                                 |                                                                                  |
| <a href="#">BP 4100</a>                                                            | Cultural Diversity/Equal Opportunity                                               |                                 |                                                                                  |
| <a href="#">BP 4110</a>                                                            | Mutual Respect Policy                                                              |                                 |                                                                                  |
| <a href="#">BP 4115</a>                                                            | Nepotism                                                                           |                                 |                                                                                  |
| <a href="#">BP 4120</a>                                                            | Employment in Specially Funded Programs                                            |                                 |                                                                                  |
| <a href="#">BP 4125</a>                                                            | Authorization to Offer Employment                                                  |                                 |                                                                                  |
| <a href="#">BP 4130</a>                                                            | Employment                                                                         | <a href="#">AP 4130</a>         | District Hiring Procedures                                                       |
| <a href="#">BP 4135</a>                                                            | Faculty Hiring Qualifications                                                      |                                 |                                                                                  |
| <a href="#">BP 4145</a>                                                            | Board Advised of Evaluations                                                       |                                 |                                                                                  |
| <a href="#">BP 4150</a>                                                            | Personnel Files                                                                    |                                 |                                                                                  |

| <b>Policy Number</b>    | <b>Policy Title</b>                                                                 | <b>Administrative Procedure Number</b> | <b>Administrative Procedure Title</b>                                                              |
|-------------------------|-------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------|
| <a href="#">BP 4157</a> | Release Time                                                                        | <a href="#">AP 4157</a>                | Definitions and Procedures for Release Time                                                        |
| <a href="#">BP 4160</a> | Professional Activities                                                             |                                        |                                                                                                    |
| <a href="#">BP 4165</a> | Staff Invited to Board Meetings                                                     |                                        |                                                                                                    |
| <a href="#">BP 4180</a> | Research and Publications by Staff                                                  |                                        |                                                                                                    |
| <a href="#">BP 4185</a> | Publication of Instructional Materials                                              |                                        |                                                                                                    |
| <a href="#">BP 4190</a> | Academic Freedom                                                                    |                                        |                                                                                                    |
| <a href="#">BP 4195</a> | Political Campaigning by Faculty Members                                            |                                        |                                                                                                    |
| <a href="#">BP 4200</a> | Compensation                                                                        |                                        |                                                                                                    |
| <a href="#">BP 4205</a> | Family Medical Leave Act                                                            |                                        |                                                                                                    |
| <a href="#">BP 4300</a> | Dismissal for Cause                                                                 |                                        |                                                                                                    |
| <a href="#">BP 4500</a> | Drug-Free Workplace                                                                 |                                        |                                                                                                    |
| <a href="#">BP 4505</a> | Drug Testing                                                                        |                                        |                                                                                                    |
| <a href="#">BP 4515</a> | Prevention of Workplace Violence                                                    |                                        |                                                                                                    |
| <a href="#">BP 4630</a> | Sexual Assault Policy including Rape                                                |                                        |                                                                                                    |
|                         |                                                                                     | <a href="#">AP 4630A</a>               | Foothill-De Anza Community College District Sexual Assault, including Rape: Procedures             |
|                         |                                                                                     | <a href="#">AP 4630B</a>               | Foothill College's Sexual Assault, including Rape, Educational Program(s)                          |
|                         |                                                                                     | <a href="#">AP 4630C</a>               | De Anza College's Sexual Assault, including Rape, Educational Program(s)                           |
| <a href="#">BP 4640</a> | Harassment and Discrimination                                                       | <a href="#">AP 4640</a>                | Procedures to Resolve Complaints Regarding Harassment and Discrimination                           |
| <a href="#">BP 4670</a> | Requesting and Receiving Accommodation(s) Under the Americans with Disabilities Act | <a href="#">AP 4670</a>                | Procedures for Requesting and Receiving Accommodation(s) under the Americans with Disabilities Act |
| <a href="#">BP 7210</a> | Academic Employees                                                                  |                                        |                                                                                                    |
| <a href="#">BP 7211</a> | Equivalency                                                                         |                                        |                                                                                                    |
| <a href="#">BP 7330</a> | Communicable Disease - Employees                                                    | <a href="#">AP 7330</a>                | Communicable Disease - Employees                                                                   |
|                         |                                                                                     | <a href="#">AP 7336</a>                | Certification of Freedom from Tuberculosis                                                         |
| <a href="#">BP 7337</a> | Fingerprinting of Employees, Volunteers and Student Workers                         | <a href="#">AP 7337</a>                | Fingerprinting of Employees, Volunteers and Student Workers                                        |
| <a href="#">BP 7400</a> | Travel                                                                              | <a href="#">AP 7400</a>                | Travel                                                                                             |

*\*Policy/procedure numbers are being updated. During the revision process, there will be occasional duplication of numbers. Once the process is completed, any duplication in numbering will be eliminated. See [Policy and Procedure Review](#) for more information about the revision project.*