

DRAFT - REVISED (Required by Accreditation Standards)

Accreditation

3200 2510

Accreditation of De Anza College and Foothill College by the Western Association of Schools and Colleges (**WASC/Accrediting Commission for Community and Junior Colleges (ACCJC)**) is viewed by the Board as being of the greatest importance. Therefore, the Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation. The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required. The reception of the accreditation team should, where possible, include all Board members and all personnel authorized by the Board.

Preparation for each successive visit must be based upon reports emanating from previous accreditation visits. Therefore, immediately following each visit a study will be made of the report in order to determine what can be done to correct reported deficiencies prior to the next application. **The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.**

See Administrative Procedure 3200 Accreditation

Accreditation Eligibility Requirement **21, Standard IV.B.1.i 20**

Approved 5/1/61
Reviewed/Approved by CAC 12/10/10
Amended 2/7/11

DRAFT – REVISED (Legally Required)

Institutional Planning

3250 3050

The Chancellor shall ensure that the District ~~has~~ develops and implements a broad-based, comprehensive, **systematic and** integrated system of planning that involves participatory governance representatives and appropriate segments of the college community, is supported by institutional research, and informs the District's resource allocation processes.

The planning system shall incorporate plans required by law or regulation, as well as plans for each major function of the District, **including but not limited to:**

- **Long-range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the governing board**
- **Facilities Plan**
- **Technology Plan**
- **Equal Employment Opportunity Plan**
- **Student Equity Plan**
- **Student Success and Support Program Plan**
- **Transfer Center Plan**
- **EOPS Plan.**

The Chancellor shall ensure that the District maintains a commitment to the effectiveness of its ongoing planning process by systematically reviewing, evaluating and modifying, as appropriate, all parts of the planning system.

The Chancellor shall ensure that institutional plans contain goals, objectives, and measureable outcomes, are integrated into the annual budget process, and that the results of institutional planning are broadly communicated.

The Chancellor shall submit those plans for which Board approval is required to the Board and shall inform the Board periodically as to the status of the District's planning efforts.

See Administrative Procedure 3250 Institutional Planning

Accreditation Standard I.B

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,

55250, 55510, and 56270 et seq.

Ed. Code Section 53200

Approved 7/12/04

DRAFT – NEW (Suggested as good practice)

Grants

AP 3280

Grant applications shall adhere to the following guidelines:

(Note: The following guidelines were moved from former board policy (BP) 3124 Application for Supplementary Funds, now BP 3280 Grants)

1. Projects must be consistent with the objectives and priorities of the educational **master plan program**. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
2. The **Board of Trustees** or the Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
3. ~~Recognizing that projects may be experimental in nature, the Board establishes the following parameters:~~ a. **If the District/College intends to institutionalize a program deemed successful at the conclusion of the grant, there must be** ~~The administration must present reasonable assurance that it a successful program can be continued with District/College funds. if outside funds are discontinued.~~
b. The **District/College** administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
4. When matching **District** funds are required, the **District/College** administration will evaluate the effect of the proposed commitment on other **District/College** needs. ~~Other programs should not suffer in order to attract projects with matching funds.~~
5. Any such funds acquired shall accrue to the **District** for **District/College** purposes and not to any individual.
6. *(Note: The following paragraph was moved from BP 3160 Contract and Indirect Costs)*
The **District/College** administration, ~~therefore~~, will assure that all grants include provision for the maximum allowable indirect rate. Whenever a grant fails to provide for appropriate indirect costs, the **District/College** will participate in the grant only when the educational value of the proposed project justifies the waiver of these legitimate charges.

See Board Policy 3280 Grants

Education Code Section 70902

Approved _____

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Fees **5030**

Student Fees **5010**

The Governing Board adopts a schedule of state mandated and/or permitted fees with legally required exclusions therefrom, set forth in AP 5010, and shall make any modification to such fees.

See Board Policies 3123 and 3123.5

See Administrative Procedures AP 5010

Approved 1/4/99

Tuition and Fees **3123**

The Chancellor or designee shall ensure that all fees mandated by law, fees established by the Board of Trustees and tuition are charged and collected from students as authorized. These fees may include but are not limited to student enrollment fees, program change fees, late application fees, health fees, non-credit course fees, student representative fees, etc. **[Note: The following sentence will be moved to BP 5020 Non-Resident Tuition]** The Board shall establish the nonresident tuition fee not later than February 1 of each year for the succeeding fiscal year.

All monies collected shall be deposited in the general fund or other fund as required by statute. Monies from fees collected by the student body shall be deposited into student accounts that are regulated and audited by the District.

Education Code Sections 76140-76143, 76300, 76355, 76380, 76385, 76395

Title 5 Sections 58500-55503, 58508

Approved 1/23/63

Amended 8/16/99

Exemption or Deferment of Fees **3123.5**

The Chancellor or designee shall waive certain tuition and fees as authorized by state laws or regulations and/or as may be authorized by the Board of Trustees. The Chancellor or designee may defer the payment of fees by students who have applied for financial assistance.

Education Code Sections 76300, 76380

Title 5 Section 58620

Approved 1/23/63

Amended 8/16/99

Refund of Fees **5030**

Fees may be fully or partially refunded upon application for a refund as allowed by the California Administrative Code Title 5 §58508.

See Administrative Procedures AP 5030

Approved 1/4/99

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The Board authorizes the fees set forth below:

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Auditing Fee (Education Code Section 76370)

Persons auditing a course shall be charged a fee of ten dollars (\$10) per unit per quarter. Students enrolled in classes to receive credit for 15 or more quarter credit units shall not be charged an auditing fee to audit five or fewer units per quarter.

Health Fee (Education Code Section 76355)

The District shall charge each student a fee of sixteen dollars (\$16) for health supervision and services.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee for parking services. The Chancellor shall present for board approval fees for parking for students.

Instructional Materials (Education Code Section 76365; Title 5, Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

Student Representation Fee (Foothill College only) (Education Code Section 76060.5)

Foothill College students will be charged a one dollar (\$1) fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. The fee shall be five dollars (\$5) for full time students enrolled in 12 or

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more units, four dollars (\$4) for part-time students enrolled in 6 to 11.9 units, and three dollars (\$3) for students enrolled in fewer than 6 units.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of a student's records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. The processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the United States government or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also ensure that those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Students who wish to apply for a Board of Governors Fee Waiver pursuant to Education Code Section 76300 shall be required to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

See Administrative Procedures 5030 Fees and 5031 Instructional Materials Fees

Education Code Sections 76060.5, 76142, 76223, and 76300 et seq.
Title 5, Sections 59400 et seq.

Approved _____