

Summary of Proposed Revisions

Jointly prepared by college Vice Presidents and Academic Senate Presidents for District Consultation Council, February 28, 2023

Chapter 4:

- Content Revisions
 - Board Policies:
 - BP 4300 – Field Trips and Excursions
 - During conversion to CCLC language, some sections were inadvertently excluded reference to Kern CCD processes and forms ('Crediting Attendance for Apportionment' and 'Student Transportation'). Now corrected to reflect previous BP language and forms.
 - Administrative Procedures:
 - AP 4051 – University Transfer Agreements (new)
 - This section inadvertently omitted during conversion to CCLC language
 - AP 4100 – Graduation Requirements for Degrees and Certificates
 - Inclusion of language related to baccalaureate degrees
 - Changed from 16 to 8 units for COA, "(per Title 5, section 55070(c)."
 - Includes May 2022 CCLC updates
 - AP 4105 – Distance Education
 - Added "Regular and Substantive Interaction" from previous 4B3, inadvertently omitted
 - Inclusion of language referencing AP 5130 for impact of correspondence education impact on financial aid.
 - Inclusion of language regarding the use of Kern CCD-approved LMS
 - AP 4101 – Independent Study
 - Inclusion of language from PCAH that independent study courses are standalone courses and do not constitute an existing course that has been adopted for an independent modality
 - AP 4230 – Grading and Academic Record Symbols
 - Added note: "*Refer to AP 5130 for information on the impact of 'W', 'EW', and 'MW' symbols on satisfactory academic progress."
 - AP 4231 – Grade Changes
 - Inclusion of new section, "Student-Initiated Grade Changes"
 - AP 4232 – Pass – No Pass
 - Removal of SP, PW, M, and M+ grades for Competency Based Education courses.
 - AP 4255 – Dismissal and Readmission
 - Clarified 'Appeal of Dismissal' process
 - Added: "Each college shall publish its specific processes."

- AP 4300 – Field Trips and Excursions
 - Refers to travel forms generically, rather than by Forms A, B, & C specifically
- AP 4610 – Instructional Service Agreements
 - Added “Cal. Code Regs., Title 5, § 58058)”
 - Added: “Instructors must provide supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. Generally, faculty must be physically present in the classroom or lab or within line-of-sight of the students. “

Chapter 5:

- Content Revisions
 - Board Policies:
 - BP 5040 – Student Records Directory Information
 - Includes required language to align with Title 5 (CCLC updates) related to students’ rights to updating their legal or chosen name or gender on records and diplomas without requiring legal documentation.
 - BP 5500 – Standards of Student Conduct
 - Added “weapon” to list of conduct per previous AP
 - Added “Abuse of computer and technology resources”
 - Added codes 23-27 as per previous Conduct Codes
 - Administrative Procedures:
 - AP 5013 – Students in the Military
 - Entire article is new to Kern CCD
 - AP 5030 – Fees
 - Moved some text to a new section called “Students Exempted from Fees”
 - Removed dates from “Student Body Operating and Building Fee”
 - Added: “Students unable to pay for tuition and fees are encouraged to contact the Office of Financial Aid to explore options for financial support.”
 - AP 5055 – Enrollment Priorities
 - Added Single Parent criteria to Order of Priority Registration with the following: Per AB 2882, a student parent is “a student who has a child or children under 18 years of age who will receive more than half of their support from that student.” [Ed Code Section 66025.81\(b\)](#)
 - AP 5220 – Shower Facilities for Homeless Students
 - Changed “The colleges of the District may maintain shower facilities...” to “...shall maintain shower facilities for student use on

campus that may be used by any homeless student actively enrolled....”

- AP 5520 – Student Discipline Procedure
 - Added section ‘No Disciplinary Action against Complainants or Witnesses in Sexual Assault Investigations’
- AP 5530 – Student Rights and Grievances
 - Changed:
 - Filing Statement of Grievance from 5 days to 14 days
 - Grievance Officer contacting student from 2 days to 7 days
 - Requesting a Grievance Hearing from 10 days to 14 days
 - Hearing Panel granting from 10 days to 14 days
 - Hearing Panel convening from 10 days to 14 days
 - Request for attorney representation from 5 days to 7 days
 - Request for open hearing from 5 days to 7 days
 - Panel preparing findings from 5 days to 7 days
 - Vice President’s decision from 5 days to 7 days
 - Appeal from 5 days to 7 days
 - Reducing Hearing Panel:
 - Students: from 6 to 3
 - Faculty: from 6 to 3
 - Administrator: from 6 to 3
 - AS, CSEA & Student Government submit 2 names, not 4
 - Panel consisting of 3 members
 - Inclusion of Vice President in process to allow for student appeal to President
 - Removed references to witnesses taking an oath before testimony (has not been the practice of any college to do so)
- AP 5500 – Standards of Student Conduct
 - Moved the section on conduct from AP to BP to avoid duplication
 - Added paragraph on “Remediation Measures”
 - Added paragraph on “Short- term Suspension – Exclusion of the student by the College President or designee, for good cause from one or more classes for a period of up to ten consecutive days of instruction.”
 - Added section on “Definitions of Plagiarism and Cheating”
 - Updated section on “Temporary Removal” pertaining to minor students to align with FERPA.
 - Expanded definition of plagiarism to include, “Plagiarism also includes the unauthorized use, and misrepresentation of, artificially-generated content without express permission from the instructor of record, or without duly crediting the source of the content.