

CHAPTER: Student Services
Admission to the College

VIII.A		Policy	Procedure
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The Board of Trustees subscribes to the belief that the American form of democracy can be best sustained if every qualified person, regardless of race, creed, sex, disability, economic status, or age, has an opportunity to improve through education. The admission policy of the College, therefore, is to accept for at least one opportunity all persons who can profit from the educational program and who are otherwise eligible to attend.

1. Enrollment (See Procedure VIII.A-01)

To be eligible for attendance in credit classes at MiraCosta College, a student must be:

- a. Eighteen years of age or older, and
- b. Able to benefit from instruction, or
- c. The holder of a high school diploma or equivalent, or
- d. Currently attending high school as a sophomore, junior or senior with a concurrent enrollment permit signed by the high school principal and parent. Home-schooled students must provide proof of filing as a private school with the Superintendent of Public Instruction or may obtain sign-off from the local public high school that the student would normally be attending. Parents of students under 18 years of age who have not completed high school and are not pursuing the equivalent of a high school education, or who are requesting enrollment as a full-time student may directly petition the President of the college to authorize attendance. The student and the parent must complete a minor's petition, provide transcripts, participate in English and math assessment and meet with the President's designee (the Dean of Counseling) who will determine acceptance or denial of admission to the college.

To be eligible to attend MiraCosta College for tuition-free, adult continuing education (noncredit) courses in the authorized noncredit categories of parenting, home economics, health and safety, short-term vocational, and courses for older adults, a student must be 18 years of age or older.

To be eligible to attend MiraCosta College Adult High School Diploma or noncredit English as a Second Language Programs, a student must be:

- (1) 18 years of age or older or
- (2) 17 years of age or older, currently enrolled in high school, and credit deficient with a concurrent enrollment permit signed by the student, the high school counselor, the principal, and the parent or guardian or
- (3) 17 years of age or younger, not currently enrolled in high school with a minor's petition signed by the student and the parent or guardian.

2. Concurrent Enrollment of High School Students

MiraCosta College will develop procedures for enrolling currently enrolled high school students in credit classes to maintain compliance with Education Code §§48800, 48800.5, 48802, 76001, and 76002.

3. Auditing

The Board of Trustees of MiraCosta College authorizes auditing of credit classes in only two instances:

- a. When a student has repeated a performance, skill, or activity course the maximum allowable number of times as listed in the course description.
- b. When a student wishes to repeat a credit lecture course.

All students who audit a class will pay an audit fee of \$15 per unit. Students enrolled in 10 or more units may audit additional three or fewer units without paying the audit fee. Auditors also will be charged for all instructional materials.

Auditors must secure approval of the instructor and the department chair. The instructor and department chair reserve the right to approve or disapprove any audit according to their discretion, and their decision will be final. If a class was taken at another college, transcripts must be presented to the Admissions and Records Office.

Auditors will not be counted for enrollment-based decisions regarding cancellation of classes.

- 4. Recording and Reporting Attendance (See Procedure VIII.A-04)**
- 5. Student Attendance (See Procedure VIII.A-05)**
- 6. Change of Program (See Procedure VIII.A-06)**
- 7. Holds on Registration Records (See Procedure VIII.A-07)**

8. Out-of-State Students (See Procedure VIII.A-08)

The Admissions and Records Office will determine the California residency status of all applicants to MiraCosta College. Residence determination dates shall be the opening day of classes for each semester or term.

The California Education Code requires that non-resident tuition be collected upon enrollment of non-resident students attending any of the California community colleges.

There shall be, in accordance with the Education Code and Title V, a system of appeals whereby a student may challenge a decision of residence determination to insure that the decision rendered was reasonable and was arrived at in keeping with the guidelines for residence determination as established by the Chancellor's Office of the California Community Colleges.

9. International Students (See Procedure VIII.A-09)

The Vice President of Student Services shall administer a program designed to attract, screen, process, and admit international students consistent with Education Code §§68060-68082 and appropriate sections of Title V.

Students who are citizens of a foreign country attending MiraCosta College on F-1 visas will be subject to the non-resident tuition and a capital outlay fee. Non-resident tuition may be waived for currently-enrolled F-1 international students who demonstrate financial need, provided that no more than ten percent of the total numbers of international students attending MiraCosta College are exempt from this fee. Exemptions from this fee are granted on an individual basis.

The college offers accident and sickness insurance for all international students. Premiums are charged to each international student every fall and spring semesters at the time of enrollment. Students may seek an exemption from the mandatory insurance policy if they can provide a copy of their policy in English, which includes the following:

- a. Effective dates of coverage.
- b. Amount of coverage (minimum coverage of \$250,000).
- c. Outline of covered services, which must include:
 - (1) Mental health care with patient care.
 - (2) Hospitalization.
 - (3) Maternity.
 - (4) Medical evacuation.
 - (5) Repatriation.
 - (6) List of excluded services.
 - (7) Information about how to reach the insurance company (address, telephone number, etc.).

10. Student Loan Limit

It is the philosophy of MiraCosta College that loans should be taken out as the last alternative for financing a student's education. It is also recognized that in some cases, a student loan may be the only viable alternative for meeting educational expenses.

MiraCosta College has set limits to student borrowing as published annually in the Financial Aid at MiraCosta College Student Guide.

CHAPTER: Student Services
Matriculation

MiraCosta College will offer to its students matriculation services including admitting, assessing, orienting, advising, counseling, and monitoring academic progress specified in Title V matriculation regulations of the state of California: Section 51024, Section 58106, and Sections 55500 through 55534.

MiraCosta College assures:

- no students shall be excluded from admission to the College as a result of the College's assessment process.
- no matriculation practice shall subject any person to unlawful discrimination.
- the College shall provide a process for assisting students to select a specific educational goal within a reasonable time after admission, but no later than during the term after which the student completes fifteen (15) semester units. Once a student has selected a specific educational goal, the District shall afford the student the opportunity to develop a student educational plan describing the responsibilities of the student, the requirements he or she must meet, and the courses, programs, and services required to achieve the stated goal.
- the Student Grievance and Due Process Procedure is provided to students who wish to address complaints that the College has failed to provide opportunities to develop student educational plans or that the District has established discriminatory prerequisites.
- the College shall provide students a written description of their rights and responsibilities regarding matriculation and exemption criteria for each matriculation component in the student handbook.
- matriculation services may be suspended or terminated for students who fail to fulfill their own matriculation responsibilities.
- prerequisites for a course shall be clearly related to course content and must be validated as being necessary for success in such a course. A prerequisite need not be validated if (a) it was established prior to July 6, 1990, and is part of a sequence of degree-applicable courses within a given discipline or (b) is required by statute or regulation, or (c) is required by a four-year institution to ensure transferability of subsequent courses.
- prerequisites will not be established in communication or computational skills which apply across the entire curriculum.
- pre-collegiate basic skills courses shall be available to accommodate students whose assessment results indicate that enrollment in such courses would be advisable.

- appropriate institutional research shall be conducted for ongoing evaluation of the effectiveness of the matriculation process and to ascertain whether matriculation procedures affect disproportionately particular groups of students.

Exemption from the Matriculation process

To be exempt from the matriculation process at MiraCosta College, a student must meet one of the following conditions:

1. The student was exempt during a previous semester; or
2. The student has earned an associate or higher degree from an accredited institution; or
3. The student has previously attended another college AND indicated on the application for admission one of the following as an educational goal:
 - Discover/formulate career interests, plans goals
 - Prepare for a new career (acquire job skills)
 - Advance further in current job/career (update job skills)
 - Maintain certificate or license (e.g. nursing, real estate)
 - Personal interest; no intention to use credit for certificate, degree or transfer
 - Complete credits for high school diploma or GED

Exemption from Assessment (Testing) Only

To be exempt from the assessment component of matriculation, a student must meet one of the following conditions:

1. The student has completed with a grade of C or higher at another college the prerequisite course for any math or English course(s) in which he/she wishes to enroll (transcript or grade report required), or
2. The student has taken an approved assessment test which can be used to meet the prerequisite for math or English course(s) in which he/she wishes to enroll.

Exempt students are not required to participate in the matriculation process, but are encouraged to do so.

CHAPTER: Student Services
Student Activities and Student Government

VIII.C		Policy	Procedure
SYNOPSIS:			
1.	Advisors	*	
2.	Associated Students	*	
3.	Student Handbook	*	
4.	Student Newspaper	*	

The Governing Board authorizes students and faculty members to participate in co curricular activities. The Board may authorize payment of travel and other necessary expenses of participants in these activities.

As used in this section, "co-curricular activities" means those activities and events which are designed to complement the academic program of the community college and which meet all the following criteria:

- Students of the community college are participating in the activity or event.
- The activity or event is supported in part from non-district funds.
- The activity or event is an extension of classroom instruction or related community college programs.

1. Advisors

Every student club or organization must be sponsored by an advisor who is a full-time member of the faculty or classified college staff. Advisors will be responsible for the supervision of all on-campus and off-campus activities or events of clubs or organizations.

2. Associated Students

The Associated Students of MiraCosta College is organized to conduct programs of activities and receive, deposit, and expend funds. The district auditor will include a statement of the financial condition of the Associated Students in the annual audit report. For specific information about how Associate Students' audits are completed, see Chapter 3.

Procedures will be established which will require all funds collected and disbursed by student organizations to be processed through the cashier's office of the Business Services Office.

3. Student Handbook

A student handbook may be published by the Associated Students and made available to all students enrolled in the College. The handbook will provide information which will assist students in their orientation to college life at MiraCosta College.

4. Student Newspaper

The College's newspaper, *The Chariot*, may be published by students officially enrolled at the college. *The Chariot* shall be financed from district funds and published in accordance with policies developed by the staff, under the supervision and advice of the Student Services Coordinator - Activities.

The Chariot shall provide news, features, editorials, and calendar items on a wide variety of campus activities.

CHAPTER: Student Services
Student Fees

VIII.D

SYNOPSIS:

	Policy	Procedure
1. Student Enrollment Fee	*	
2. Materials Fee	*	
3. Auditing Fee	*	
4. Health Services Fee	*	
5. Child Development Center Fee	*	
6. Student Parking Fee	*	
7. Student Center Fee	*	
8. GED Examination Fee	*	
9. Penalty and Processing Fee	*	
10. Refund of Student Fees	*	
11. Nonresident Tuition Fee	*	
12. Capital Outlay Fee	*	

1. Student Enrollment Fee

All students enrolling in credit classes shall pay an enrollment fee as prescribed by state law, except students who are recipients of the Board of Governors Waiver as determined by the Financial Aid Office.

2. Materials Fee

Students may be charged a materials fee when a product or item of any kind is produced in class and when that item becomes the property of the student. The amount of this fee can vary for each class since students pay only for the actual cost of materials.

3. Auditing Fee

Students wishing to audit a course shall pay a per-unit fee as prescribed by the California State Legislature. Students enrolled in 10 or more units may audit an additional three or fewer units without paying the audit fee. Prospective auditors must complete a petition available in Admissions and Records.

4. Health Services Fee

All students enrolled in credit courses and taking any number of units at the Oceanside campus, San Elijo campus, Community Learning Center or Oceanside College of Beauty will pay a health services fee as prescribed by the Board of Trustees.

Effective Date: 1/21/92 Adoption History: Revised 3/8/95, 7/16/96, 9/2/97, 4/4/00, 5/15/01, 2/17/04,
 References: EC 72246, 72247, 76252 et seq. 2/21/06, 11/20/07, 2/19/08

Students enrolled in credit courses conducted at locations other than the Oceanside campus, San Elijo campus, Community Learning Center or the Oceanside College of Beauty must also pay the health fee. Companies or school districts which arrange for MiraCosta College to conduct classes at off-site locations may request a waiver of the health fee by providing proof of accident insurance. Arrangements for a fee waiver must be made at the time negotiations are conducted for off-site classes with the office of instruction.

The following are exempt from paying the Health Services fee:

- a. Students taking only online courses.
- b. Students studying abroad.
- c. Students who are in an approved apprenticeship training program.
- d. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- e. Full-time permanent faculty and classified staff who enroll in credit classes.

Students who are enrolled in non-credit courses are not required to pay the health services fee. However, they may elect to do so if they want to avail themselves of the services.

5. Child Development Center Fee

The Child Development Center shall be operated as a laboratory school rather than as a drop in child care facility, with enrollment priority given to children of students and staff. Children of parents not associated with the College may be enrolled on a space-available basis. The Board will periodically review fees charged by the center and approve any modifications. Fees for MiraCosta students will be on a sliding scale based on the student credit course load. Information on current fees will be made available in the center office.

6. Student Parking Fee

Students using college parking facilities must register their vehicles and pay a parking fee. This fee shall be approved by the Board of Trustees and charged each semester and summer session. A parking permit must be properly displayed according to current procedures. District appointed security employees, as well as the Oceanside Police Department, are authorized to enforce all on-campus parking regulations.

7. Student Center Fee

Students enrolled in credit classes at the Oceanside campus or the San Elijo campus will be charged a student Center fee of \$1 per credit unit with a maximum of \$10 per fiscal year (July 1 to June 30). Students on TANF, SSI, or General Relief shall be exempt from this fee. Students who only have classes at the Oceanside College of Beauty, enroll only in online courses, or who are studying aboard are not required to pay the student center fee.

8. GED Examination Fee

A fee will be charged for each of the General Education Development (GED) tests offered by the college. In addition, a state certificate fee will be charged at the time of the first test administration.

9. Penalty and Processing Fee

Students who write checks backed by insufficient funds or who establish indebtedness to the College in any way shall be required to pay penalty and/or processing fees. (Policies regarding these fees are included in Chapter III - Business Services.)

10. Refund of Student Fees

A refund of all fees will be given to eligible students, providing the following eligibility requirements are met:

- a. A student's class has been canceled by the District.
- b. A student has officially withdrawn from classes (turned in a drop card to the Admissions and Records Office) during the first two (2) weeks of the semester or by the 10% date for a short term course or intersession.
- c. A student who is a member of an active or reserve military service who receives orders compelling a withdrawal from courses at any time during the semester.

If a student drops all classes by the deadline, he/she shall be eligible to receive a refund of the student enrollment fee, Health Services fee, materials fee, nonresident tuition, and Student Center fee. If a student drops a portion of his/her classes by the deadline, he/she is entitled to a partial refund of the student enrollment fee, materials fee, nonresident tuition, and Student Center fee. Processing of refunds will begin after the tenth day of classes for regular semesters and after 10 percent of short term or intersession class periods. The parking fee and I.D. card fee are non-refundable.

Federal refund and repayment calculations must be initiated if a student receives any Title IV aid and officially withdraws from all units, drops out of all units, is expelled, takes an unapproved leave of absence, or fails to return from an approved leave of absence prior to the 60 percent date of the term. All unearned aid must be returned to the federal aid programs as determined by the Financial Aid Office. Students are also subject to this calculation if they unofficially withdraw or earn all grades of Fs and/or Ws in a term. One hundred percent (100%) of the Title IV funds disbursed has been earned once a student has maintained enrollment for at least 60 percent of the term.

11. Nonresident Tuition Fee

The district establishes a nonresident tuition fee no later than February 1 for the succeeding fiscal year for all nonresident students who attend public community colleges. These fees are due and payable at the time of registration. Exemptions from nonresident classification are evaluated and determined by the Office of Admissions and Records.

12. Capital Outlay Fee

The Legislature authorizes community college districts to charge a capital outlay fee for students who are both citizens and residents of a foreign country. This fee is established no later than February 1 for the succeeding fiscal year for all nonresident students who attend public community colleges.

The capital outlay fee is charged in addition to other enrollment and nonresident fees. Revenue from any fee charged as a capital outlay fee shall be expended only for purposes of capital outlay, maintenance and equipment.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from this fee. The exemption is authorized, on a per semester basis, when a student meets the criteria above. The student will be deemed to have met the economic hardship criteria when the student has met the eligibility criteria for benefits under the Aid to Families with Dependent Children program, the Supplemental Income/State Supplementary Program, or a general assistance program.

CHAPTER: Student Services
Rights and Responsibilities of Students and Staff Members

VIII.E

SYNOPSIS:

	Policy	Procedure
1. Rights and Responsibilities of Students	*	
A. Student Rights	*	
B. Student Responsibilities	*	
C. Non-student Disciplinary Action	*	
D. Student Disciplinary Action	*	VIII.E-01.d
E. Student Grievance and Due Process	*	VIII.E-01.e
F. Academic Probation and Dismissal	*	VIII.E-01.f
G. Financial Aid Progress	*	
H. Free Speech and Distribution of Literature	*	
I. Release of Student Records	*	VIII.E-01.i
J. Appeal of Contents of Student Records	*	VIII.E-01.j
K. Sexual Assault	*	
L. Students with Loan Defaults	*	
M. Student Personal Property	*	
2. Rights and Responsibilities of Staff Members	*	
A. Faculty and Staff Member Rights	*	
B. Faculty and Staff Member Responsibilities	*	

1. Rights and Responsibilities of Students

For the purposes of this policy, students include those persons who are: enrolled officially in credit and noncredit classes; auditing classes; or involved in on-campus contract education projects for residents of the United States. All other persons associated with college sponsored programs or projects (Community Services clients, LIFE members, off-campus contract education clients, foreign contract education program participants at all locations, etc.) are considered as visitors and will be subject to non-student disciplinary action in accordance with Administrative Policy VIII.E. Section 1.c.

a. Student Rights

Each student has a right to be treated with dignity in an environment free from discrimination, harassment, or disruption of the learning process. Each student must

have access to a disciplinary procedure that ensures due process. Students with verified disabilities have the right to receive academic accommodations.

b. Student Responsibilities

Each student must obey civil and criminal laws. In addition, each student must refrain from:

- (1) Engaging in academic dishonesty including plagiarism; (see plagiarism explanation and penalty information in the section on Special Faculty and Staff Member Disciplinary Courses of Action.)
- (2) Committing forgery or other alteration of college records; or knowingly or negligently furnishing false information to any college office. [See Administrative Procedure VIII.E-01.d (2.e) regarding Financial Aid Fraud.]
- (3) Disrupting of teaching, administration, or other college activities or programs.
- (4) Abusing physically or verbally any college employee, any other student or visitor, or threatening to use force or violence against any member of the college community.
- (5) Committing theft of, or damage to, college property or the property of students, staff, or visitors.
- (6) Using college supplies and equipment or entering college facilities without authorization.
- (7) Violating college or California Education Code regulations pertaining to student organizations, distribution of literature, and place and manner of public expression. (These regulations are available in the Student Activities Office in the Student Center.)
- (8) Using, possessing, or distributing alcoholic beverages, illegal drugs or narcotics while on the college campuses. [Students should be aware that possession, use, or distribution of drug and alcohol substances on a campus violates California Health and Safety Codes §§11350, 11357b, and 11377 and California Business and Professional Code §25608, with the exception of the use, distribution and/or sale of alcohol at Foundation sponsored events. Students serving as representatives of the College are prohibited from using alcohol at said events. Penalties include substantial fines and/or imprisonment.]
- (9) Disobeying traffic or parking regulations.
- (10) Smoking in a designated non-smoking area.
- (11) Disobeying directions of college officials acting in their authorized capacities.
- (12) Possessing weapons or objects intended to be used as weapons without the expressed written consent of the College's Superintendent/President or designee.
- (13) Providing false or misleading information or intentionally omitting information on financial aid applications and supporting documents.

- (14) Illegally obtaining or altering college records, electronic information, or computer applications and committing any computer-related crimes as defined in California Penal Code §502.
- (15) Participating in any activity that might be classified as a hate crime, including but not limited to verbal or written slurs, physical attacks, defacing of property, or threats directed toward people who are protected by the college anti-discrimination policy. The college extends equal opportunity protection to all individuals regardless of race, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation, or Vietnam-era veteran status.

Students must acquaint themselves with these student responsibilities and the policies of the various college offices and comply with them. For example, students are responsible for learning about, and abiding by, deadlines for submitting add or drop cards, graduation petitions, directed-studies petitions, credit-by-examination requests, credit/no-credit option requests, and financial aid paperwork.

Disabled Students (for appropriate grievance procedures see VIII.H-01a and VIII.H-02).

Students with disabilities requiring academic accommodation are responsible for identifying themselves as disabled, providing verification of the disability, and providing adequate notice of accommodation needs. Generally, seven days notice is required to provide accommodation.

c. Non-Student Disciplinary Action

Use of MiraCosta campuses or centers is intended for enrolled students. Non-students are welcome on the campuses or at the centers only if they abide by all college rules and regulations. If non-students abuse college facilities, violate college rules, or refuse directions from college officials, they may be asked to leave and be prohibited from returning. Campus police will enforce this policy in cooperation with college officials.

d. Student Disciplinary Action (See Procedure VIII.E-01.d)

Violation of college rules and regulations may result in the Vice President, Student Services or designee taking one or more of the following courses of action:

- (1) Issuing an oral or sign language warning regarding modifying behavior.
- (2) Issuing a written warning regarding modifying behavior.
- (3) Requiring restitution for stolen or damaged property.
- (4) Arranging a meeting to discuss the possibility of disciplinary probation, summary suspension, disciplinary suspension, expulsion, or other appropriate action. The college must show cause for probation, suspension, or expulsion. Steps to be followed in conducting the meeting are specified in Administrative Procedure VIII.E-01.d. The Vice President, Student Services or designee may determine that student behavior constitutes an immediate threat to members of the campus community. If that is the case, the student is subject to immediate disciplinary action. The Vice President, Student Services or designee may arrange to meet with the student and to proceed with an immediate suspension

for up to five class days. Such a suspension may be appealed to the college president.

e. Student Grievance and Due Process (See Procedure VIII.E-01.e)

MiraCosta College encourages students, faculty, and staff members to resolve differences informally whenever possible. If a difference cannot be resolved informally, a formal grievance may be filed.

Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, color, national origin, gender, marital or parental status, physical or mental disability, sexual orientation, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, college procedures, student behavior, sexual harassment, and other campus concerns.

If you are a regular non-student employee wishing to grieve against a supervisor or the institution, you must use different documents and procedures, which are available in the Human Resources Office of the college.

f. Academic Probation and Dismissal (See Procedure VIII.E-01.f)

The faculty and administration will periodically review the academic probation and dismissal policy of the institution and recommend appropriate modifications to the Board of Trustees. The probation and dismissal policy will be printed in the college catalog so students can be fully informed. MiraCosta College will comply with Title V regulations, Chapter IV, Standards of Scholarship, §§ 51300 through 51319.

g. Financial Aid Progress

Policy regarding satisfactory progress is posted at: [http://www.miracosta.edu/Student Services/Financial Aid/Financial Aid Guide 2007-08.htm#sap](http://www.miracosta.edu/Student%20Services/Financial%20Aid/Financial%20Aid%20Guide%202007-08.htm#sap).

h. Free Speech and Distribution of Literature

MiraCosta College is dedicated to the free exchange of ideas. First amendment rights guarantee freedom of speech.

Academic freedom is the freedom to express and defend one's view or beliefs and the freedom to question and differ without repression or academic penalty. In an institution of free inquiry, it is the right of all to express their views.

Freedom of speech and the distribution of literature on campus shall be permitted as long as the distributors do not obstruct free passage or interfere with programs and services of the college. The literature may not advocate the violent overthrow of the government.

The Vice President, Student Services, or designee, in consultation with faculty and staff, will be responsible for developing procedures for free speech and distribution of literature on campus.

i. Release of Student Records (See Procedure VIII.E-01.i)

The Family Educational Rights and Privacy Act (FERPA) requires that educational institutions:

- (1) Provide each student on request with access to official records directly related to that student and further provide an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
- (2) Obtain the written consent of each student before releasing personal information (addresses, telephone numbers, etc.) about that student to other than MiraCosta campus personnel who can demonstrate a legitimate educational need to know.
- (3) Notify each student of these rights.

The District will notify students in the class schedule or catalog of their rights to inspect, review, challenge, and maintain control of information.

- j. Appeal of Contents of Student Records (See Procedure VIII.E-01.j)
- k. Sexual Assault [See Procedure VIII.E-01.e (c)]

The MiraCosta Community College District is committed to maintaining a safe environment for work and study that encourages mutual respect and is free of physical and psychological threat. To this end, the District will provide a program of education and service to minimize the risk of sexual assault. Sexual assault includes, but is not limited to, rape (including date rape), forced sexual acts such as sodomy, oral copulation, rape by a foreign object, and sexual battery.

To the fullest extent possible, the District ensures that students, faculty, and staff who are victims of sexual assault at a facility maintained by MiraCosta College or at an activity sponsored by the District shall receive treatment and information to deal with the assault.

Students or staff members accused of sexual assault are subject to disciplinary action using the due process procedures contained in the MiraCosta Community College District Board of Trustees Policies and Administrative Procedures Manual, Chapters I and VIII.

The District will expel or terminate any person found, through a MiraCosta College or a judicial hearing, to have committed the crimes of rape or sexual assault on the premises of MiraCosta College, at any of its facilities, or at sponsored activities.

- l. Students with Loan Defaults

Under authority granted by the California Board of Governors, students who default on student loans received for attendance at MiraCosta College will be denied the following student services:

- (1) Eligibility to receive funding from any Title IV program.
- (2) Provision of grades.
- (3) Provision of transcripts.
- (4) Provision of a degree.

- (5) Provision of a certificate.
- (6) Provision of awards or special recognition (e.g., Medal of Honor, President's List, etc.).

Students who are ineligible for the above services are still eligible to register for classes.

A hold will be placed on the record of defaulted students and will remain there until such time as notice is received from the loan holder that the default has been cleared. Renewed eligibility for Title IV aid programs may require demonstration of continued good faith efforts to maintain satisfactory repayment of defaulted loans.

Students who wish to request provision of a barred service on an exception basis, and students who believe they are not in default, should contact the Office of Financial Aid.

m. Student Personal Property

Students are responsible for their own personal property while on college premises. Special care should be taken to safeguard textbooks, electronic equipment, bicycles, purses, wallets, and backpacks.

2. Rights and Responsibilities of Staff Members

a. Faculty and Staff Member Rights

Each member of the college faculty/staff has the right to dignified treatment from students and other faculty/staff members, to have an environment free of discrimination or harassment, to expect that students will respect academic honesty policies, and to work in a peaceful learning environment.

b. Faculty and Staff Member Responsibilities

Each member of the college faculty/staff must endeavor to provide a peaceful learning environment, respect student rights of expression, and make fair and equitable decisions regarding student academic performance and student requests for services. MiraCosta College abides by the principles of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and acknowledges the right of individuals with verified disabilities to reasonable accommodation.

CHAPTER: Student Services
Student Services Program Areas

VIII.F

SYNOPSIS:

		Policy	Procedure
1.	Admissions and Records/Veterans Services	*	
2.	University Transfer Center	*	
3.	Athletics	*	
4.	CalWORKs/EOPS	*	
5.	Campus Police and Safety Department	*	
6.	Counseling	*	
7.	Disabled Student Programs and Services	VIII.H	VIII.H-01a/b/c; VIII.H-02; VIII.H-03; VIII.H-05
8.	Financial Aid	*	
9.	Health Services	*	
10.	Institute for International Perspectives	*	
11.	Service Learning	*	
12.	Retention Services	*	
13.	School Relations/Diversity Recruitment	*	
14.	Student Activities/Student Government	*	
15.	Testing Services	*	

The Governing Board provides the following Student Services programs:

1. Admissions and Records/Veterans Services

Staff shall be responsible for processing applications, registering students in credit, non-credit, and high school diploma classes, maintaining academic records, sending transcripts to colleges and potential employers, evaluating records for graduation, helping qualified veterans of the armed forces to secure educational benefits, and enforcing academic regulations.

The Registrar is responsible for classifying all records pertaining to admissions, registration, attendance and grading in accordance with state regulations. A manual for retention and destruction of student records will be maintained in the Admissions and Records Office. The Registrar shall periodically prepare a list of all records which are recommended for destruction. The governing board shall review the list and shall either approve

Effective Date: 1/21/92

Adoption History: Revised 1/20/93, 7/16/96, 9/2/97, 4/4/00, 5/15/01, 2/17/04, 2/15/05, 12/5/06

References: T5 55500 et seq.

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the recommendations or order a reclassification when necessary or desirable. Order by action will be recorded in the governing board minutes (with lists attached) of the destruction of records in accordance with the regulations.

2. University Transfer Center

The Governing Board of MiraCosta College recognizes transfer of students to other institutions of higher education for completion of advanced degrees as one of its primary missions.

In accordance with Title 5, Section 51027, the development and adoption of a transfer center plan shall be in place. Such plan shall describe the activities of the college transfer center and the services to be provided to students, incorporating the minimum standard provisions outlined in the California Code of regulations, Title 5, section 51027. The College will provide space and facilities adequate to support the transfer center in implementing its activities. In collegial consultation with the Office of Instruction and the Academic Senate, the Student Services Division shall staff the center and coordinate the plan.

3. Athletics

Staff shall be responsible for implementing an athletic program for both men and women and for maintaining policies of athletic conferences in which MiraCosta College holds membership. (Policies regarding student use of district vehicles and student use of facilities are included in Chapter III - Business and Administrative Services.)

4. CalWORKs /EOPS

CalWORKs is a State funded welfare reform program designed to stimulate and promote employment of eligible students. Program objectives are to provide academic/vocational training opportunities, campus-based work experience and work/study programs, retention and support services, counseling, and employment success workshops.

Extended Opportunity Program and Services (EOPS) staff shall be responsible for providing book grants, directing grants, peer counseling, and transfer assistance for qualified low-income students.

5. Campus Police and Safety Department

Staff shall be responsible for providing a safe environment for students, staff and visitors at all college sites.

6. Counseling

Staff shall be responsible for helping students select majors, transfer to senior colleges, and determine appropriate career goals.

7. **Disabled Student Programs and Services (Policy VIII.H; Procedures VIII.H-01.a, VIII.H-01.b, VIII.H-01.c, VIII.H-02, VIII.H-03, VIII.H-05)**

Staff shall be responsible for assisting students with physical, communication, learning developmental, or psychological disabilities.

8. **Financial Aid**

Staff shall be responsible for helping eligible students secure state and federal grants and loans designed to provide access to higher education.

9. **Health Services**

Staff shall be responsible for providing the following services as defined in Section 54702 of Subchapter 7 of Chapter 5 Division 6 of Title 5 of the California Code of Regulations: clinical care services, mental health services, and special services.

Clinical care services shall include: student health assessment, intervention and referral, emergency care first aid, health appraisal, and communicable disease control.

Mental health services shall include: crisis counseling, short term psychological counseling, and mental health assessment.

Special services shall include: health education and promotion programs, teaching and research, student insurance programs, and student environmental health and safety programs.

10. **Institute for International Perspectives**

Staff shall provide support services to students, faculty and staff seeking structured cultural exchange activities and/or opportunities abroad. Staff also provides support services to international students (non immigrant status).

11. **Service Learning**

Staff shall be responsible for helping students combine academic concepts with service to the community. The Service Learning office will assist faculty members in the development of curricula appropriate for service learning and will facilitate interaction with community agencies at which students may volunteer.

12. **Retention Services**

Staff shall provide an organized process to meet student tutoring needs and shall assist students in securing other academic support services.

13. School Relations/Diversity Recruitment

Staff shall be responsible for maintaining close relationships with counselors and teachers at District elementary and secondary schools. Staff will also engage in outreach activities to encourage and assist under-represented students in district feeder schools and the community to enroll in college.

14. Student Activities/Student Government

Staff shall be responsible for advising student government and student organizations, organizing a variety of cultural programs, and helping students to participate in co-curricular activities. For information about student use of district vehicles, refer to Policy III.J for information about student use of facilities, see Procedure III.C-02.f.

15. Testing Services

Staff shall be responsible for coordinating MiraCosta's assessment program so students will have appropriate course placement information and for administering and proctoring a limited number of other test instruments.

CHAPTER: Student Services
Campus Police and Safety Department

VIII.G

SYNOPSIS:

	Policy	Procedure
1. Campus Police and Safety Department	*	
a. Control of Animals on Campus	*	VIII.G-01.a
b. Building Security	*	III.B-02.e
c. District Police and Safety Department	*	
d. Firearms on Campus	*	
e. Limits on use of Statewide Law Enforcement Computer Network	*	
f. Bomb Threats	*	VIII.G-01.f
g. Fire Emergencies	*	VIII.G-01.g
h. Calling Paramedics	*	VIII.G-01.h
i. Transportation of Injured or Ill Persons for Medical Care	*	
j. Minor Children on Campus	*	VIII.G-01.j
k. Campus Police Procedures Manual	*	
2. Operation of Vehicles/Parking	*	VIII.G-02
a. Student Parking Fee	*	VIII.G-02.a
b. Parking Permits for Staff	*	VIII.G-02.b

1. Campus Police and Safety Department

Campus security and parking is enforced by the MiraCosta College police, who are so designated under the provisions of Education Code 72330 and California Penal Code Section 830.32(a). The police are a part of the Student Services Division; parking lot maintenance is a Facilities Department responsibility.

a. Control of Animals on Campus (See Procedure VIII.G-01.a)

As a general policy domestic animals that are not confined in a vehicle are prohibited on campus. The Superintendent/President shall provide for development of necessary procedures to implement this policy, including any appropriate exceptions.

b. Building Security (See Procedure III.B-02.e)

The Superintendent/President will assure that the rules and responsibilities for security of college buildings and equipment are developed and published to college employees.

Effective Date: 1/21/92 Adoption History: Revised 7/16/96, 9/2/97, 2/17/04, 2/21/06, 6/20/06, 6/19/07

References: T5 55500 et seq., California Penal Code Section 830.32(a), 626. (a), 626.10 (a) and (b)

c. District Police and Safety Department

Protection of person and property is a primary responsibility of the Board, which they delegate to the Superintendent/President.

A Community College Police Department is established under authority of Education Code Section 72330 and California Penal Code Section 830.32(a), the members of which shall be empowered, when specially designated by the Superintendent/President, to enforce regulations for the security of persons and property at district locations or at off-campus district events.

The Superintendent/President or his/her designee is authorized and directed to designate employees as members of the District Police and Safety Department and to define their specific duties, which he/she may modify, or revoke in writing or orally at any time.

The recruitment and employment of members of the District Police and Safety Department shall be carried out in accordance with applicable personnel policies and procedures. The Superintendent/President is authorized to appoint other district staff to act as security officers as a part of their collateral duties. These appointments shall be considered temporary and may be revoked at any time.

d. Firearms and other weapons on Campus

Except for persons in the groups listed below, no person shall bring to or possess at a district location or event a firearm or weapon of any kind, including those commonly known as: blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles, dagger, firearm (loaded or unloaded) pistol, revolver, rifle, etc. Nor shall any person bring or possess on district property: any knife having a blade longer than two and one-half (2-1/2) inches; any switchblade; any razor with an unguarded blade; any metal pipe or bar used or to be used as a club; or any item such as a chain that could be used to threaten or inflict bodily harm.

Persons exempted from these prohibitions are:

- A duly appointed peace officer as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, of the Penal Code;
- A full-time paid peace officer of another state or the federal government who is carrying out official duties while in California;
- Any person summoned by any such officer to assist in making arrests or preserving the peace while he/she is actually engaged in assisting such office;
- A member of the military forces of this state or the United States who is engaged in the performance of his/her duties.

e. Limits on use of Statewide Law Enforcement Computer Network

MiraCosta College qualifies for access to the California Law Enforcement Telecommunications System (CLETS). Use of the system will be in accordance with California Department of Justice policies and procedures as set forth in the Department of Justice Manual.

- Access to the System

Any sworn officer or Classified Dispatcher of the MiraCosta College Police and Safety Department shall have access to CLETS. Each employee will be trained in proper use of the system according to Department of Justice standards. Prior to training and system access, all qualified employees and officers will be required to read and sign a statement which details the penalties for misuse of CLETS. The CLETS computer will be located in the dispatch office of Campus Police and Safety on the Oceanside Campus. Authorized users will have separate passwords and codes. A record will be kept of each CLETS access and the system permits tracing of use.

- Misuse of the System

If a Police Officer or Dispatcher fails to follow legal policies and procedures for use of CLETS, he or she will be subject to appropriate disciplinary action which may include a letter of reprimand, suspension with or without pay, a recommendation for termination of employment, and/or legal action.

f. Bomb Threats (See Procedure VIII.G-01.f)

g. Fire Emergencies (See Procedure VIII.G-01.g)

h. Calling Paramedics (See Procedure VIII.G-01.h)

i. Transportation of Injured or Ill Persons for Medical Care

Appropriate transportation of injured or ill persons to receive medical care shall be provided from MiraCosta locations. For serious injuries or illness to any person during normal working hours or at college events, the designated administrator in charge is authorized to call for paramedic or ambulance transportation. If the injured or ill person does not have insurance coverage or is unable to pay for the service, and if the agency providing the paramedic or ambulance service requires payment, the College will pay. When parties are seriously injured or ill during off-hours on college premises, college personnel shall call 911 but are not authorized to commit the College financially.

The designated administrator, nurse, or other college employee responsible for a college activity will arrange for non-emergency transportation of persons who are ill or injured during normal working hours or at a college activity. An injured or ill person whose ability to drive safely is in doubt must not be permitted to drive an automobile. If a non-employee is ill or injured on college premises during non-working hours and the occasion is not a college-sponsored event, a college employee should assist in obtaining transportation but does not have primary responsibility for seeing that it is provided.

The Superintendent/President shall develop procedures for the implementation of this policy.

j. Minor Children on Campus (See Procedure VIII.G-01.j)

Infants and minor children at MiraCosta Community College District locations shall be supervised by an adult in an area normally accessible to the public or in an area specifically approved by the Superintendent/President of the District for infants and minor children.

Under no circumstances are infants or minor children to be exposed to hazardous conditions or left unsupervised; nor are children to be allowed in areas where their presence will interfere with course activities or the normal work of the College.

k. Campus Police Procedures Manual

The MiraCosta Campus Police and Safety Department shall develop and maintain a Campus Police Procedures Manual in order to carry out law enforcement duties at all MiraCosta College sites. The Campus Police Procedures Manual will be reviewed and approved by District Legal Counsel and the Cabinet. If upon the advice of Legal Counsel, the addition of a new Procedure to this Manual is determined to constitute a significant change, the Superintendent/President will present the proposed change(s) to the Board.

2. Operation of Vehicles/Parking (See Procedure VIII.G-02)

All persons operating motor vehicles, motor bikes, bicycles or other mechanical forms of transportation on district property are subject to regulations approved by the Superintendent/President to promote the orderly flow of traffic, safety of pedestrians and protection of property. These regulations will be available for examination in the District Police and Safety Office at MiraCosta and in the Administration Building at San Elijo. Notice shall be posted at appropriate locations notifying vehicle operators of these regulations and their effect.

Use of skateboards, in-line skates (also known as rollerblades) are prohibited on all college property unless specific, written authorization has been obtained from either the Vice President of Student Services or Vice President, Business and Administrative Services or his/her designee.

- a. Student Parking Fee (See Procedure VIII.G-02.a)

All persons who use college parking facilities must register their vehicles. A parking permit must be properly displayed according to current procedures. A fee approved annually by the Governing Board will be charged for each semester and summer session. District-appointed Campus Police and security employees, as well as the Oceanside Police Department, are authorized to enforce all on-campus parking regulations.

- b. Parking Permits for Staff (See Procedure VIII.G-02.b)

Employees of the District will be issued one staff parking permits free of charge, subject to parking regulations approved by the Superintendent/President.

CHAPTER: Student Services
Disabled Student Programs and Services

VIII.H

SYNOPSIS:

	Policy	Procedure
1. Academic Accommodation for Students with Disabilities	*	
a. Course Accommodation	*	VIII.H-01.a
b. Accommodation: Course Substitution	*	VIII.H-01.b
c. Course Waiver	*	VIII.H-01.c
2. Alternate Media and Grievance	*	VIII.H-02
a. Video and Multimedia Accessibility	*	VIII.H-02.a
3. Web Accessibility	*	VIII.H-03
4. Special Class Course Repeatability	*	
5. Suspension and Termination of Services	*	VIII.H-05
a. Lack of Measurable Progress	*	
b. Inappropriate Use of Services	*	

1. Academic Accommodation for Students with Disabilities

While maintaining academic integrity, MiraCosta College is committed to ensuring that students with disabilities receive appropriate accommodation in their instructional activities as mandated by federal and state law and by college policy. The fundamental principles of nondiscrimination and accommodation in academic programs were set forth in the implementing regulations for the 1973 Rehabilitation Act, Section 504. Other applicable laws include the Americans with Disabilities Act, Public Law 101-336, the Family Educational Rights and Privacy Act of 1974, and Title V of the California Code of Regulations.

a. Course Accommodation (See Procedure VIII.H-01.a)

Definition: A course accommodation is an adjustment that allows a student with a disability an equal opportunity to complete course requirements. The college recognizes that many disabilities that may preclude a student from successfully completing a course can be overcome with a course accommodation such as test facilitation, use of a note taker, and permission to tape record class sessions. Any student with a documented disability seeking a course accommodation due to a documented disability may request assistance from Disabled Student Programs and Services (DSP&S).

Effective Date: 12/8/93

Revised: 1/26/96, 12/8/03, 2/17/04, 2/21/06

References: Title V Section IIIA 56010, 56027, 56029, 67310-12 and 84850, Education Code; §504/508, Rehabilitation Act of 1973, Public Law 101-136 (Americans with Disabilities Act of 1990)

b. Accommodation: Course Substitution (See Procedure VIII.H-01.b)

Definition: A course substitution is the replacement of a required course with an approved alternative course. The substituted course must provide concept mastery comparable to that of the required course. MiraCosta College intends that all of its graduates demonstrate mastery of the competencies required by Title V of the California Code of Regulations and complete successfully all of the specific courses required for graduation. However, the college recognizes that a documented disability may prevent a student from demonstrating required competencies or from completing successfully all of the specific course requirements necessary for graduation in the same manner as would a student without a disability. In some cases, a course substitution may be warranted. A course substitution may be appropriate provided that 1) a student has made a good-faith effort to succeed in the required course and has not been successful even with Level I Accommodation or 2) a student can demonstrate that his or her disability is of such a magnitude that any attempt to pass the course would be futile. The substitution is recorded on the transcript; however, students must realize that subsequent educational institutions may not recognize a substitution granted by MiraCosta College.

c. Course Waiver (See Procedure VIII.H-01.c)

Definition: A course waiver is the elimination of a required course from a student's program of study. The required course must be peripheral to the student's course of study, transfer goals, major, or employment goals, and the student must not require any further classes or training in the specified area.

MiraCosta College intends that all its graduates demonstrate mastery of the competencies required by Title V of the California Code of Regulations and complete successfully all of the specific courses required for graduation. However, the college recognizes that a disability may prevent a student from demonstrating required competencies or from completing successfully all of the specific course requirements necessary for graduation in the same manner as would a student without a disability. In rare cases, a waiver may be appropriate. A course waiver may be appropriate provided that 1) *either* the student has made a good-faith effort to pass the course and was not successful with Level I Accommodation *or* his or her disability is of such a magnitude that any attempt to pass the course would be futile and 2) no appropriate course substitution is available. The waived course must be peripheral to the student's course of study, transfer goals, major, or employment goals, and the student must not require any further classes or training in the specified area. The waiver is recorded on the transcript; however, students must realize that subsequent educational institutions may not recognize a substitution granted by MiraCosta College.

2. **Alternate Media and Grievance (See Procedure VIII.H-02)**

MiraCosta College is committed to the implementation of Section 504 and Section 508 of the Federal Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act in providing equal opportunity in education.

The fundamental principles of non-discrimination and accommodation in academic programs are set forth in implementing regulations in Section 504 of the 1973 Rehabilitation Act, and Public Law 101-336, the Americans with Disability Act of 1990. These regulations provide that no qualified disabled student shall, on the basis of disability, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any postsecondary education program or activity. MiraCosta College is committed to complying with the intent of this legislation.

MiraCosta College supports the use of Alternate Media as an accommodation for students with disabilities to provide access to college courses, course materials, distance education, and college publications. It is the policy of the College to respond to requests for college materials in alternate media in a timely manner and to provide accurate translations in a manner and medium appropriate to the significance of the message.

a. Video and Multimedia Accessibility (See Procedure VIII.H-02.a)

As specified in Section 508 and the California Community College Chancellor's Office legal opinion, and in accordance with Board Policy III.E.h., MiraCosta College recognizes that electronic and information technology developed, purchased or used by public agencies receiving federal funds must be accessible to people with disabilities. Video or multimedia products are covered by section 1194.2 of those regulations. This also includes multimedia materials used in distance education.

MiraCosta College is dedicated to ensuring that deaf and hard of hearing students are provided with equal and effective access to video and multimedia materials. Disabled Student Programs and Services works collaboratively with the Library, Instructional departments, and faculty to purchase new instructional videos and multimedia materials in a closed-captioned format and to caption the existing Library collections as well as instructor-produced and department-owned videos and multimedia materials. MiraCosta College is also committed to ensuring that district-produced video and multimedia materials comply with Section 508.

3. **Web Accessibility (See Procedure VIII.H-03)**

MiraCosta College endorses the Guidelines of the World Wide Web Consortium (W3C), which is composed of over 400 member organizations worldwide developing common protocols to promote the evolution of the World Wide Web and ensure its inter-operability.

The standards of Section 508 are consistent with the W3C Guidelines and provide achievable, well-documented guidelines for implementation. Effective upon approval of this policy, all new or revised Web pages published or hosted by the college must be in compliance with the W3C standards defined in Section 508, specifically subsections 1194.1 through 1194.22 and subsection 1194.31. A revised Web page is a Web page where significant redesign of a page or a major revision of the content of a page takes place.

- a. Reasonable effort must be taken to ensure that legacy Web pages are in compliance with these subsections of Section 508 no later than November 1, 2003. That effort will/must be documented. Legacy Web pages are considered those pages published prior to November 1, 2001.
- b. Upon specific request and reasonable notification, information on legacy Web pages is to be made available to any individual needing access to such Web content, revision or otherwise. The department responsible for the creation of the information on the Web page will be responsible for providing access, with the assistance from the Access Specialist. Upon specific request and reasonable notification, information on Web sites and Web pages in archive status (e.g. no longer in use but subject to records retention plans) containing core administrative or academic information, official records, and similar information) is to be made available/accessible to any individual needing access to such Web content, by revision or otherwise.

For items A and B, undue administrative or financial burdens may contribute to a determination that alternative formats be used to provide the information to individuals requiring use of the information.

Priority should be given to creating accessible Web pages for core institutional information such as course work, registration, advising, admission, catalogs, and student services information. Departments with large Web sites containing core institutional information should establish priorities for ensuring access to these pages according to the pages being used or requested most often.

4. Special Class Course Repeatability

A student may repeat a special class under the following circumstances:

- When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific class;
- When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
- When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further the achievement of the goal.

5. Suspension and Termination of Services (See Procedure VIII.H-05)

Students may be denied services under the following conditions:

a. Lack of Measurable Progress

A lack of measurable progress may be defined in the following ways and may result in loss of DSPS services:

- (1) Failure to meet MiraCosta's academic standards (i.e., academic dismissal, long term suspension or expulsion).
- (2) Two consecutive semesters of failure to comply with DSPS services policies.
- (3) Failure to make progress toward the goals outlined in the Student Educational Contract (SEC) for consecutive semesters.

b. Inappropriate Use of Services

Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that a student is using. Failure to comply with the terms stated within each specific service area may result in termination of that service.

- (1) Only services that have been used inappropriately may be terminated in the middle of a semester.
- (2) Prior to the termination of a service, the student will be notified in writing that unless he/she meets with a DSPS faculty member to discuss the area of concern, the service will be automatically terminated one (1) week from the date of the letter.
- (3) At the meeting, the student will need to sign the Warning of Suspension or Termination Contract, which outlines the guidelines for continuing services.
- (4) If the service is terminated, it will be terminated for the current semester only.
- (5) Terminated services may be reinstated during the current semester only on the authorization of a DSPS faculty member, and only if there are extenuating circumstances which warrant the reinstatement of the service.
- (6) Reinstatement of services for subsequent semesters will be considered on a case-by-case basis.