CHAPTER: Student Services

Enrollment

A. Registration

Class registration for credit courses for continuing students and new students is processed online and in person on a priority basis. Registration for students who do not choose to use online registration or are unable to do so due to registration restrictions is conducted in person on a first come, first-served basis on or after the student’s assigned priority date and time.

Registration for adult continuing education (noncredit) courses for continuing and new students is processed online and in person on a predetermined schedule. Enrollment in some courses requires assessment prior to registration. Registration details are outlined in the Community Education Bulletin.

B. Registration for Students with Disabilities

Special registration is provided for students with disabilities.

C. Licensed Vocational Nursing and Cosmetology

Nursing and cosmetology students have special application and registration procedures.

D. Late Registration

On the first day of the semester, instructors will receive enrollment rosters for each of their classes listing the names of all students who have officially registered through the previous Thursday. Instructors may obtain updated rosters online. During the first week of late registration, if the class is still open, a student will register in the Admissions Office. At the instructor’s discretion, a student may add a full semester or fifteen week class through the second week of the class. After the one week late add period, students with extenuating circumstances may use the “Petition for Late Add.” The student must obtain: 1) Instructor’s signature, and 2) Instructional Dean’s signature. Students must finalize all registration procedures including payment, prerequisite approvals, and clearance of holds within seven working days of instructor’s signature. Payment is due at the time of submitting this petition to Admissions & Records.

E. Records

The Admissions and Records Office is the official location of forms and records for registration and enrollment procedures.

Effective Date: 1/21/92

Adoption History: Revised 3/8/95, 9/2/97, 4/4/00, 5/15/01, 2/17/04, 4/24/07

MiraCosta Community College District
Documentation of enrollment include:

1. Application.
2. Residency questionnaire, if required.
3. Registration form.
4. Add and drop forms.
5. Instructor drop form.
6. Instructor add/drop forms.
7. Petitions for independent study and credit by exam.
8. Final Grade reports.
10. Incomplete forms.
11. Petitions for credit/no-credit.
12. Justification and documentation for overlapping of time in classes.

F. Instructor Records

Each instructor is to maintain a class record book or other acceptable records that should contain the following:

1. On separate pages, the name, number designation, and title of each course.
2. A complete alphabetical list of all students enrolled in each class. After the name of the late enrollees, the date of entrance should be shown. If and when students withdraw or are dropped from the class, that date of withdrawal and whether passing or failing at the time of withdrawal should be indicated.
3. A record of the grades the student has earned each grading period, and a final grade at the end of the semester.
Attendance accounting is an important phase of school operation. The Registrar is directly responsible for keeping attendance records for the entire school. These records are continuously under the scrutiny of state and federal officials.

During the regular school year the College is obliged to report attendance as of "census" day. The FTES (full time equivalent students) as of "census" day will be determined by the active enrollment in each class on that day.

Certain courses must report "positive attendance" on a daily basis. These courses will be identified to the instructor by the Registrar prior to each term. These reports are completed in accordance with state regulations.

The Admissions and Records Office maintains supporting documentation for the attendance reports. This documentation includes:

- Listing by class section of enrollment and contact hours.
- Total contact hours at census date.
- Total contact hours for positive attendance classes.
- Apportionment detail listing by class each census and each semester for positive attendance classes.
- Registration forms.
- Multiple and overlapping enrollment documentation.
- Add and drop cards.
- Application for admissions and residency questionnaire.
- Rosters of census day and final graded rosters.
- CCAF 320 Report.
- CCAF 130, 131 Report.
- Contact hours by class - Directed Studies.
- Contact hours by class - Work Experience.
The implementation of an attendance policy relies upon general acceptance of four basic premises:

- A habit of regular class attendance is generally a significant aid in achieving academic success.

- Curricular as well as extra-curricular activities are recognized as integral parts of a student’s total educational experience in the community college.

- Any absence from class may be detrimental to a student’s progress in that class; therefore, it is no less serious that an absence be regarded as “excused” than “unexcused.”

- The individual instructor is in the best position to determine the total effect of any absence upon the progress of a student in his/her class.

Considering these four basic ideas, students and faculty shall bear the responsibilities as outlined below.

a. Faculty Responsibilities

Individual instructors, operating within the general philosophy outlined above, shall bear complete responsibility for the establishment of attendance standards for their classes and transmit those standards to the students during the first week of classes each semester.

Individual instructors may consider excessive absences as reasonable grounds for lowering a student's grade, for recommending the student’s withdrawal from class, or both.

Instructors who, by virtue of the nature of their class, request that their students be excused from other classes, shall submit rosters of these students to the instructors whose classes will be missed. Examples of the types of such activities include (but are not limited to):

- Field trips
- Student Government
- Athletic contests
- Speech, dramatic, musical activities, and/or performances
b. Student Responsibilities

Individual students shall bear complete responsibility for the following (within the context of the instructor’s attendance policy):

Reporting anticipated absences to their instructors in advance in order to complete assigned work in proper fashion.

Reporting all other absences immediately upon returning to class, as well as seeking assignments and other work to be made up.

Students who are involved in extra-curricular activities bear the responsibility for program planning, which will enable them to keep all aspects of their educational experience, both in and out of the classroom, in proper perspective.
CHAPTER: Student Services

Change of Program

Students may add open classes, or with the instructor’s permission closed classes, through the end of the first week of full semester and fifteen week classes. At the instructor’s discretion, a student may be allowed to enroll in full semester and fifteen week classes through the end of the second week of classes. The deadline for adding short-term classes (other than fifteen weeks) is five working days from the start of class. Exceptions, including deadlines for open entry or flexible learning classes, will be noted in the class listings. For students receiving financial aid, all adds, including short-term classes, must be completed by the end of the second week of the semester in order to qualify for financial aid.

Withdrawal from classes may occur anytime prior to the seventy-five percent (75%) point of the class unless an instructor designates an earlier date. Instructors may establish a withdrawal deadline between the end of the fourth week of instruction (or 30% of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). For each class each semester the instructor must file a request for withdrawal date change with the registrar for the early withdrawal date to be effective. A copy of the class syllabus which includes the early withdrawal date must also be submitted. For specific deadline dates, students should consult the grading policy in the College catalog.

To add a class, a student must add online or submit an add card to the Admissions and Records Office.

To drop a class, a student must drop online or submit a drop card to the Admissions and Records Office. Drop cards are submitted by the student (or the instructor, if he/she initiates the drop) as soon as possible so as to facilitate the accurate attendance accounting on reports required by the state and federal governments. Students who are not officially enrolled on the census date are not included on attendance reports. The drop date for report purposes is the date of transaction or the last date of attendance for financial aid and veterans students.

Instructors shall clear the rolls of inactive enrollment by census. Inactive enrollment in a course is determined as follows:

- Any students who has been identified as a "no show."
- Any student who has officially withdrawn from the course.
- Any student who has been dropped from the course. A student shall be dropped if he or she is no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences.
CHAPTER: Student Services

Holds on Registration Records

The California Education Code states in part that "transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due . . ."

This procedure is intended to outline those processes available to ensure compliance with the California Education Code and MiraCosta Community College Governing Board policy. This is a two-part process.

a. Holds

The first part, referred to as "Holds," is intended to facilitate the timely recovery of college property, thereby reducing the potential for indebtedness on the part of the student. This process may be used by program directors, supervisors, or managers who require a student to perform a legitimate task or function prior to re-admission to the College, registration for classes, issuance of grades, transcripts, or receipt of other college services.

1) Examples

- Failure to return college property at the prescribed time.
- Failure to complete a prescribed residency questionnaire.
- Failure to return Learning Resources Center materials.

b. Delinquencies

The second part, referred to as "Delinquencies," is a process whereby indebtedness on the part of the student is clearly established and the College requires remuneration. A delinquency may be established immediately without using the "Hold" process.

There shall be a $10 processing fee charged at the time a delinquency is liquidated. A hold which is cleared by payment rather than return of property shall be processed as a delinquency for which a $10 fee shall be charged.

Delinquencies incurred for non-sufficient funds must be paid in cash, cashier's check, money order, or the equivalent. Payment for delinquencies for indebtedness other than non-sufficient funds checks shall be at the discretion of the Business Office. A $10 non-sufficient funds fee will be charged.
1) Examples

- A check written for materials or services on an account with non-sufficient funds is an example of an immediate delinquency.

- The cost of college material, equipment, or tools that are not returned after oral and/or written notification of the placement of a hold.

- Delinquent student assistance debts.

c. Responsibilities of Computer Services

Computer Services shall be responsible for the following:

- To provide automated record-keeping facilities to record holds and delinquency transactions.

- To provide automated means for written notification to students for holds and delinquencies.

- To train authorized secretarial and clerical staff in the use of computer application programs to effect the hold and delinquency processes described in this procedure.
CHAPTER: Student Services

Out-of-State Students

a. Admission Requirements

In order to be classified as a resident for tuition purposes, a student must have been a legal resident of California for more than one year immediately preceding the first day of classes for the term (semester) during which he/she proposes to attend MiraCosta College, subject to the exceptions listed in the California Education Code. Documentary evidence of residence may be required.

The residence rules require both a one-year physical presence in the state of California and evidence of intent to establish residency in California extending over at least a one-year period. Examples of appropriate intent include payment of resident state income tax, resident auto tags, California driver's license, or voter registration. Some students are exempt from nonresident classification because of exceptions allowed. These are available in the Admissions and Records Office.

The California Education Code requires that tuition be charged of all non-resident students who attend public community colleges. Non-residents shall pay a non-resident fee established by the Governing Board each year.

The Office of Admissions and Records shall evaluate residence information presented by applicants for admission and shall determine the student's residence status for the purpose of charging the community college non-resident tuition fee. Such determination of residence by the Office of Admissions and Records shall be based on guidelines prepared by the Chancellor's Office of the California Community Colleges. The decision shall be final and conclusive subject to appeal according to the established appeal procedure.

b. Non-Resident Tuition Fee Collection

Community college non-resident fees are due and payable at the time of registration. The fee is based upon the number of units for which a student is enrolled.

Non-resident students who are subject to payment of community college non-resident fees and who have been admitted to a class or classes in error without payment of the fees shall be excluded from such class or classes upon notification pending payment of the fee(s). For the purpose of this rule only, notification consists of oral or written advice from the Office of Admissions and Records to the student.
c. Admission by Falsification

Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be immediately assessed the full non-resident tuition fee or excluded from such class or classes upon notification. Students excluded because of falsification and fail to make immediate payment, shall not be re admitted during the semester, academic quarter, or session from which they were excluded; nor shall they be admitted to any following semester, academic quarter, or session until all previously incurred tuition obligations are paid.

d. Residence Determination Appeal

The implementation of an appeal route for the purpose of assuring fair and reasonable decisions regarding the determination of residence status must provide the means whereby reviews of the determination are made at successive levels, with particular attention to the method and procedure of the determination. The several levels are outlined here.

1) Original Determination

As required by the Education Code and Title V, each student must submit a residence statement and supporting evidence as required prior to admission and each reapplication following an absence of one regular term. This information is processed by members of the Admissions and Records staff.

2) First Appeal

Any student who believes his residence determination is not consistent with the guidelines may appeal the decision on this basis only to the Registrar, who will hear a verbal appeal, review the residence statement, and explain the applicable portions of the Student Attendance Accounting Manual of the California Community Colleges to the student.

3) Second Appeal

Should the student either not fully understand the letter or the intent of the guidelines as explained, believe that his or her case has been misunderstood or interpreted incorrectly, or that the guidelines have been improperly interpreted, he/she may request an immediate appeal to the Dean of Admissions, Assessment, and Student Aid. In the absence of the Dean, a written statement outlining the basis for the appeal will be taken and will be acted upon as soon as the Dean of Admissions, Assessment, and Student Aid is available.

4) Third Appeal

If the student continues to believe that he/she has not been treated reasonably and fairly, he/she may seek final recourse through the Superintendent/President. A written statement of this appeal will be presented to the Vice President of Student Services, for review. If all of the information is consistent with that previously presented by the student and there appears to be no justification for a reversal of the residence determination, the appeal will be forwarded to the Superintendent/President for review. The Superintendent/President shall consult with the
Vice President of Student Services, to review the factors leading to the decision of the Office of Admissions and Records. The Superintendent/President may request an opinion from the County Counsel’s Office. On the basis of the evidence thus presented, the Superintendent/President shall either support the decision, modify the decision (with accompanying statement of rationale), or return the appeal to the Office of Admissions and Records (with instructions for its disposal). The Vice President of Student Services will notify the student of the decision in writing.

5) Final Appeal to the Governing Board

A student has a right to appear before the Governing Board and present his/her case. Should a student request this procedure, he/she shall be advised that he/she is permitted access to legal counsel at his/her expense. The appeal to the Governing Board may only be made on one of the following bases:

- Incorrect interpretation of residence information as presented.
- Incorrect interpretation of the Education Code or Title V.
- Incorrect interpretation of the Student Attendance Accounting Manual of the California Community Colleges.
- Inconsistent application of the factors leading to the determination of residence as applied to other students at MiraCosta College.

The basis for the appeal shall be clearly indicated in the appeal statement and shall include at least one of the above. On the basis of evidence presented, the Governing Board shall support the decision of the Superintendent/President, modify that decision, or return the appeal to the Office of Admissions and Records with instructions for its disposal.
CHAPTER: Student Services

International Students

a. Admission

Priority application deadlines for admission for the fall semester (August) is July 1. Spring semester (January) applications deadline is November 15.

A recent photograph (for identification purposes) must be submitted with the application forms. After the application process is completed and approved, the College will issue a SEVIS I-20 (Certificate of Eligibility for Nonimmigrant "F-1" Student Status, when appropriate).

b. Academic Achievement Required for Admission

International students must be high school graduates and demonstrate academic achievement by showing eligibility for admission to college or university in their home country or at least a "C+" high school average (2.5 grade point on a 4.0 scale) and demonstrate the equivalent of a high school diploma. Transcripts from all previous education (including at least three years of high school or equivalent and any post-secondary course work) must be on file with an English translation before the application will be considered for full admissions. Academic achievement for students with a transcript showing one year of college-level academic course work will be considered for admission based upon their college grade point average of at least a 2.0. Two letters of reference are required. These letters should indicate the student has adequate English and academic skills necessary for success in a California community college.

If students do not meet the academic achievement requirements for admission, conditional admission may be considered. Documents to be reviewed include, but are not limited to, outstanding letters of recommendation, explanation for failure to meet minimum criteria, and a statement of purpose. Conditional admission must be approved by the Dean of Admission, Assessment and Student Aid Programs, or the Dean’s designee.

Only international students who are proficient in the English language will be admitted to MiraCosta College. An official Test of English as a Foreign Language (TOEFL) score of 450 (133 on the computer-based TOEFL test, 46 on the internet-based TOEFL) or more is required for those applicants whose native language is not English. MiraCosta will also accept an official STEP score showing passing results in Grade Pre-1. If the TOEFL has been completed by the application deadlines but scores have not been received, the language proficiency of the applicant can be evaluated by the lead ESL instructor.

Effective Date: 1/21/92
Adoption History: Revised 7/16/96, 9/2/97, 5/15/01, 2/17/04, 8/9/05, 11/22/05, 11/7/06

MiraCosta Community College District
Completion of English 100 or its equivalent at another U.S. college or university with a grade of "C" or better (as proven by an official school transcript) will be accepted as proof of English proficiency for admittance purposes. Completion of conditional acceptance requirements at approved ESL schools will also be accepted as proof of English proficiency for admittance purposes.

Prior to acceptance, F-1 transfer students from other colleges or universities in the United States are required to present a transfer release from the previous college(s) showing that they left in good standing.

All first-time international students at MiraCosta College must take MiraCosta's English Proficiency Examination prior to registration. If the test results show that a student does not qualify for MiraCosta's freshman English, that student must make a remedial English writing course a priority in class selection in his/her first semester at MiraCosta College. All first-time international students at MiraCosta College must attend an orientation session before registering.

c. Financial Resources

Each international student must furnish a financial statement in U.S. currency indicating the ability to pay the equivalent of one year's expenses in U.S. dollars. Estimate of expenses will be calculated by the IIP and will include tuition and fees for a minimum of 12 units each semester; cost for room and board based upon placement with a homestay family; required health insurance premiums; estimates for books and personal expenses; and transportation cost for a monthly bus pass.

International students are subject to non-resident tuition and the capital outlay fee in addition to all other enrollment fees.

d. Sponsor

Students who meet all admission criteria and are under the age of 18 at the time of admission must provide evidence of a legal guardian located in Southern California until they reach the age of 18.

e. Grading Standards

All international students are subject to the same grading and academic standards as native students. International students who fail to maintain and complete 12 units in a semester with at least a 2.0 grade-point average will be placed on probation from the International Student Program and may be denied the opportunity of continuing at MiraCosta College. Those dismissed will not be allowed to enroll again until they appeal to the International Student Admissions Committee for permission to re-enroll or successfully complete 12 semester units at accredited institutions of higher education and reapply for admission to MiraCosta College.

f. Counseling

Academic advising is available to assist students with program planning. International students should see a counselor each semester before registration and before adding/dropping classes.

Advising is available to assist students with graduation requirements, transfer requirements to four-year colleges and universities, college regulations, and academic requirements.
CHAPTER: Student Services

Student Disciplinary Action

a. Student Disciplinary Action

1) Violation of College Rules

If a student’s behavior requires immediate attention and poses a threat to members of the college community, the Vice President of Student Services or designee, may suspend a student for up to five class days and may extend that suspension pending a formal due process hearing, the procedures for which are outlined below:

a) If a student’s behavior does not require immediate attention and does not appear to pose a threat to members of the college community, the student may request a formal hearing after being notified by the Vice President of Student Services or designee, in writing, about the rule or rules violated. The Vice President may issue a warning or indicate intent to take disciplinary action.

b) If a hearing is requested, a student will have a chance to meet with an impartial administrator at a formal hearing. The student must make the request for the formal hearing within 10 days of receiving notification of intended disciplinary action. A student may bring another person with him/her as an advocate. If a college staff member has accused a student of a rule violation, s/he may also be present and may bring an advocate. The impartial administrator or designee will decide, within 10 days of the meeting, how to proceed and may:

- place the student on disciplinary probation.

- suspend the student for up to one calendar year.

- recommend expulsion (permanent exclusion from MiraCosta College). Only the College Board of Trustees may expel a student.

c) To appeal the decision, within 10 days of receipt of a written notice from the Vice President of Student Services, or designee, a student may appeal the decision to the college president, who will inform him/her within 10 days of receiving the appeal, of a final decision about the situation.

d) If a student has been suspended because s/he, in the opinion of the Vice President of Student Services, poses a threat to the safety of the campus community, s/he will be excluded from MiraCosta College sites until all hearings have been completed and disciplinary actions determined.
2) Exceptions to Due Process

a) Athletic Rules Violations

Athletes who violate rules of the Pacific Coast Athletic Conference, the California Community College Commission on Athletics, or the MiraCosta College Athletic Department may be suspended immediately from intercollegiate competition.

To appeal a suspension, a student should write to the Director of Athletics within 10 days. The Director of Athletics will decide about the appeal within 10 days of receiving it and inform the student in writing of his/her decision. A student may make a final appeal in writing to the Vice President of Student Services, or designee, within 10 days of the Director of Athletics' decision. The final decision will be sent within 10 days of receiving the final appeal.

b) Academic Dishonesty

If a faculty member believes a student has plagiarized (misrepresented someone else's work as his/her own) or, in some other way been dishonest, s/he may take any or all of the following actions:

- Issue a verbal warning.
- Lower the grade for an assignment.
- Recommend to the Vice President of Student Services or designee dismissal from the class.

The student may appeal within 10 days the faculty member's action by contacting the department chairperson who must respond in writing within 10 days of receiving the appeal. If the student wishes to appeal the department chairperson's decision, s/he may make a final written appeal to the Vice President of Instructional Services within 10 days of receiving the chairperson's decision. The final decision will be mailed within 10 days.

c) Disruptive Behavior

If a student disrupts a class, the operation of a college office or a college activity, or if s/he endangers students or staff members, the student will be summarily suspended from the class, office, or activity for up to two meetings or two days. The faculty or staff member who suspends the student will notify the Vice President of Student Services or designee immediately. The Vice President of Student Services or designee will notify the student in writing as quickly as possible and arrange to meet before the suspension is lifted or extended. The student may bring an advisor or advocate to the meeting provided the Vice President of Student Services or designee is notified before the meeting. The faculty or staff member who suspended the student may also be present with his/her own advocate. The Vice President of Student Services or designee will advise the student in writing of his/her status within 10 days.
If the student wishes to appeal the decision of the Vice President of Student Services or designee, s/he must contact the college president in writing within 10 days. The president's final decision will be mailed within 10 days of receiving the appeal.

d) Financial Aid Fraud

MiraCosta's Financial Aid Office is required by the federal government to gather information from various campus offices to confirm student reported data which pertains to eligibility for federal and state student aid programs. The college must make every effort to develop a system which will:

- Identify discrepancies which occur when students report conflicting information to college offices.
- Provide an opportunity for resolution of discrepancies within 30 days of notification to students by the Financial Aid Office.
- Terminate federal aid eligibility for at least one semester in cases where deliberate falsifications and/or omissions have occurred.
- Provide for referral of suspected fraud cases to the U.S. Department of Education Office of the Inspector General for federal action when appropriate.

The complete procedure for addressing individual cases of financial aid fraud is available in the MiraCosta College Financial Aid Office.
CHAPTER: Student Services

Student Grievance and Due Process

When students have grievances they are expected to seek informal solutions before full hearings take place.

Here are the steps to follow in resolving most complaints or grievances. The procedures to follow for specific concerns related to sexual assault or harassment, discrimination (race, color, national origin, gender, marital status, parental status, physical or mental disability, sexual orientation, Vietnam-era veteran status, or age), matters relating to an academic accommodation for a verified disability, or grade disputes follow under b., c., and d.

a. General Complaint Procedure

1) The student should make an appointment with the Dean of Counseling and Special Services at the Oceanside Campus or the Assistant Dean of Student Services at the San Elijo Center. At the Community Learning Center the student should see the Dean of Community Education or designee. One of these individuals will help decide the appropriate way to handle a concern or complaint. Whenever a student registers a complaint, the person receiving the complaint will refer the student to the appropriate dean who will then notify the staff or faculty member about whom the student is complaining. The staff or faculty member about whom the student is complaining has a right to know the nature of the complaint (but not the name of the student) immediately. Student complaints must be filed within 60 days of the event or incident about which there is a complaint. If the concern is academic in nature, the student must:

   • First, speak to your instructor in person or over the telephone unless there is a valid reason to omit this step. If the concern or complaint is not resolved satisfactorily, then:

   • Second, speak to the department chair or lead instructor in person or over the telephone. If the concern or complaint is still not resolved, then:

   • Third, speak to the appropriate dean.

2) If the concern is not academic in nature, then speak to the appropriate dean. That person will assist the student through the rest of the procedure.
3) If the concern or complaint remains unresolved, then the student may contact the Vice President, Student Services, or Dean of Counseling and Special Services, within 30 days after first making the complaint. The Vice President, Student Services, or Dean of Counseling and Special Services, will arrange a mediation or conciliation meeting. The mediators will be determined by having each party eliminate one of four names on a mediator list provided by the Vice President, Student Services, or Dean of Counseling and Special Services. The remaining two names will be the mediators. The four mediator names will be provided by the Student Senate President, the Academic Senate President, the Classified Senate President, and the Vice President, Student Services or Dean of Counseling and Special Services. The mediation meeting will be scheduled within 10 days of the request and will include the student, the faculty or staff member involved, and the mediators.

4) If the mediators are unable to help the student and the staff or faculty member resolve the differences, and the mediators agree that the issue is grievable, then the student may request, in writing to the Vice President, Student Services, or Dean of Counseling and Special Services, a formal hearing. This must be done within 10 days of the mediation meeting. The formal hearing will be scheduled within 10 school days of the request. The hearing committee will consist of:

- One student appointed by the Student Senate President.
- One faculty member appointed by the Academic Senate President if the grievance is against a faculty member.
- One staff member appointed by the Classified Senate President if the grievance is against a staff member.
- A committee chair who will be the Vice President, Student Services, or the Dean of Counseling and Special Services (non-academic grievance), or the Academic Senate President (academic grievance).

The student may bring an advocate or advisor to the hearing only if s/he notifies the Vice President, Student Services, or the Dean of Counseling and Special Services, within five school days of the hearing. The hearing will be tape-recorded. The hearing committee will recommend a resolution of the grievance after listening to the student and the person(s) against whom s/he filed the complaint. The committee must inform the student in writing about its recommendation within 10 days of the hearing.

5) The student may appeal the decision of the hearing committee by writing to the college president within 10 days of being notified of the hearing committee decision. The president will send the student a final decision in writing within 10 days of receiving the appeal.
b. Grade Disputes

1) Definitions: The California Education Code (Section 76224) specifies that the instructors' determination of student grades shall be final except in cases of mistake, fraud, bad faith, or incompetence. The procedure for handling grade disputes is not complicated. Students should note the following definitions which are taken from Black's Law Dictionary:

- **Mistake** -- some unintentional act, omission, or error by the instructor.

- **Fraud** -- an intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right.

- **Bad Faith** -- synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one's rights or duties.

- **Incompetence** -- lack of ability, legal qualification, or fitness to discharge a required duty.

2) If a student feels that an instructor has given a grade based on a mistake, fraud, bad faith, or incompetence, and the student has evidence to substantiate the claim, these steps must be followed:

   - **First**, the student must discuss the matter with his/her instructor in person or over the telephone within 60 days of the time the official grade reports are posted. If the concern occurs in the summer or between semesters and the student is unable to contact the instructor, then the student should contact the Vice President of Student Services, or Dean of Counseling and Special Services for directions about how to proceed with the grade dispute. If the concern is not resolved satisfactorily, then:

   - **Second**, the student must within 10 days discuss the matter with the department chair or the lead instructor in person or over the telephone. The department chair or lead instructor will try to resolve the dispute and will respond to the student in writing within 10 days.

3) The student may appeal the finding of the department chairperson, within 10 days of receiving written notification of the decision by contacting the President of the Academic Senate in writing; the Senate President will notify the student of a final decision within 10 days of receiving the appeal. If the President of the Academic Senate is involved in the grievance, then another full-time Senate Council member will be chosen by lot to receive the appeal.

c. Discrimination Grievances Including Sexual Harassment

1) ** Discrimination Definition.** At MiraCosta College students are protected from discrimination on the basis of, but not limited to, race, color, religion national origin, gender, marital status, parental status, disability, age, sexual orientation, or Vietnam-era veteran status.
2) Steps to follow:

- **First**, (this step is optional) a student who feels that discrimination has taken place at MiraCosta College should contact the Dean, Counseling and Special Services, or designee at the Oceanside campus, the Dean of the San Elijo Center, or designee, or the Dean of Community Education or designee at the Community Learning Center, within 60 days of the event or incident. One of these individuals will try to help resolve the complaint.

- **Second**, (this step is mandatory) if the concern remains unresolved, then the student should contact the Vice President, Student Services, in writing, within 30 days after first making the complaint known to a college staff member. The Vice President, Student Services will arrange a mediation or conciliation meeting. The mediators will be determined by having each party eliminate one of four names on a mediator list provided by the Vice President, Student Services. The remaining names will be the mediators. The four mediator names will be provided by the Student Senate President, the Academic Senate President, the Classified Senate President, and the Vice President, Student Services. The mediation meeting will be scheduled within 10 days of the request and will include the student, the faculty or staff member involved, and the mediators.

- **Third**, if the mediators are unable to help the student and the staff or faculty member resolve their differences and the mediators decide that the issue is grievable, then the student may request, in writing, to the Vice President, Student Services, a formal hearing within 10 days of the mediation meeting. The formal hearing will be scheduled within 10 days of the request. The hearing committee will consist of:

  - One student appointed by the Student Senate President
  - One faculty member appointed by the President of the Academic Senate if the grievance is against a faculty member.

  - or -

  - One staff member appointed by the President of the Classified Senate if the grievance is against a staff member.
  - Either the Vice President, Student Services, or the President of the Academic Senate (academic grievance), who will serve as committee chair.

The student may bring an advocate or advisor to the hearing. The hearing will be tape-recorded. The hearing is a non-judicial procedure so it will not be conducted as a legal proceeding would be. The hearing committee will recommend a resolution of the grievance after hearing from the student and the person against whom s/he filed the complaint. Among the sanctions available to the hearing committee are written warning, probation, suspension, restitution, letter of reprimand, or a recommendation for expulsion. The committee must inform the student in writing about its recommendation within 10 days of the hearing.
• **Fourth,** the student may appeal the decision of the hearing committee by writing to the college president within 10 days of being notified of the hearing committee decision. The president will send a final decision in writing within 10 days of receiving the student’s letter.

3) **Sexual Harassment:** MiraCosta is committed to maintaining a safe environment for work and study which encourages mutual respect and is free of physical or psychological threat. To this end, the District will provide, through classes and special events, a program of education and services to minimize the risk of sexual assault.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

This policy applies to all aspects of the academic environment, including, but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

Definition: Unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature constitute sexual harassment when: Submission to the conduct is made, a term or condition of an individual’s academic status or progress, or is used as a basis for evaluation in making academic decisions affecting an individual; or such conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or creating an intimidating, hostile, or offensive educational environment. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the community college.

4) **Steps to follow**

a) A student who believes s/he has been sexually harassed by a staff or faculty member or by another student should:

   • **First,** contact the Director of Human Resources; 

   - **Second,** confide in a staff or faculty member s/he trusts and ask that person to help in contacting the Director of Human Resources. The Director of Human Resources will assist the student through this special application of the District’s grievance procedure. Every attempt will be made to maintain confidentiality, recognizing, however, the due process rights of each person involved and the need to adequately investigate allegations.
b) If a student is **sexually assaulted**, s/he should

- Report the incident to a Campus Police officer, a counselor, or a member of the Health Services staff. The local law enforcement agency may also be contacted if desired.

- **and/or** -

- Request intervention by the Vice President, of Student Services or Dean of Counseling and Special Services who will help him/her through the college due process procedure and assist him/her in obtaining counseling services if she/he wishes.

d. **Free Speech and Distribution of Literature Procedure**

1. **Free Speech**

MiraCosta College assures that free speech will be protected in any area of any college site, provided that persons wishing to exercise free speech rights arrange with the Student Activities Office at the Oceanside Campus or the Office of the Provost at the San Elijo and Community Learning Centers. MiraCosta College reserves the right to regulate the time and the place for the lawful expression of free speech. Requests to exercise free speech rights at college sites will be processed and accommodated within two working days. Free speech requests may not include the disruption of instruction or scheduled campus events. Free speech activities must not exceed a volume of 65 decibels at a distance of 50 feet.

2. **Distribution of Literature**

Students or non-students wishing to post materials on campus must provide the materials to the Student Activities Office for posting. Materials will be posted unless they advocate the overthrow of the government or advertise illegal activity or substances. Specifically, posted materials may not advocate hate crimes which are illegal under California or federal law.

Students and non-students who post advertisements on automobiles in college parking areas may be subject to paying costs of litter removal associated with the posting of such materials.

3. **Commercial and Non-profit Organization Guidelines**

MiraCosta College does not permit the sale of merchandise or services on district property by outside organizations or individuals unless sponsored by an official college organization. Commercial and non-profit organizations and individuals may reserve student contact tables by registering with the Student Activities Office at Oceanside or San Elijo, or with the dean’s office at the Community Learning Center. Commercial organizations must pay a fee. The fee may be waived for non-profit organizations and employment recruiters. Individuals
representing commercial or non-profit organizations may not block building entrances and may not harass students, staff or visitors.

4. Appeal of Decisions Regarding Free Speech and Distribution of Literature

Persons wishing to challenge decisions made regarding free speech and distribution of literature may contact the Vice President, Student Services in Building 3400.

NOTE: Although not part of the formal MiraCosta College grievance process, a student has the right to appear before the MiraCosta College Board of Trustees.

A student also has the right to file a complaint with the Chancellor to the California Community Colleges within 30 calendar days of the event or following the completion of due process. (See MiraCosta College’s Director of Human Resources for procedure.) The address for the Chancellor’s Office is:

Chancellor’s Office
California Community Colleges
1102 Q Street
Sacramento, CA 95814-6511
(916) 445-8752

A student also has the right to file a complaint with the Federal Office of Civil Rights in San Francisco, California, if s/he believes that his/her rights are being violated by the College or one of its representatives. The address for the Federal Office of Civil Rights is:

U.S. Department of Education
Office for Civil Rights -- Region IX
Postsecondary Education Division
Old Federal Building
South UN Plaza -- Room 239
San Francisco, CA 94102
CHAPTER: Student Services

Academic and Progress Probation and Dismissal

A. Academic and Progress Probation

1. Academic Probation

A student who has completed at least twelve (12) semester units, as shown by the official academic record, shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were graded on the basis of the grading scale described in the grading policy. (See annual college catalog.)

2. Progress Probation

A student who has enrolled in a total of at least twelve (12) semester units, as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of "W," "I," "NC" and "NP" (See annual college catalog.) are recorded, reaches, or exceeds 50 percent.

3. Academic and Progress probation are calculated for the spring and fall semesters on the basis of the student’s enrollment after the “no W” date. Summer grades are included in overall calculations for the spring and fall semesters. Probation is posted on the student’s permanent record.

B. Removal from Probation

1. A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.

2. A student on progress probation because of an excess of units for which entries of "W," "I," "NC" and "NP" (see annual college catalog) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

3. “Removal” indicates no probationary notations for the successful term and does not mean removal of previous notations.

C. Academic and Progress Dismissal

1. At the end of the spring semester, a student who is on academic probation after two consecutively enrolled semesters shall be subject to dismissal for the following fall semester if the student earned a cumulative grade-point average of less than 2.0 in all units attempted.
2. At the end of the spring semester, a student who has been placed on “progress probation” shall be subject to dismissal for the following fall semester if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC” and “NCNP” are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

3. For the purpose of dismissal, semesters shall be considered consecutive on the basis of the student’s enrollment after the “no W” date so long as the break in the student’s enrollment does not exceed one full primary term. Dismissal is posted on the student’s permanent record.

D. Notification of Probation and Dismissal

The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress probation and/or dismissal in a timely manner.

Upon notification of probation, the student shall be directed to see a counselor prior to the next registration period to discuss ways in which the student can overcome his/her academic deficiencies.

E. Reinstatement Following Dismissal

A student who has been dismissed for academic and/or progress reasons may be reinstated to the College when the student: (a) does not attend for one semester, and (b) consults with a counselor to determine whether the reasons which led to dismissal have been corrected sufficiently to enable improved performance.

Students who believe their dismissal should be put aside immediately after being notified of dismissal may petition the Committee on Exceptions. Students who are reinstated through this process may be subject to unit and course limitations and will be notified of the reinstatement and any enrollment conditions by the Admissions and Records Office or the Dean of Counseling.
CHAPTER:  Student Services

Free Speech and Distribution of Literature

a.  Free Speech – Designated Assembly Areas

Pedley Park, the open-grass areas between Blayney Tower and the Student Center, areas between the water tower and the Science/Math Building and the Student Center courtyard, and the area outside the Student Lounge at San Elijo are areas designated for use for the purpose of peaceful assembly. The nature of the presentation and the size of the crowd must not interfere with the normal operation of the College. The College reserves the right to determine appropriate times and frequencies of use of these free speech areas.

Persons or groups wishing to use the campus must abide by the following procedures:

• Receive written authorization from the Student Activities Office. Representatives of group or individuals must identify themselves, and the group or groups they represent, the date, the time, and duration of the assembly, the expected attendance, and the purpose of the program.

• Use public address systems in a manner and at a volume appropriate to the size of the existing audience and in a manner which does not disrupt classes or disturb the College’s neighbors.

• Distribute materials only in accordance with the Procedure for the Distribution of Literature.

• Refrain from physically touching or restraining persons in attendance.

• Comply with the MiraCosta College off-campus speaker policy if not a member of the campus community.

• Present ideas in a manner which does not conflict with the MiraCosta Statement of Rights and Responsibilities.

Decisions with respect to these procedures by the Student Activities Office are subject to expeditious appeal to the Vice President, Student Services, for final disposition.
b. Distribution of Literature

Events may not be publicized until the publicity materials are approved by the Student Activities Office. At least one week prior to the event, the sponsoring organization shall provide a copy of the poster/flyer to the Student Activities Office for placement in a book of events organized by month. Phone or in-person inquiries should be able to be answered by the information contained on the poster/flyer.

All publicity must contain the name of the sponsoring organization, date, and time of the event, and admission charge (if any) for the event.

Signs are placed in public areas at the sponsoring organization’s own risk. The College cannot provide security for signs or literature. Campus kiosks and bulletin boards are cleared on a regular basis. Dated materials are removed after two weeks or the day following an event.

1) Handbills, Flyers, and Promotional Materials

Approved handbills, flyers, and promotional materials may be distributed in person at tables in open areas of the campus in accordance with the restrictions that follow, and provided that pedestrian and vehicular traffic and building access are not obstructed. Materials may not be passed out at entrances to buildings in a manner which is confronting or offensive. Each person has the right to refuse to accept handbills or leaflets. Handbills and flyers may not be placed on parked vehicles or left in stacks on campus.

2) Bulletin Boards and Kiosks

Approved flyers and posters 11 inches by 14 inches or smaller may be placed on kiosks and general bulletin boards after a copy of the literature has been submitted to the Student Activities Office. The Instruction Office may establish additional regulations regarding posting within classroom buildings.

3) Larger Banners and Signs

The posting of approved signs or banners larger than 11 inches by 14 inches is permitted in some areas. Posting shall be limited to on-campus organizations, the Associated Students and student election candidates. No commercial posting is permitted. Banners and signs must contain the name of the sponsor. Sponsoring groups may not post over or remove other organizations’ signs or banners. Banners are limited to one per area, per organization, per event.

4) Tables/Sandwich Boards

Tables for use by organizations must be requested from the Student Activities Office. Literature must not be left unattended on tables at any campus location. Organizations may request posting of materials on sandwich boards. If such boards are available, requests should be made in the Student Activities Office.
5) Posting at Other Locations

If literature distribution or posting is desired at other MiraCosta College locations, approval for distributing or posting must be obtained from the appropriate on-site administrator.

6) Illegal Posting

Literature may not be taped or glued to glass, metal window/door frames, or painted surfaces except for the permitted areas in the Student Center Building. All materials will be removed and discarded if found to be illegally posted.

7) Digital Message Boards and Large Nylon Banners

Requests to use the digital message boards and large nylon banners must be made through the Student Activities Office.

8) Solicitation and Sales

Persons not associated with MiraCosta College may not sell printed materials without written authorization from the Office of the Vice President, Student Services, except for sales in the area immediately adjacent to a College event when sponsors of the event have approved such sales.

9) Violations

Those persons found to have acted in violation of the policy and procedures for free speech and/or distribution of literature will be subject to MiraCosta College disciplinary procedures and/or civil action.

Decisions with respect to these procedures by the Student Activities Office are subject to expeditious appeal to the Vice President, Student Services, for final disposition.

10) Commercial and Non-profit Organization Guidelines

MiraCosta College does not permit the sale of merchandise or services on district property by outside organizations or individuals unless sponsored by an official college organization. Commercial and non-profit organizations and individuals may reserve student contact tables by registering with the Student Activities Office at Oceanside or San Elijo, or with the dean’s office at the Community Learning Center. Commercial organizations must pay a fee. The fee may be waived for non-profit organizations and employment recruiters. The fee will be used to offset district expenses incurred as a result of free speech activities.
11) Appeal of Decisions Regarding Free Speech and Distribution of Literature

Persons wishing to challenge decisions made regarding free speech and distribution of literature may contact the Vice President, Student Services in Building 3400.
CHAPTER:  Student Services

Release of Student Records

The District will notify students in class schedules and the college catalog of their rights to inspect, review, challenge, and maintain control of information under the Family Educational Rights and Privacy Act.

The following definitions will be applied throughout this explanation of the implementation of this Act at MiraCosta College:

a.  Definitions


Directory Information: "Directory Information" means a student's name, address, phone number, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. It is the general practice at MiraCosta College to provide only a student’s enrollment status.

Records Officer: Designated "Records Officer" means an employee of the District given responsibility for custody, processing, and maintenance of student records. At MiraCosta College the Records Officer is the Registrar.

Education Records: "Education Records" are those records, files, documents, and other materials which (1) contain information directly related to a student, and (2) are maintained by a district or community college or by a person acting for the District or College.

At MiraCosta College, "Education Records" are (1) test data, (2) academic material, (3) anecdotal records, (4) academic status checks, (5) information/registration forms, (6) residency questionnaires, (7) health cards, (8) results of disciplinary action, and (9) enrollment records.

The term "Education Records" does not include:

- records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
• records and documents of a law enforcement unit (campus police officer) which (1) are kept apart from education records, (2) are maintained solely for law enforcement purposes, and (3) are not made available to persons other than law enforcement officials of the same jurisdiction, provided that the personnel of such law enforcement unit do not have access to education records as defined;

• in the case of persons who are employed by a district or college but who are not in attendance at any college of the district, records made and maintained in the normal course of business which relate exclusively to such person's capacity as an employee and are not available for use for any other purpose; or records on a student who is attending a community college, which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional or para-professional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

b. Access to Education Records

1) Students

Students will be allowed access to their educational records within ten (10) working days of receipt by the Registrar of a written request when possible, but in no case later than forty-five (45) calendar days.

Access will be provided in the Admissions and Records Office at MiraCosta College Monday through Friday.

Subsequent to the access meeting, the student will be provided, upon request, copies of any educational information contained in the record (with the exception of materials generated at another institution) at a cost to the student of $.05 per copy. This fee will be paid in advance by the student requesting copies.

2) Other Agencies or Persons

Agencies or other persons requesting access to education records of any student shall provide the Registrar with a written request outlining the information requested and a signature from the student indicating approval for release of the information. Requests for information may also be directed through the National Student Loan Clearinghouse.

In absence of a student release the Registrar shall notify the student in writing that the agency or individual has requested access to his/her education records. The student must indicate his/her written approval of the release of information, unless the school already has a blanket authorization on file for the student which covers release to the agency or individual involved.
Access to Education Records without permission of the student will be granted to the following exceptions to the general prohibition against release of information:

- Other school officials, including teachers within the College or District who have been determined to have legitimate educational interests.

- Officials of other schools and school systems in which the student seeks, or intends to enroll, upon condition that the student be notified of the transfer of the records, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. They will not be released if the student is already enrolled in the other school.

- Authorized representatives of the Comptroller General of the United States; the Secretary of Health, Education, and Welfare; an administrative head of an education agency (as defined); or state educational authorities, under certain conditions (i.e., audits, evaluations of programs, etc.)

- In connection with a student's application for, or receipt of financial aid, or for collection purposes.

- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

- Organizations conducting studies for or on behalf of districts or colleges for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for which it is conducted.

- Accrediting organizations in order to carry out their accrediting functions. However, see discussion of state law.

- Subject to regulations of the Secretary of Health, Education, and Welfare in connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons. The following factors will be considered prior to release of information under this Section: The seriousness of the threat to the health or safety of the student or other persons; the need for such records to meet the emergency; whether the persons to whom such records are released
are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.

- In accordance with military requests for mailing information required by the Solomon Amendment (Public Law 104-208 and 104-206)

3) Record of Access to Education Records

A written record of access will be kept in the Admissions and Records Office indicating all individuals (other than school officials), agencies, or organizations which have requested or obtained access. It also will indicate specifically the legitimate interest in obtaining the information. The record of access will be available to the Registrar, school officials, and specific representatives of governmental agencies as a means of auditing the access system.

4) Judicial Orders and Subpoenas

The Registrar will respond to a judicial order and/or subpoena properly presented with requested information concerning the education record of any student. However, the Registrar must make every reasonable effort to promptly notify the student of such order or subpoena and their right to quash the subpoena, at the last address available unless it is a Federal grand jury subpoena and the court has ordered the District not to disclose to any person the existence or contents of said subpoena. The Registrar shall notify the party issuing the subpoena of the aforementioned action, and refer objections to the District’s legal counsel.

Additionally, if courts or other issuing agencies issues a subpoena for a law enforcement purpose and orders the District not to disclose the existence or contents of the subpoena to the parent or student, the Family Educational Rights and Privacy Act does not require notification before compliance with the subpoena.

5) Possible Conflict between Federal and State Law

Federal law will prevail. However, where California has a more restrictive law, then the California law will govern decisions.

c. Family Educational Rights and Privacy Act

The District will make available in the Admissions Office information to students concerning their rights under the Family Educational Rights and Privacy Act and containing the following information:

- the types of “Education Records” and the information contained therein which are directly related to students and maintained by the District and/or College;
• the name and position of the official responsible for the maintenance of each type of record; the persons who have access to those records; and the purposes for which they have access; the policies of the District and/or College for reviewing and expunging those records;

• the policies of the District and/or College for reviewing and expunging those records;

• the procedures established by the District and/or College for student review and inspection;

• the procedures for challenging the content of educational records;

• the cost, if any, which will be charged to the student for reproducing copies of records, available for review;

• the categories of information which the District has designated as directory information; and

• the other rights and requirements set forth in this part.
The purpose of a hearing is to provide students with a full and fair opportunity to present evidence to show that their records contain inaccurate, misleading, or otherwise inappropriate information. It is not intended to overturn established standards and procedures for the challenge of substantive decisions made by the College, such as student disciplinary procedures. It is intended to open the bases on which decisions are being made and to give them the opportunity to challenge and correct – or at least enter an explanatory statement – concerning inaccurate, misleading, or inappropriate information in their files.

The hearing is not intended to grant a student a right to a hearing to contest a grade given to measure the student’s performance in a course. It is intended only that there be procedures to challenge the accuracy of college records, which record the grade actually given.

A hearing will be given to any student or former student of the College who alleges that any portion of his/her “Education Records,” as defined, are inaccurate, misleading, or otherwise in violation of the privacy of other rights of the student.

a. Informal Proceedings

A student wishing to challenge any information contained in his/her education records shall contact the designated official (Admissions and Records Registrar), who shall refer the student to the appropriate college official and shall provide a written explanation of the basis for his/her challenge. The District shall designate college officials who are authorized to evaluate student challenges and, where necessary, to order the correction or deletion of information they determine to be inaccurate, misleading, or otherwise in violation of the student’s right of privacy or other rights.

b. Filing of Formal Challenge

Should informal proceedings fail to satisfactorily resolve the student’s contention, the student may contact the designated official (Registrar) to request a formal hearing. The request shall be on a form provided by the College and shall specify the exact portion(s) of the records that the student desires to be corrected or deleted, and the precise grounds on which he/she bases his/her challenge. The designated officer shall, within ten (10) days of the filing of the written request, assign the matter to a hearing officer.
1) Hearing Officers

The designated officer shall assign student record challenges for a hearing to any member of a pool of qualified persons established by the District. The person selected by the designated officer shall not have a direct interest in the outcome of the hearing. The pool of persons qualified as “Hearing Officers” shall include, but is not limited to: Vice President, Instructional Services; Vice President, Student Services; and Dean, Career and Technical Education.

2) Hearing Procedure

The Hearing Officer assigned shall select a hearing date after consultation with the student and the designated officer. At the hearing, the student shall be given an adequate opportunity to present witnesses and other evidence in support of his/her contentions. The student filing the challenge shall present his/her evidence first, after which appropriate members of the college administration and faculty shall have an opportunity to present evidence in support of the information contained in the challenged records. The student shall have the burden of proving that the record should be corrected or deleted.

3) Decision

The Hearing Officer shall render his/her decision in writing within ten (10) days of the conclusion of the hearing. The written decision shall be forwarded to the Chief Executive Officer of the College or District, who shall make the final determination of what action, if any, is to be taken. If the decision of the Hearing Officer sustains the student’s allegations in whole or in part, he/she may recommend the information found to be inaccurate, misleading, or in violation of the student’s right of privacy or other rights corrected or deleted from the student’s records.
District property is closed to animals unless such animals are involved in the instructional process or confined in a vehicle. Exceptions are guide dogs and board-approved uses of facilities.

If assistance is required in securing the removal of a dog or other animal from campus grounds, the district police officers or duty administrator have specific authority to call the Humane Society or appropriate animal control division and make such a request. The officer or administrator should:

- Call the Humane Society, 757-4357
- Make arrangements to meet with responding officers at a designated location.
- Write a report of the incident with the following information: A description of animals; date, time and location of incident; name and badge number of Humane Society officer; and any other relevant information.
CHAPTER: Student Services

Bomb Threats

a. Whom to Notify During Regular Business Hours

Should a bomb threat be received on the Oceanside campus during regular business hours, 8 a.m. to 4:30 p.m., the person receiving the call shall inform staff in the Administration Building at Extensions 6611, 6610, 6613, or 6612 as soon as possible. At the San Elijo campus, the person receiving the call shall inform staff in the Administration Building at Extensions 7876, 7877, or 7879. The administrator in charge will notify the Superintendent/President or duty vice president at the Oceanside campus. The person receiving such a call at the Community Learning Center shall notify the dean or other building administrator on duty. The administrator in charge will notify the Superintendent/President or duty vice president at the Oceanside campus.

b. Whom to Notify During Evening Hours

If the call is received on the Oceanside campus after normal office hours and classes are in session, the report shall be given to the duty administrator at extension 6808. The duty administrator shall notify Campus Police at extension 6640. After normal hours when classes are not in session, the receiver of the call shall report to a dean or attempt to notify the Superintendent/President or a vice president at home. At the San Elijo campus, if the call is after normal office hours and classes are in session, the report shall be given to the duty administrator at extension 7879. The duty administrator shall notify Campus Police at extension 6640 or by pager. After normal hours when classes are not in session, the call receiver shall report to a dean or attempt to notify the Superintendent/President or a vice president at home. The person receiving such a call at the Community Learning Center shall notify the dean or other building administrator on duty. After normal hours when classes are not in session, the call receiver shall report to a dean or attempt to notify the Superintendent/President or a vice president at home.

c. Obtaining Specifics

Whenever possible, the receiver of the call shall pass a note to someone and keep the caller on the line to obtain as much additional detail as possible, including locations, times, size of the device, container or packaging, background noise to the call, etc. Instructions on bomb calls with further details are provided at each work station.
d. Whether to Evacuate

The decision on evacuation and notification of police shall be made by the senior administrator on site. In general, non-specific threats are to be taken less seriously than one with specifics about the location, type, and time of the bomb detonation. If the senior administrator at the site does determine that evacuation of one or more buildings is necessary, the following actions are to be taken:

- During normal office hours, the Superintendent/President or duty administrator shall call 911, Campus Police, and the site disaster plan coordinator, in that order. He/she shall remain in his/her office. Campus Police personnel shall go to the suspect area and wait for emergency personnel (fire, police). The disaster plan coordinator contacts appropriate team leaders and runners for communication, evacuation or other assistance.

- During evening hours, the Superintendent/President’s role is assumed by the duty administrator; the plan coordinator’s role is assumed by the custodial supervisor or lead custodian. Any available staff shall serve as runners.
CHAPTER:  Student Services

Fire Emergencies

In case of a fire inside a building, call 911 and then report it immediately to the administration at extension 6611, 6610, 6613, or 6612 between the hours of 8 a.m. and 4:30 p.m. Call extension 6640 (Campus Police).

Evacuate the building immediately.

Call 911 for fires outside of buildings. Evacuate threatened buildings.

Staff are not to expose themselves or students to unnecessary risk. When an alarm is sounded, all employees and students are to leave their buildings immediately and proceed to their designated assembly area. The assembly area directions appear by each exit in all campus buildings.

For emergencies before 8 a.m. and after 11 p.m. Monday through Friday, or on weekends, call from pay phones. All are equipped to dial 911 without coins. All pay phones are located outside the buildings on the Oceanside and San Elijo campuses.

Emergency phones can be found at the following locations:

- On the Oceanside campus, at the tennis courts, gym, learning resource center (south side), Building 3200, Building 3600, Student Center (south side), and campus police building.
- On the San Elijo campus, on the south side of the Administration building, Student Lounge, Learning Resource Center, and Building 100 (in the east courtyard).
- At the Community Learning Center, at the reception desk near the main entry to the building.
In medical emergencies when the nurse is not available, college personnel are to call the paramedics. Most desk phones have outside access by dialing 9.

For emergencies when offices are closed during the week or on weekends, call from pay phones. All are equipped to dial 911 without coins. (See preceding procedure for phone locations.) All are located outside the buildings on the Oceanside and San Elijo campuses.
Under no circumstances are infants or minor children to be exposed to hazardous activities, either as observers or participants; nor are children to be allowed in areas where their presence would distract or otherwise interfere with course activities or the normal work routine of the College.

Except for circumstances described in the following paragraphs, employees or students are not to bring infants or minor children to the campus.

a. Employees

Infants and minor children of employees may be brought to the campus when they are supervised by another adult in an area normally accessible to the public or in an area specifically approved by the Superintendent/President of the College for infants and minor children. The Children’s Center is an example of this type of space. Occasional brief visits to the employee's work area may be authorized by the employee's immediate supervisor. A "brief visit" is not to exceed thirty (30) minutes unless a longer period is approved by the director, dean or supervisor responsible for the area visited.

b. Public

Temporary spaces may be designated by the responsible vice president for activities such as class registration, college events open to the general public, or special class activities including children.

c. Students

Infants and minor children of students may be brought to the campus when they are to be supervised by another adult in an area normally accessible to the public or in an area approved by the Superintendent/President and specifically designated for infants and minor children. In an emergency, with the approval of the class instructor, a student may bring an infant or minor child to the class, so long as the child’s presence does not disrupt normal class activities. A student may not leave a child unsupervised while the student is attending class.
CHAPTER: Student Services

Operation and Parking of Vehicles

All staff, students and visitors operating motor vehicles are bound by the regulations of the California Vehicle Code and traffic laws while driving or parking on the campus at MiraCosta College. The operation of a motor vehicle or bicycle on MiraCosta College property is a privilege granted by California Vehicle Code 21113A and Section 15801 of the California Education Code.

The following conditions are established governing the operation of vehicles on campus.

1. Operation of Vehicles
   a. Motorized vehicles and bicycles shall not exceed speed limits of 25 m.p.h. On Barnard Drive or 10 m.p.h. On driveways, parking lots, or grounds area. Use caution when driving over speed bumps.
   b. Motorized vehicles and bicycles are excluded from use on any area except designated roadways unless specific authorization has been granted. Campus police officers are specifically and continuously authorized to drive any vehicle on any and all college property as required in the performance of their duties.
   c. The on-campus parking permit regulations are effective on all days and hours when classes are in session. All other traffic laws are in effect at all times.
   d. MiraCosta College District assumes no liability for any damages or thefts of or from any vehicle operation or parked on college properties.

2. Parking and Staff Vehicles
   a. All staff who plan to park a vehicle on campus during the semester must register the vehicle and obtain a parking permit, which must be properly displayed on the right rear bumper or the right hand side of the rear window. There are designated parking lots for staff use.
   b. Staff members are subject to the parking and vehicle operating regulations applied on campus.

3. Parking of Student Vehicles
   a. All students who plan to park a vehicle on campus during the semester must register that vehicle and purchase a Vehicle Registration Sticker, which must be properly displayed on the right rear bumper or the right hand side of the rear window.

Effective Date: 9/1/93
Adoption History: Revised 7/16/96
MiraCosta Community College District
The placement of the parking sticker is extremely important. It must be properly displayed on the right rear bumper or the right hand side of the rear window in such a manner that it is clearly visible from a standing position. Failure to display the sticker properly may result in a citation and fine.

b. A parking fee per semester, approved annually by the Governing Board, will be charged. (See current class schedule.)

Students enrolled only in non-credit classes are given free decals. In emergencies (borrowed car, repairs, rentals, etc.) a permit must be obtained from the Parking Office. Following the purchase of a new car, a replacement decal for the new car will be supplied at no cost if the decal is scraped off the old car and taken to the Parking Office.
All students who use college parking facilities must pay a parking fee. The amount of the current fee will be included in enrollment materials and class schedules for each semester, summer session, or other enrollment period. A current decal must be displayed on all vehicles except those with temporary passes or those parked in areas reserved for half-hour visitor parking.
CHAPTER: Student Services

Parking Permits for Staff

Each regular faculty or staff employee will be issued one free permit for parking in staff lots. These permits are good for one year and expire on June 30 of each year. Permits are valid for the registered vehicle only; however, one decal may be used for up to two registered vehicles when adhered to a department issued placard. Additional permits may be purchased for a fee. Temporary permits are available. The parking privilege is valid only for the staff or faculty member assigned to the permit. Replacement decals will be issued (a) when a permit has expired or (b) when the employee certifies that the decal was lost, destroyed, or inadvertently left on a disposed vehicles.

Temporary Classified employees will be issued staff parking permits on a semester basis. These permits differ in appearance from the regular staff permits.

Employees are expected to comply with all policies and procedures relating to the operation and parking of motor vehicles on campus, as well as the rules furnished with the issued permits. Continued disregard of vehicle regulations may result in revocation of the parking privilege.
CHAPTER: Student Services

Course Accommodation for Students with Disabilities

Procedure for requesting a Level I Accommodation: A student requests a course accommodation through DSP&S. The student must present to DSP&S verification of his or her disability from a qualified professional, as determined by DSP&S. DSP&S considers the educational functional limitations and severity of the disability; determines what, if any, accommodation is appropriate; and facilitates the implementation of that accommodation.

a. Procedure for resolving a concern regarding a Level I Accommodation:

1) If a student has a concern, he or she should take the appropriate action as indicated below:

<table>
<thead>
<tr>
<th>Student Concern</th>
<th>Student Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSP&amp;S decision</td>
<td>Discuss the concern with the DSP&amp;S specialist who made the decision</td>
</tr>
<tr>
<td>Implementation of a Level I Accommodation</td>
<td>Discuss the concern with the instructor (The student may invite a member of DSP&amp;S to be present.)</td>
</tr>
</tbody>
</table>

2) If the student still has a concern, he or she should take further action as indicated below:

<table>
<thead>
<tr>
<th>Student Concern</th>
<th>Student Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSP&amp;S decision</td>
<td>Discuss the concern with the DSP&amp;S Coordinator</td>
</tr>
<tr>
<td>Implementation of a Level I Accommodation</td>
<td>Discuss the concern with the appropriate department chair (The student may invite a member of DSP&amp;S to be present.)</td>
</tr>
</tbody>
</table>

3) If the student still has a concern, then he or she may file a Course Accommodation Grievance to which the college will respond. This process is intended to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the college complies with the American with Disabilities Act and its implementing regulations. The steps of this grievance process are as follows:

a) The student submits a packet containing the following to the Americans with Disabilities Act (ADA) Coordinator:
   - A completed Course Accommodation Grievance Form
   - Documentation of the disability, including one or both of the following:
     - Educational verification by a licensed/credentialed professional including specific test scores and a description of the degree of educational functional limitations in the academic area under discussion.
- Medical verification by a licensed professional including a description of the degree of educational functional limitations in the academic area under discussion.

The student may ask the DSP&S specialist for assistance in determining whether to submit educational verification, medical verification, or both.

- A letter written by the student which explains his or her concern, including any relevant information regarding that concern. The letter should include the course(s) for which the accommodation was requested; the accommodation that was requested; and the accommodation, if any, that was approved by DSP&S.

4) At the time the student files the grievance, he or she may request that the ADA Coordinator arrange an appropriate interim course accommodation until the grievance is resolved. If, as the result of this grievance process, it is decided that the accommodation is not appropriate, the instructor has the option of requiring the student to redo any coursework that was completed with the interim accommodation.

5) Within five instructional days of the filing of the grievance, the ADA Coordinator convenes a Course Accommodation Grievance Committee (CAGC). This committee is composed of the following members:

(a) The chair of the department in which the grievance originated or a subject matter specialist appointed by the chair (If the chair is listed in the grievance, then the dean appoints the subject matter specialist.)

(b) A non-DSP&S faculty member from a department other than the one in which the grievance originated (This faculty member is appointed by the President of the Academic Senate and should have current or recent service on the Academic Accommodations Committee.)

(c) The 504 Coordinator (If the 504 Coordinator is listed in the grievance, then the ADA Coordinator appoints a faculty member with knowledge of disability-related issues.) This committee member chairs the committee.

(d) A student with a disability (Associated Students appoints a student representative in consultation with DSP&S.)

6) The CAGC meets, reviews the Course Accommodation Grievance Form and accompanying documentation of disability, considers input from the instructor and DSP&S, makes a decision, and then forwards this decision to the ADA Coordinator.

7) Within thirty instructional days of the filing of the grievance, the ADA Coordinator informs the student in writing of the committee’s decision. The ADA Coordinator maintains the files and records of the district relating to course accommodation grievances.
8) If the student is dissatisfied with the decision, he or she may appeal it within ten instructional days. The student sends the appeal to the ADA Coordinator, who forwards it to the college president for a final determination. Within ten instructional days of receiving the appeal, the college president provides a written determination to the student.

b. Other remedies for resolving a concern regarding a Level I Accommodation:

A student’s use of the Course Accommodation Grievance process is not a prerequisite to that student’s pursuit of other remedies, although the college strongly suggests that its process be used first. Also, a student’s right to a prompt and equitable resolution of a Course Accommodation Grievance will not be impaired by that student’s pursuit of other remedies. The other remedies are as follows:

1) The student may appear before the MiraCosta Board of Trustees.

2) The student may file a complaint with the Chancellor of the California Community Colleges within thirty calendar days of the event or following the completion of the Course Accommodation Grievance process. (The student should obtain from the college’s Director of Human Resources the procedure for filing a complaint with the Chancellor.) The address for the Chancellor’s Office is as follows:

   Chancellor’s Office  
   California Community Colleges  
   Forum Building  
   1107 Ninth Street  
   Sacramento, CA 95814

3) The student may file a complaint with the Federal Office of Civil Rights in San Francisco, California, if he or she believes that the college or one of its representatives is violating his or her rights. The address for the Federal Office of Civil Rights is as follows:

   U.S. Department of Education  
   Office for Civil Rights--Region 9  
   Postsecondary Education Division  
   Old Federal Building  
   South United Nations Plaza, Room 239  
   San Francisco, CA 94102
CHAPTER: Student Services

Accommodation for Students with Disabilities:
Course Substitution – Level II Accommodation

a. The student submits a packet containing the following to the Academic Senate President:

1) A completed Course Substitution Request Form

2) All post-secondary transcripts

3) Documentation of the disability. The student may ask the DSP&S specialist for assistance in determining whether to submit educational verification, medical verification, or both. Documentation may include one or both of the following:

   - Educational verification by a licensed/credentialed professional including specific test scores and a description of the degree of educational functional limitations in the academic area under discussion
   - Medical verification by a licensed professional including a description of the degree of educational functional limitations in the academic area under discussion

4) A letter written by the student and appropriate supporting documentation, which together provide:

   - The reason(s) for the course substitution request, the name of the required course for which the student is requesting a course substitution, and the name of the course that the student wishes to substitute for the required course
   - Evidence of a good-faith effort to succeed in the required course, including the following:
     - Consistent and persistent effort in attempting course work.
     - Regular attendance and completion of all assignments.
     - Use of all appropriate and available support services such as tutorial assistance or instructional support classes.
     - Use of all appropriate and available course accommodation such as test facilitation, use of a note taker, and permission to tape record class sessions.
     - A disability of such a magnitude that the student could not successfully complete the course even with Level I accommodation.
• Evidence that the student is otherwise qualified, such as:
  - Success in completing course work in all other required areas.
  - Success in courses that demonstrate equivalent skill to the course under consideration.
  - Success in employment.

• A statement of education and career goals, including:
  - Major or certificate program.
  - Transfer and/or career goals.

b. Within five instructional days of the filing of the request, the Academic Senate President appoints a Course Substitution Request Committee (CSRC). This committee is composed of:

1) The dean of the division.

2) A department representative.

3) A DSP&S representative. (This committee member chairs the committee.)

4) A non-DSP&S faculty member from a department other than the one in which the grievance originated. (This faculty member is appointed by the President of the Academic Senate and should have current or recent service on the Academic Accommodations Committee.)

c. The CSRC meets, makes a decision regarding the student’s request, and then forwards the decision to the Americans with Disabilities Act (ADA) Coordinator. In order to make a decision, the CSRC reviews the student packet and then considers that information along with the following:

1) Evidence that the request does not require a fundamental alteration to an essential component of an institutional or discipline-specific standard.

2) Evidence that the substitution and the course being substituted are substantially equivalent in content and/or purpose.

d. Within thirty instructional days of the filing of the request, the ADA Coordinator informs the student in writing of the committee’s decision. The ADA Coordinator maintains the files and records of the district relating to course substitution requests.
If a student is dissatisfied with the decision, he or she may appeal it within ten instructional days. The student sends the appeal to the ADA Coordinator, who forwards it to the college president for a final determination. Within ten instructional days of receiving the appeal, the college president provides a written determination to the student.

e. Other remedies for appealing a decision regarding a Level II Accommodation:

An appeal to the president is not a prerequisite to the pursuit of other remedies, although the college strongly suggests that this appeal process be used first. Also, the student’s right to a prompt and equitable resolution of a course substitution appeal will not be impaired by the student’s pursuit of other remedies. The other remedies are as follows:

- The student may appear before the MiraCosta Board of Trustees.
- The student may file a complaint with the Chancellor of the California Community Colleges within thirty calendar days of the event or following the completion of the Course Accommodation Grievance process. (The student should obtain from the college’s Director of Human Resources the procedure for filing a complaint with the Chancellor.) The address for the Chancellor’s Office is as follows:

  Chancellor’s Office  
  California Community Colleges  
  Forum Building  
  1107 Ninth Street  
  Sacramento, CA 95814

- The student may file a complaint with the Federal Office of Civil Rights in San Francisco, California, if he or she believes that the college or one of its representatives is violating his or her rights. The address for the Federal Office of Civil Rights is as follows:

  U.S. Department of Education  
  Office for Civil Rights--Region 9  
  Postsecondary Education Division  
  Old Federal Building  
  South United Nations Plaza, Room 239  
  San Francisco, CA 94102
CHAPTER: Student Services

Accommodation for Students with Disabilities:
Course Waiver, Level III Accommodation

a. The student submits a packet containing the following to the Academic Senate President:

1) A completed Course Waiver Request Form

2) All post-secondary transcripts

3) Documentation of the disability, including one or both of the following:

   (a) Educational verification by a licensed/credentialed professional including specific test scores and a description of the degree of educational functional limitations in the academic area under discussion

   (b) Medical verification by a licensed professional including a description of the degree of educational functional limitations in the academic area under discussion

   The student may ask the DSP&S specialist for assistance in determining whether to submit educational verification, medical verification, or both.

4) A letter written by the student and appropriate supporting documentation, which together provide:

   (a) The reason(s) for the course waiver request and the name of the required course for which the student is seeking a waiver

   (b) Evidence of one of following:

      • A good-faith effort to succeed in the required course, including the following:
      • Consistent and persistent effort in attempting course work
      • Regular attendance and completion of all assignments
      • Use of all appropriate and available support services such as tutorial assistance or instructional support classes
      • Use of all appropriate and available course accommodation such as test facilitation, use of a note taker, and permission to tape record class sessions

   (c) A disability of such a magnitude that the student could not successfully complete the course even with Level I accommodation.
(d) Evidence that the student is otherwise qualified, such as:

- Success in completing course work in all other areas required
- Success in courses that demonstrate equivalent skill to the course under consideration
- Success in employment

(e) Statement of education and career goals

- Major or certificate program
- Transfer and/or career goals

b. Within five instructional days of the filing of the request, The Academic Senate President appoints a Course Waiver Request Committee (CWRC). This committee is composed of:

1) The dean of the division
2) A department representative
3) A DSP&S representative (This committee member chairs the committee.)
4) A non-DSP&S faculty member from a department other than the one in which the grievance originated (This faculty member is appointed by the President of the Academic Senate and should have current or recent service on the Academic Accommodations Committee.)

c. The CWRC meets, makes a decision regarding the student’s request, and forwards the decision to the Americans with Disabilities Act (ADA) Coordinator. In order to make a decision, the CWRC reviews the student packet and then considers the following:

1) Evidence that the request would not require a fundamental alteration to an essential component of an institutional or discipline-specific standard
2) Evidence that the course in question is peripheral to the student’s course of study, transfer goals, major, or employment goals and the student will not require any further classes or training in the specified area
3) Evidence that the disability could not be addressed with a Level II Accommodation
4) The ADA Coordinator informs the student in writing of the committee’s decision, no later than thirty instructional days after the date of the request. The ADA Coordinator maintains the files and records of the district relating to waiver requests.

If a student is dissatisfied with the decision, he or she may appeal it within ten instructional days. The student sends the appeal to the ADA Coordinator, who forwards it to the college president for a final determination. Within ten instructional days of receiving the appeal, the college president provides a written determination to the student.
a) Other remedies for appealing a decision regarding a Level III Accommodation:

An appeal to the college president is not a prerequisite to the pursuit of other remedies, although the college strongly suggests that its appeal process be used first. Also, the student’s right to a prompt and equitable resolution to a course waiver appeal will not be impaired by the student’s pursuit of other remedies. The other remedies are as follows:

1) The student may appear before the MiraCosta Board of Trustees.

2) The student may file a complaint with the Chancellor of the California Community Colleges within thirty calendar days of the event or following the completion of the Course Accommodation Grievance process. (The student should obtain from the college’s Director of Human Resources the procedure for filing a complaint with the Chancellor.) The address for the Chancellor’s Office is as follows:

   Chancellor’s Office  
   California Community Colleges  
   Forum Building  
   1107 Ninth Street  
   Sacramento, CA 95814

3) The student may file a complaint with the Federal Office of Civil Rights in San Francisco, California, if he or she believes that the college or one of its representatives is violating his or her rights. The address for the Federal Office of Civil Rights is as follows:

   U.S. Department of Education  
   Office for Civil Rights--Region 9  
   Postsecondary Education Division  
   Old Federal Building  
   South United Nations Plaza, Room 239  
   San Francisco, CA 94102
CHAPTER: Student Services

Students with Disabilities: Alternate Media and Grievance

If a student has an Alternate Media Accommodation concern, s/he should do the following:

a. First, the student should meet with the DSPS faculty member to discuss the concern. The DSPS specialist will seek resolution to the concern in conjunction with the Access Specialist. If the concern or complaint is not resolved, then the student should speak to Dean of Counseling and Special Services. If the concern or complaint is not resolved:

   • The student may file a grievance. To do so, the student should make an appointment with the ADA Coordinator (Human Resources Building) on the Oceanside campus. The ADA Coordinator will review the circumstances of the complaint and follow the MiraCosta College ADA Grievance Policy.

   • If the grievance is still not resolved, the student may file a formal written complaint with the Office of Civil Rights (OCR).

San Francisco Office
U.S. Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102-4102
MiraCosta College supports the following procedures to ensure that video and multimedia materials are captioned for deaf and hard of hearing students:

a. Captioning Process

Once it has been determined that a captioned version of the video or multimedia material is not available for purchase, the Access Specialist will check online database collections to verify if captioning has been done by another institution. If so, the time-coded transcripts will be requested to expedite the captioning process. Per U.S. Copyright Law, written permission must be obtained from the copyright holder of the video or multimedia material before a captioned copy can be produced. Once the permission has been granted, the Access Specialist will determine if the material should be processed by a third party captioning provided or captioned on campus, depending upon the availability of campus resources.

b. Library Video and Multimedia Collection

The Access Specialist will coordinate with the Library staff to caption existing video and multimedia. Captioning priority will be placed on faculty/department-owned videos and multimedia materials placed on reserve. MiraCosta College will continue the concerted effort of purchasing captioned video and multimedia using the procedures outlined below (step c. Video and Multimedia Acquisition).

c. Video and Multimedia Acquisition

Faculty desiring to purchase video or multimedia materials shall consult with the Collection Development Librarian. If a closed-captioned version of the material exists, the Library will purchase the closed-captioned material and make it available to the faculty member and students. If the desired material is not available in a closed-captioned format, the faculty member should work with the librarian to identify and purchase a suitable alternative that is closed-captioned. However, if no academically equivalent and captioned alternative exists, the Library will purchase the originally requested material and coordinate with the Access Specialist to caption the purchased material.

Effective Date: 11/22/05

MiraCosta Community College District
d. Faculty/Department-owned Video and Multimedia Materials

- Captioning of Faculty/Department-owned Video and Multimedia

Unless funding is available through the District specifically for captioning, each department will be committed to the cost of captioning faculty/department-owned video and multimedia materials through a third party captioning vendor. The Access Specialist will facilitate the captioning of the materials.

- Placement of Faculty/Department-owned Video and Multimedia on Library Reserves

Faculty desiring to place faculty/department-owned video or multimedia material on reserve at the Library shall consult with the Collection Development Librarian. If the original material is already in a closed-captioned format, the librarian can proceed to place the material on reserve. If the material is not captioned, the librarian will check to see if a closed-captioned version of the material exists. If so, the Library will purchase the closed-captioned material and make it available on reserves. However, if no captioned version exists, faculty may donate their original uncaptioned material to the Library; and the captioning of the material will be coordinated with the Access Specialist.
CHAPTER: Student Services

Students with Disabilities: Web Page Accessibility

For setting priorities to make legacy Web pages accessible, the following guidance is suggested:

a. The top 20% of Web pages most frequently used (e.g. that get the largest number of hits) should be first priority for the department.

b. Pages required for participation, funding, disability-related services and other key pages needed by people with disabilities, not already in the top 20%, should also be first priority for the department.

c. Each department or college entity is responsible for determining the top 20% of Web pages used and other high priority Web pages.

1) Web pages specifically requested to be made accessible as part of a formal accommodation request shall be made accessible as soon as possible, or an equally effective alternative shall be provided. Equally effective means that it communicates the same information in as timely a fashion as does the Web page. 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.

d. Each college Web site must contain an accessible link or a person to contact if users have trouble accessing content within the site. This would usually be the Web page developer or department designee. Web pages should also contain the dates they are published and the dates they are updated.

NOTE: The addition of a contact person is not sufficient, in and of itself, in meeting accessibility guidelines.

e. It is recommended that a variety of Web browsing software (including text-only browsers), different workstations, and evaluation tools be used to test access to Web pages. For example, Cast’s Bobby, A-Prompt, and WAVE might be used. Also, the page should be tested with a screen reader to ensure accessibility.

f. Faculty shall make known to Academic Information Services (AIS) if a course uses web sites requiring graphical user interfaces, interactive screens, visualization tools, or use of audio material to demonstrate or explain key instructional material. In these cases, it is recommended that individuals with disabilities consult with faculty for academic guidance.
g. Text-only Web sites can be offered in cases where extraordinary measures would be necessary to make a Web site compliant.

h. Where compliance is not possible or may require extraordinary measures, exceptions to this policy may be granted by the (name of appropriate authority).
A specific service will only be provided to a student with a verified disability which necessitates the use of that specific service or accommodation. Authorization for each specific service must be approved in advance by a DSPS counselor, Learning Disabilities Specialist or the Coordinator of the department. To determine your eligibility for these services, call (760) 795-6658 to make an appointment.

a. Interpreter

To establish interpreter services, meet with the DSPS counselor. This must be done each semester.

1) Interpreters will be provided for students with verified documented hearing loss.

2) The DSPS department will contact and assign interpreters.

3) Two unexcused absences in a row or three unexcused absences during the semester may result in a temporary cancellation of interpreters for classes.

4) Continued and excessive absences without notification may result in permanent loss of interpreting services for the semester.

b. Equipment/Material Loan

1) Equipment (i.e., tape recorders, Franklin spellers, calculators, assistive listening devices, etc.) and material i.e. note takers notebooks, tapes, videos and books, etc.) shall not be loaned to a student for any purpose which is not school sponsored.

(a) Make an appointment to obtain approval from a DSPS faculty member to check out equipment or material. You must complete the appropriate DSPS equipment loan form.

(b) If the equipment/material is not returned at the designated time or has been damaged, the student may forfeit his/her rights to future equipment or material loan. In addition, a hold will be placed on the student’s record until arrangements are made to replace or return the equipment or material. The student may be responsible for replacement costs.
c. Other Services/Accommodations

For other services such as classroom or test accommodations, priority registration, note takers, etc., the student must contact a DSPS counselor or other DSPS faculty for authorization. Students need to contact the counselor every semester that the accommodation is needed. Contacting the counselor or other DSPS faculty member at the beginning of the semester will increase the student’s chances of success in classes.