The Governing Board provides the following Student Services programs:

1. **Admissions and Records/Veterans Services**

   **Policy Procedure**

   - **Synopsis:**
     - Admissions and Records/Veterans Services
     - University Transfer Center
     - Athletics
     - CalWORKS/EOPS
     - Campus Police and Safety Department
     - Counseling
     - Disabled Student Programs and Services
     - Financial Aid
     - Health Services
     - Institute for International Perspectives
     - Service Learning
     - Retention Services
     - School Relations/Diversity Recruitment
     - Student Activities/Student Government
     - Testing Services
     - VIII.H VIII.H-01a/b/c; VIII.H-02; VIII.H-03; VIII.H-05

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

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

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Effective Date: 1/21/92

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

References: T5 55500 et seq.  

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

2. University Transfer Center

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

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

3. Athletics

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

4. CalWORKs/EOPS

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

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

5. Campus Police and Safety Department

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

6. Counseling

Staff shall be responsible for helping students select majors, transfer to senior colleges, and determine appropriate career goals.
7. **Disabled Student Programs and Services (Policy VIII.H; Procedures VIII.H-01.a, VIII.H-01.b, VIII.H-01.c, VIII.H-02, VIII.H-03, VIII.H-05)**

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

8. **Financial Aid**

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

9. **Health Services**

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

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

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

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

10. **Institute for International Perspectives**

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

11. **Service Learning**

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

12. **Retention Services**

    Staff shall provide an organized process to meet student tutoring needs and shall assist students in securing other academic support services.
13. **School Relations/Diversity Recruitment**

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

14. **Student Activities/Student Government**

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

15. **Testing Services**

   Staff shall be responsible for coordinating MiraCosta’s assessment program so students will have appropriate course placement information and for administering and proctoring a limited number of other test instruments.
CHAPTER: Student Services
Campus Police and Safety Department

VIII.G
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1. Campus Police and Safety Department

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

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

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

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

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

Effective Date: 1/21/92
Adoption History: Revised 7/16/96, 9/2/97, 2/17/04, 2/21/06, 6/20/06, 6/19/07
References: T5 55500 et seq., California Penal Code Section 830.32(a), 626. (a), 626.10 (a) and (b)

MiraCosta Community College District
e. District Police and Safety Department

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

A Community College Police Department is established under authority of Education Code Section 72230 and California Penal Code Section 830.32(a), the members of which shall be empowered, when specially designated by the Superintendent/President, to enforce regulations for the security of persons and property at district locations or at off-campus district events.

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

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

d. Firearms and other weapons on Campus

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

Persons exempted from these prohibitions are:

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

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

- Access to the System

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

- Misuse of the System

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

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

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

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

i. Transportation of Injured or Ill Persons for Medical Care

Appropriate transportation of injured or ill persons to receive medical care shall be provided from MiraCosta locations. For serious injuries or illness to any person during normal working hours or at college events, the designated administrator in charge is authorized to call for paramedic or ambulance transportation. If the injured or ill person does not have insurance coverage or is unable to pay for the service, and if the agency providing the paramedic or ambulance service requires payment, the College will pay. When parties are seriously injured or ill during off-hours on college premises, college personnel shall call 911 but are not authorized to commit the College financially.
The designated administrator, nurse, or other college employee responsible for a college activity will arrange for non-emergency transportation of persons who are ill or injured during normal working hours or at a college activity. An injured or ill person whose ability to drive safely is in doubt must not be permitted to drive an automobile. If a non-employee is ill or injured on college premises during non-working hours and the occasion is not a college-sponsored event, a college employee should assist in obtaining transportation but does not have primary responsibility for seeing that it is provided.

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

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

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

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

2. Campus Police Procedures Manual

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

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

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

   Use of skateboards, in-line skates (also known as rollerblades) are prohibited on all college property unless specific, written authorization has been obtained from either the Vice President of Student Services or Vice President, Business and Administrative Services or his/her designee.
a. Student Parking Fee (See Procedure VIII.G-02.a)

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

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

   Employees of the District will be issued one staff parking permit free of charge, subject to parking regulations approved by the Superintendent/President.
CHAPTER: Student Services
Disabled Student Programs and Services

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1. Academic Accommodation for Students with Disabilities

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

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

Definition: A course accommodation is an adjustment that allows a student with a disability an equal opportunity to complete course requirements. The college recognizes that many disabilities that may preclude a student from successfully completing a course can be overcome with a course accommodation such as test facilitation, use of a note taker, and permission to tape record class sessions. Any student with a documented disability seeking a course accommodation due to a documented disability may request assistance from Disabled Student Programs and Services (DSP&S).
b. Accommodation: Course Substitution (See Procedure VIII.H-01.b)

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

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

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

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

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

MiraCosta College is committed to the implementation of Section 504 and Section 508 of the Federal Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act in providing equal opportunity in education.
The fundamental principles of non-discrimination and accommodation in academic programs are set forth in implementing regulations in Section 504 of the 1973 Rehabilitation Act, and Public Law 101-336, the Americans with Disability Act of 1990. These regulations provide that no qualified disabled student shall, on the basis of disability, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any postsecondary education program or activity. MiraCosta College is committed to complying with the intent of this legislation.

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

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

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

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

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

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

The standards of Section 508 are consistent with the W3C Guidelines and provide achievable, well-documented guidelines for implementation. Effective upon approval of this policy, all new or revised Web pages published or hosted by the college must be in compliance with the W3C standards defined in Section 508, specifically subsections 1194.1 through 1194.22 and subsection 1194.31. A revised Web page is a Web page where significant redesign of a page or a major revision of the content of a page takes place.
a. Reasonable effort must be taken to ensure that legacy Web pages are in compliance with these subsections of Section 508 no later than November 1, 2003. That effort will/must be documented. Legacy Web pages are considered those pages published prior to November 1, 2001.

b. Upon specific request and reasonable notification, information on legacy Web pages is to be made available to any individual needing access to such Web content, revision or otherwise. The department responsible for the creation of the information on the Web page will be responsible for providing access, with the assistance from the Access Specialist. Upon specific request and reasonable notification, information on Web sites and Web pages in archive status (e.g. no longer in use but subject to records retention plans) containing core administrative or academic information, official records, and similar information) is to be made available/accessible to any individual needing access to such Web content, by revision or otherwise.

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

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

4. **Special Class Course Repeatability**

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

- When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific class;

- When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or special classes; or

- When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further the achievement of the goal.

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

Students may be denied services under the following conditions:
a. Lack of Measurable Progress

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

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

b. Inappropriate Use of Services

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

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