

**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE STEERING**

As of 6/15/22

AP#	ADMINISTRATIVE PROCEDURE TITLE	ACCRED STANDARD	COMMITTEE	COUNCIL	STEERING DECISION
AP 1100	The MiraCosta Community College District		S/P	N/A	Gender updated 6/19
AP 1100.5	The MiraCosta Community College District and Social Media		S/P	N/A	Gender updated 6/19
AP 2015	Student Trustee		VPSS	N/A	Gender updated 6/19
AP 2105	Recall or Vacancy of Student Trustee		VPSS	N/A	Gender updated 6/19
AP 2110	Vacancies on the Board		S/P	N/A	Gender updated 6/19
AP 2320	Special and Emergency Meetings		S/P	N/A	
AP 2340	Agendas	IVB5, IVC12, IVD1	S/P	N/A	
AP 2345	Public Participation at Board Meetings	IVC3	S/P	N/A	Gender updated 6/19
AP 2360	Minutes		S/P	N/A	
AP 2365	Recording		S/P	N/A	
AP 2410	Board Policies/Administrative Procedures	IB7, IC5, IVD4, IVC7	College Council	College Council	Gender updated 6/19 previously IEC
AP 2430	Delegation of Authority to the Superintendent/President	IVB5, IVC12, IVD1	S/P	N/A	
AP 2435	Evaluation of the Superintendent/President	IVC3	S/P	N/A	
AP 2510	Collegial Governance and Participation in Local Decision Making	IVA, IVD7	College Council	College Council	previously IEC
AP 2610	Presentation of Initial Collective Bargaining Proposals		S/P	N/A	
AP 2710	Conflict of Interest		S/P	N/A	
AP 2712	Conflict of Interest Code		S/P	N/A	
AP 2740	Board Education	IVC9	S/P	N/A	Gender updated 6/19
AP 3050	Institutional Code of Ethics	IIIA13	VPHR	N/A	
AP 3200	Accreditation	IC12/13	College Council	College Council	previously IEC
AP 3210	Accreditation and State Complaint Process		VPHR	N/A	
AP 3250	Institutional Planning	IB9, IIIB4, IIIC2, IIID2, IVB3, IVD5	BPC/IPRC	AS	
AP 3260	Energy and Sustainability <b>COMBINE WITH 3261</b>		VPAS	N/A	Gender updated 6/19
AP 3261	Energy Conservation <b>COMBINE WITH 3260</b>		VPAS	N/A	
AP 3280	Grants (Operational)		S/P	N/A	1/10/19–College Council Gender update 6/19
AP 3300	Public Records		S/P	N/A	
AP 3310	Records Management		VPAS	N/A	
AP 3410	Nondiscrimination	ER20	S/P	N/A	Gender updated 6/19
AP 3420	Equal Employment Opportunity	IIIA.12	VPHR	N/A	Gender updated 6/19
AP 3430	Prohibition of Harassment		VPHR	N/A	Gender updated 6/19

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AP 3435	Discrimination and Harassment Investigations		VPHR	N/A	Gender updated 6/19
AP 3440	Service Animals on Campus		VPAS	N/A	Formerly AP 6805, Changed to AP 3440 by CC 1/23/20 Gender update 7/19
AP 3500	Campus Safety		VPSS	N/A	
AP 3501	Campus Security and Access	IIIB	VPAS	N/A	
AP 3505	Emergency Response Plan		VPAS	N/A	
AP 3510	Workplace Violence Plan		VPHR	N/A	Gender updated 6/19
AP 3515	Reporting of Crimes		VPAS	N/A	
AP 3516	Registered Sex Offender Information		VPAS	N/A	
AP 3518	Child Abuse Reporting		VPAS	N/A	
AP 3520	Local Law Enforcement		VPSS	N/A	
AP 3530	Weapons on Campus		VPAS	N/A	
AP 3540	Sexual and Other Assaults on Campus		VPHR	N/A	
AP 3550	Drug-Free Environment and Drug-Prevention Program		VPAS/HR	N/A	
AP 3560	Alcoholic Beverages		S/P	N/A	
AP 3570	Tobacco-Smoke-Vapor-Free Campus		VPSS/VPAS/VPHR	N/A	
AP 3600	Auxiliary Organizations		VPAS	N/A	
AP 3715	Intellectual Property		VPHR	N/A	
AP 3720	Computer and Network Use		VPAS/VPIS/VPSS/VPHR	N/A	
AP 3725	Establishing and Maintaining Web Accessibility		VPAS/VPHR/VPIS/VPSS	N/A	
AP 3750	Use of Copyrighted Material		AAC	AS	
AP 3810	Claims Against the District		VPHR	N/A	
AP 3820	Gifts		BPC	ADMIN	
AP 3900	Speech: Time, Place, and Manner		VPSS/VPHR	N/A	
AP 4010	Academic Calendar		AAC	AS	
AP 4020	Program, Curriculum, and Course Development	II.A	CPC	AS	
AP 4021	Program Discontinuance	II.A.15	CPC /AAC	AS	
AP 4022	Course Approval Process	II.A	CPC	AS	
AP 4025	Philosophy and Criteria for Associate Degrees and General Education	II.A	CPC	AS	
AP 4025B	Philosophy and Criteria for Baccalaureate Degree and General Education	II.A	CPC	AS	
AP 4026	Philosophy and Criteria for International Education		AAC/CPC	AS	
AP 4040	Library and other Instructional Support Services	II.B	AAC	AS	
AP 4041	<del>Technology-Enhanced Learning</del>	<del>II.B, III.C</del>	<del>AAC</del>	<del>AS</del>	Deleted by CC on 10/18
AP 4042	<del>Instructional Learning Support Services</del>	<del>II.B, III.C</del>	<del>AAC</del>	<del>AS</del>	Deleted by CC on 2/17
AP 4050	Articulation	II.A.10	CPC	AS	Gender updated 6/19
AP 4070	<b>ELIMINATED</b> – Course Auditing and Auditing Fees - <b>ELIMINATED</b>	Eliminated	Eliminated	Eliminated	
AP 4072	Opening Class Sessions to the Public/Visitors to the Classroom		AAC	AS	Gender updated 6/19

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AP 4100	Graduation Requirements for Degrees and Certificates – Associate in Arts or Associate in Science		CPC	AS	
AP 4100B	Graduation Requirements for Degrees and Certificates–Baccalaureate in Science Degree		CPC	AS	
AP 4100C	Graduation Requirements for Adult High School Diploma & Noncredit Certificates		CPC	AS	
AP 4101	Directed Studies		CPC	AS	
AP 4102	Career and Technical Education	II.A.14	CPC /IPRC	AS	
AP 4103	Experiential Education		AAC	AS	
AP 4104	Contract Education		AAC	AS	
AP 4105	Distance Education	II.A.1	CPC	AS	
AP 4106	<b>ELIMINATED</b> - Post-Baccalaureate Nursing Students - <b>ELIMINATED</b>		CPC	AS	<b>ELIMINATED</b>
AP 4110	Honorary Degrees		S/P	N/A	
AP 4220	Standards of Scholarship		AAC/ CPC	AS	
AP 4222	Developmental Course Work	II.A.4	CPC	AS	Gender updated 6/19
AP 4225	Course Repetition		CPC	AS	Gender updated 6/19
AP 4226	Multiple and Overlapping Enrollments		VPSS	N/A	11/3/16–College Council
AP 4230	Grading and Academic Record Symbols		AAC	AS	
AP 4231	Grade Changes		AAC	AS	Gender updated 6/19
AP 4232	Pass/No Pass		AAC	AS	
AP 4235	Credit by Examination		AAC	AS	
AP 4236	Advanced Placement Credit		AAC	AS	
AP 4240	Academic Renewal		AAC	AS	Gender updated 6/19
AP 4250	Probation, Dismissal, Disqualification, and Readmission		AAC	AS	Gender updated 6/19
AP 4255	Disqualification, Dismissal, and Readmission		AAC	AS	11/3/16–College Council
AP 4260	Prerequisites and Corequisites		CPC	AS	Gender updated 6/19
AP 4300	Field Trips and Excursions		AAC	AS/ADMIN	
AP 4400	Fee-Based Community Services Programs		AAC	AS	
AP 4500	Student News Media		VPSS	N/A	
AP 5010	Admissions and Concurrent Enrollment	IIC.6	VPSS	N/A	Gender update 7/19
AP 5011	Admissions and Concurrent Enrollment of High School and Other Young Students		VPSS	N/A	
AP 5012	International Students		VPSS	N/A	11/3/16–College Council Gender update 7/19
AP 5013	Students in the Military		VPSS	N/A	11/3/16–College Council Gender update 7/19
AP 5015	Residence Determination		VPSS	N/A	11/3/16–College Council Gender update 7/19
AP 5020	Nonresident Tuition		VPSS	N/A	11/3/16–College Council
AP 5030	Fees	IC.6	VPSS	N/A	Gender update 7/19
AP 5031	Instructional Materials Fees		CPC	AS	Gender update 7/19
AP 5035	Withholding of Student Records		VPSS	N/A	

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AP 5040	Student Records, Directory Information, and Privacy	IIC.8	VPSS	N/A	Gender update 7/19
AP 5045	Student Records: Challenging Content and Access Log		VPSS	N/A	11/3/16–College Council
					Gender update 7/19
AP 5050	Student Success and Support Program	IIC.2	SSC	AS/ADMIN/CSC	1/5/17–College Council
AP 5052	Student Open Enrollment		CPC	AS/ADMIN	11/3/16–College Council
AP 5055	Student Enrollment Limitations and Priorities		AAC	AS	Gender update 7/19
AP 5070	Attendance Accounting		AAC	AS	Gender update 7/19
AP 5075	Course Adds and Drops		AAC	AS	Gender update 7/19
AP 5110	Counseling	IIC.5	SSC	AS/ADMIN	11/3/16–College Council
					Gender update 7/19
AP 5120	Transfer Center		VPSS	N/A	9/16/16–College Council
AP 5130	Financial Aid	IIID.15	VPSS	N/A	
AP 5140	Disabled Students Programs and Services		VPSS	N/A	11/3/16–College Council
AP 5150	Extended Opportunity Programs and Services		VPSS	N/A	9/16/16–College Council
AP 5200	Student Health Services		VPSS	N/A	
AP 5210	Communicable Disease		VPSS	N/A	
AP 5300	Student Equity		SSC	AS/ADMIN/CSC	1/5/17–College Council
AP 5400	Associated Student Government		VPSS	N/A	
AP 5410	Associated Student Government Elections		VPSS	N/A	
AP 5420	Associated Student Government Finance		VPSS	N/A	
AP 5500	Standards of Student Conduct	IC8/10	AAC	ADMIN/ASG	11/3/16–College Council
AP 5505	Academic Dishonesty-Discipline Appeal Process		AAC	AS	Gender update 7/19
AP 5520	Student Discipline Procedures		AAC	ADMIN/ASG	11/3/16–College Council
					Gender update 7/19
AP 5530	Student Rights and Grievance	IVD	AAC	AS	11/3/16–College Council
AP 5570	Student Credit Card Solicitations		VPSS	N/A	Gender update 7/19
AP 5700	Athletics	IIC.4	VPSS	N/A	
AP 5800	Prevention of Identity Theft in Student Financial Transactions		VPSS	N/A	
AP 6100	Delegation of Authority–Business and Administrative Services		S/P	N/A	
AP 6150	Designation of Authorized Signatures		S/P	N/A	
AP 6200	Budget Preparation	III.D	BPC	AS	
AP 6250	Budget Management		BPC	AS/ADMIN	
AP 6300	Fiscal Management	III.D.9	VPAS	N/A	Gender update 7/19
AP 6302	Board Reports	III.D.2	VPAS	N/A	
AP 6304	Actual and Necessary Business Expenses		BPC	ADMIN	
AP 6305	Reserves		BPC	ADMIN	Gender update 7/19
AP 6306	Equipment Replacement		BPC	ADMIN	
AP 6307	Debt Issuance and Management		VPAS	N/A	

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AP 6310	Accounting		VPAS	N/A	
AP 6315	Warrants		S/P	N/A	
AP 6320	Investments		S/P	N/A	Gender update 7/19
AP 6322	Employee Indemnity Bonds		VPAS	N/A	
AP 6325	Payroll		VPAS	N/A	
AP 6330	Purchasing, Bids, and Contracts	III.D.16	S/P	N/A	
AP 6340	Bids and Contracts		S/P	N/A	split out from 6330 per CCLC template
AP 6345	Bids and Contracts UPCCAA		S/P	N/A	split out from 6330
AP 6350	Contracts – Construction		VPAS	N/A	
AP 6360	Contracts – Electronic Systems and Materials		VPAS/VPI	N/A	
AP 6365	Contracts – Accessibility of Information Technology		VPAS	N/A	
AP 6370	Contracts – Personal Services		BPC	ADMIN	Gender update 7/19
AP 6380	Purchasing and Contracts Best Practices		VPAS	N/A	Gender update 7/19
AP 6400	Financial Audits	III.D.7	S/P	N/A	Gender update 7/19
AP 6450	Mobile Communication Devices and Cellular Phones		VPHR	N/A	Gender update 7/19
AP 6500	Property Management		S/P	N/A	
AP 6520	Security for District Property	III.B.1	VPAS	N/A	
AP 6525	Responsibility for Personal Property		VPHR	N/A	Gender update 7/19
AP 6530	Vehicle Use/Driver Authorization		VPAS/VPHR	N/A	Gender update 7/19
AP 6535	Use of District Equipment	III.B.3, III.C.4 & 5	VPAS	N/A	Gender update 7/19
AP 6540	Insurance		VPHR	N/A	
AP 6550	Disposal of Surplus Property		VPAS	N/A	Gender update 7/19
AP 6600	Capital Construction		VPAS	N/A	
AP 6610	Management of Vacated Spaces		VPAS	N/A	
AP 6620	Naming of Facilities		S/P	N/A	
AP 6700	Civic Center and Other Facilities Use		VPAS	N/A	Gender update 7/19
AP 6740	Independent Citizens' Bond Oversight Committee		BPC	ADMIN	Gender update 7/19
AP 6750	Parking		VPAS	N/A	
AP 6800	Safety		VPAS/VPHR	N/A	Gender update 7/19
AP 6810	ELIMINATED - Control of Non-Service Animals ELIMINATED		VPAS	N/A	Moved to AP 3441 on 12/16/21
AP 6850	Hazardous Substances		VPHR	N/A	
AP 6900	Bookstore		VPAS	N/A	
AP 7100	Commitment to Diversity in Hiring		S/P	N/A	
AP 7110	Delegation of Authority–Human Resources	III.A.11	S/P	N/A	
AP 7120.1	Recruitment and Hiring–Academic Administrators	III.A.1	VPHR	N/A	Gender updated

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AP 7120.2	Recruitment and Hiring—Classified Administrators	III.A.1	VPHR	N/A	
AP 7120.3	Recruitment and Selection—Classified	III.A.1	VPHR	N/A	
AP 7120.4	Recruitment and Hiring—Full-Time Faculty	III.A.1	VPHR	AS	Gender updated
AP 7120.5	Recruitment and Hiring—Associate Faculty	III.A.1	VPHR	AS	
AP 7125	Verification of Eligibility for Employment		VPHR	N/A	
AP 7126	Applicant Background Checks		VPHR	N/A	Gender updated
AP 7145	Personnel Files		VPHR	N/A	Gender updated
AP 7150	Evaluation	III.A.5	VPHR	N/A	
AP 7150.1	Evaluation—Academic Administrators	III.A.5	VPHR	N/A	Gender updated
AP 7150.2	Evaluation—Classified Administrators	IIIA	VPHR	N/A	
AP 7150.3	Evaluation—Classified	IIIA	VPHR	N/A	
AP 7150.4	Evaluation—Full-Time Faculty	IIIA	VPHR	N/A	
AP 7160	Professional Development	IIIA14	VPHR	N/A	9/16/16—College Council
AP 7210	Academic Employees		VPHR	N/A	9/16/16—College Council Gender updated
AP 7211.1	Faculty Service Areas		VPHR	AS	
AP 7211.2	Minimum Qualification and Equivalencies	III.A.2-4	VPHR	AS	Gender updated
AP 7211.2B	Minimum Qualification and Equivalencies Related to Upper-Division Ins		VPHR	AS	Gender updated 4/8/16—College Council
AP 7212	Temporary Faculty		VPHR/VPIS	N/A	Consult w/ AAC/AS 10/13/16—College Council
AP 7215	Academic Employees: Probationary Contract Faculty		AS/VPHR	N/A	
AP 7216	Academic Employees: Grievance Procedure for Contract Decisions		AS/VPHR	N/A	
AP 7217	Reduced Workload		VPHR		
AP 7230	Classified Staff		VPHR	N/A	
AP 7231.3	Seniority—Classified		VPHR	N/A	
AP 7232	Classification Review		VPHR	N/A	
AP 7234	Overtime		VPHR	N/A	
AP 7235.3	Probationary Period: Classified		VPHR	N/A	
AP 7236.3	Substitute and Short-Term Assignments		VPHR	N/A	9/16/16—College Council
AP 7237.3	Layoffs—Classified		VPHR	N/A	
AP 7240	Confidential Employees		VPHR	N/A	New 4/15/21
AP 7270	Student Workers		VPIS/VPHR/VPSS	N/A	
AP 7280	Employee Recognition		VPHR		
AP 7280.1	Employee Recognition—Academic Administrators		VPHR	N/A	
AP 7280.2	Employee Recognition—Classified Administrators		VPHR	N/A	
AP 7280.3	Employee Recognition—Classified		VPHR	N/A	
AP 7280.4	Employee Recognition—Full-Time Faculty		VPHR	N/A	
AP 7280.5	Employee Recognition—Associate Faculty		VPHR	N/A	

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AP 7310	Nepotism		VPHR	N/A	
AP 7330	Communicable Disease		VPHR	N/A	9/16/16–College Council
					Gender updated
AP 7333	Return to Work		VPHR	N/A	Gender updated
AP 7335	Health Examinations		VPHR	N/A	9/16/16–College Council
					Gender updated
AP 7336	Certification of Freedom from Tuberculosis		VPHR	N/A	9/16/16–College Council
					Gender updated
AP 7337	Fingerprinting		VPHR	N/A	
AP 7340	Leaves		VPHR	N/A	9/16/16–College Council
					Gender updated
AP 7341	Sabbatical Leave		AS (SLC)	AS	Gender updated
AP 7342.3	Holidays–Classified		VPHR	N/A	
AP 7343	Industrial Accidents and Illness		VPHR	N/A	
AP 7345	Catastrophic Leave		VPHR	N/A	10/13/16–College Council
					Gender updated
AP 7346	Employees Called to Military Duty		VPHR	N/A	Gender updated
AP 7347	Family Medical Leave		VPHR	N/A	Gender updated
AP 7348	Accommodations		VPHR	N/A	3/9/17–College Council
AP 7350	Resignations		VPHR	N/A	10/13/16–College Council
AP 7360.1	Discipline and Dismissal–Academic Administrators		VPHR	N/A	
AP 7360.4	Discipline and Dismissal–Academic Employees		VPHR	N/A	Gender updated
AP 7365.3	Discipline and Dismissal–Classified Employees		VPHR	N/A	Gender updated
AP 7366.3	Reinstatement–Classified Employees		VPHR	N/A	
AP 7366.4	Reinstatement–Faculty		VPHR	N/A	9/16/16–College Council
					Gender updated
AP 7370	Use of District Resources for Political Activity		VPHR	AS/ADMIN/CSC	
AP 7371	Personal Use of Public Resources		VHR	AS/ADMIN/CSC	
AP 7380	Retiree Health Benefits: Academic Staff		VPHR	N/A	10/13/16–College Council
AP 7381	Health and Welfare Benefits		VPHR	NA	10/13/16–College Council
AP 7385	Salary Deductions		VPHR	N/A	9/16/16–College Council
AP 7400	Employee Travel		VPAS	N/A	Gender updated
AP 7500	Volunteers		VPHR	N/A	10/13/16–College Council
					Gender updated
AP 7600	College Police Department		VPAS	N/A	Gender updated
AP 7700	Whistleblower Protection		VPHR	N/A	10/13/16–College Council
					Gender updated