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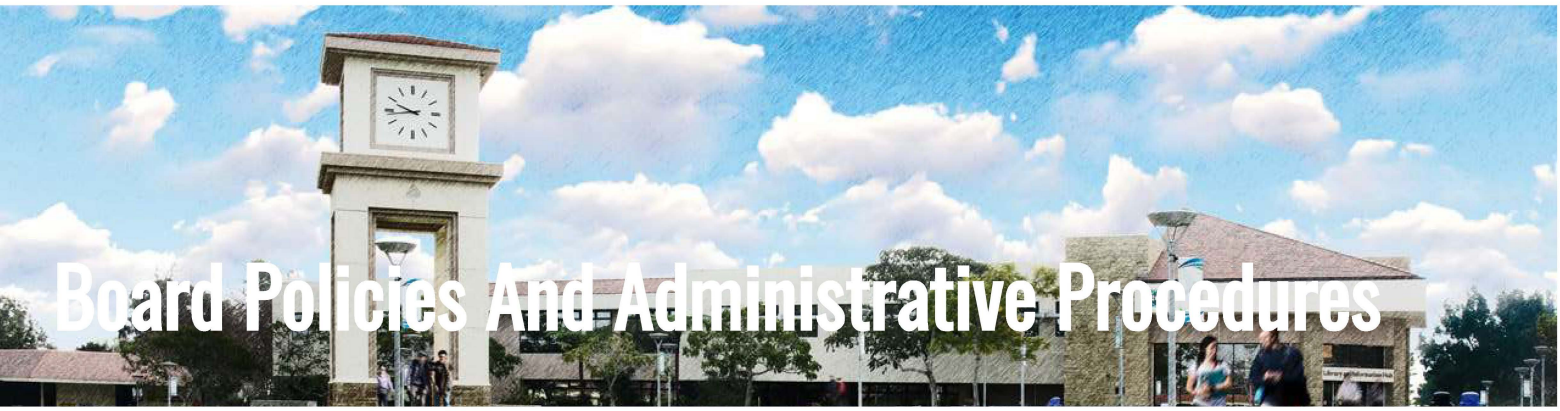

Board Policies And Administrative Procedures

Select Language

IN THIS SECTION

Board policies are broad, holistic statements that guide operations and set standards for the institution. BPs represent the voice of the Board of Trustees and require official board adoption.

Administrative procedures create a plan of action for achieving board policies. APs are the responsibility of the superintendent/president and do not require board action.

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In fall 2008, the MiraCosta Community College District subscribed to the Community College League (CCLC) Policy and Procedure Service in order to update board policies and administrative procedures. Old-format board policies and administrative procedures are available at the bottom of this page; however, they are being deleted as they are rescinded by the Board of Trustees.

Use the table of contents below to move to the desired chapter. Each chapter is arranged with board policies on the left and administrative procedures (if they exist) on the right.

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- Chapter 3: General Institution
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- Chapter 6: Business and Fiscal Affairs
- Chapter 7: Human Resources

Chapter 1: The District

Board Policies	Administrative Procedures

BP_1100: The MiraCosta Community College District	AP_1100: The MiraCosta Community College District
	AP_1100.5: The MiraCosta Community College District and Social Media
BP_1200: District Mission	

Chapter 2: Board Of Trustees

Board Policies	Administrative Procedures
BP_2010: Board Membership	
BP_2015: Student Trustee	AP_2015: Student Trustee
BP_2100: Board Elections	
BP_2105: Election of Student Trustee	AP_2105: Recall or Vacancy of Student Trustee
BP_2110: Vacancies on the Board	AP_2110: Vacancies on the Board
BP_2200: Board Duties and Responsibilities	
BP_2210: Officers of the Board	
BP_2220: Committees of the Board	
BP_2305: Annual Organizational Meeting	
BP_2310: Regular Meetings of the Board	
BP_2315: Closed Sessions	
BP_2320: Special and Emergency Meetings	AP_2320: Special and Emergency Meetings
BP_2330: Quorum and Voting	
BP_2340: Agendas	AP_2340: Agendas
BP_2345: Public Participation at Board Meetings	AP_2345: Public Participation at Board Meetings
BP_2350: Speakers	
BP_2355: Decorum	
BP_2360: Minutes	AP_2360: Minutes
BP_2365: Recording	AP_2365: Recording
BP_2410: Board Policies/Administrative Procedures	AP_2410: Board Policies/Administrative Procedures
BP_2430: Delegation of Authority to the Superintendent/President	AP_2430: Delegation of Authority to the Superintendent/President
BP_2431: Superintendent/President Selection	
BP_2432: Superintendent/President Succession	
BP_2435: Evaluation of the Superintendent/President	AP_2435: Evaluation of the Superintendent/President
BP_2510: Collegial Governance and Participation in Local Decision Making	AP_2510: Collegial Governance and Participation in Local Decision Making
BP_2610: Presentation of Initial Collective Bargaining Proposals	AP_2610: Presentation of Initial Collective Bargaining Proposals
BP_2710: Conflict of Interest	AP_2710: Conflict of Interest
	AP_2712: Conflict of Interest Code

BP_2714: Gift Ban	
BP_2714.1 - Gifts to the Agency-Tickets/Pass Distribution Policy	
BP_2715: Code of Ethics/Standards of Practice	
BP_2716: Political Activity	
BP_2717: Personal Use of Public Resources	
BP_2720: Communications among Board Members	
BP_2725: Board Member Compensation	
BP_2730: Board Member Benefits	
BP_2732: Trustee Emeritus	
BP_2735: Board Member Travel and Reimbursable Expenses	
BP_2740: Board Education	AP_2740: Board Education
BP_2745: Board Self-Evaluation	

Chapter 3: General Institution

Board Policies	Administrative Procedures
BP_3050: Institutional Code of Ethics	AP_3050: Institutional Code of Ethics
BP_3100: Organizational Structure	
BP_3200: Accreditation	AP_3200: Accreditation
	AP 3210: Accreditation and State Complaint Process
BP_3250: Institutional Planning	AP_3250: Institutional Planning
BP_3260: Energy and Sustainability	AP_3260: Energy and Sustainability
BP 3261: Energy Conservation	AP 3261: Energy Conservation
BP_3280: Grants	AP_3280: Grants
BP_3300: Public Records	AP_3300: Public Records
BP_3310: Records Management	AP_3310: Records Management
BP 3400: Diversity, Equity, Inclusion	
BP_3410: Nondiscrimination	AP_3410: Nondiscrimination
BP_3420: Equal Employment Opportunity	AP_3420: Equal Employment Opportunity
BP_3430: Prohibition of Harassment	AP_3430: Prohibition of Harassment
BP 3433: Prohibition of Sexual Harassment under Title IX	AP 3433: Prohibition of Sexual Harassment under Title IX
	AP 3434: Responding to Harassment under Title IX
	AP_3435: Discrimination and Harassment Complaints and Investigations
BP 3440: Service Animals on Campus	AP 3440: Service Animals on Campus

	AP 3441: Control of Non-Service Animals
BP_3500: Campus Safety	AP_3500: Campus Safety
BP_3501: Campus Security and Access	AP_3501: Campus Security and Access
BP_3505: Emergency Response Plan	AP_3505: Emergency Response Plan
BP_3510: Workplace Violence Plan	AP_3510: Workplace Violence Plan
BP_3515: Reporting of Crimes	AP_3515: Reporting of Crimes
	AP_3516: Registered Sex Offender Information
BP_3518: Child Abuse Reporting	AP_3518: Child Abuse Reporting
BP_3520: Local Law Enforcement	AP_3520: Local Law Enforcement
BP 3525: Skateboards, Roller Skates, Bicycles, and Other Recreational Wheeled Vehicles	AP 3525: Skateboards, Roller Skates, Bicycles, and Other Recreational Wheeled Vehicles
BP_3530: Weapons on Campus	AP_3530: Weapons on Campus
BP_3540: Sexual Misconduct	AP_3540: Sexual Misconduct
BP_3550: Drug-Free Environment and Drug-Prevention Program	AP_3550: Drug-Free Environment and Drug- Prevention Program
BP_3560: Alcoholic Beverages	AP_3560: Alcoholic Beverages
BP_3570: Tobacco-Smoke-Vapor-Free Campus	AP_3570: Tobacco-Smoke-Vapor-Free Campus
BP_3600: Auxiliary Organizations	AP_3600: Auxiliary Organizations
BP 3710: Securing of Copyright	AP 3710: Securing of Copyright
BP_3715: Intellectual Property	AP_3715: Intellectual Property
BP_3720: Computer and Network Use	AP_3720: Computer and Network Use
	AP 3725: Establishing and Maintaining Web Accessibility
	AP 3750: Use of Copyrighted Material
BP_3810: Claims against the District	AP_3810: Claims against the District
BP_3820: Gifts	AP_3820: Gifts
BP 3840: Children on Campus	
BP_3900: Speech-Time, Place, and Manner	AP_3900: Speech-Time, Place, and Manner

Chapter 4: Academic Affairs

Board Policies	Administrative Procedures
BP_4010: Academic Calendar	AP_4010: Academic Calendar
BP_4020: Program, Curriculum, and Course Development	AP_4020: Program, Curriculum, and Course Development
	AP_4021: Program Discontinuance
	AP_4022: Course Approval Process

BP_4025: Philosophy and Criteria for Associate Degrees and General Education	AP 4025: Philosophy and Criteria for Associate Degrees and General Education
BP 4025B: Philosophy and Criteria for Baccalaureate Degree and General Education	AP 4025B: Philosophy and Criteria for Baccalaureate Degree and General Education
	AP_4026: Philosophy and Criteria for International Education
BP_4030: Academic Freedom	
BP_4040: Library and Other Instructional Support Services	AP_4040: Library and Other Instructional Support Services
BP_4050: Articulation	AP_4050: Articulation
BP_4070: Course Auditing	
	AP 4072: Opening Class Sessions to the Public/Visitors to the Classroom
BP_4100: Graduation Requirements for Degrees and Certificates	AP_4100: Graduation Requirements for Degrees and Certificates - Associate in Arts or Associate in Science
BP 4100B: Graduation Requirements for Baccalaureate Degree and General Education	AP 4100B: Graduation Requirements for Degrees and Certificates- Baccalaureate in Science Degree
BP 4100C: Graduation Requirements for Adult High School Diploma and Noncredit Certificates	AP 4100C: Graduation Requirements for Adult High School Diploma and Noncredit Certificates
	AP_4101: Directed Studies
	AP_4102: Career Education
	AP_4103: Experiential Education
	AP_4104: Contract Education
	AP_4105: Distance Education
BP_4106: Post-Baccalaureate Nursing Students	
BP_4110: Honorary Degrees	AP_4110: Honorary Degrees
BP_4220: Standards of Scholarship	AP_4220: Standards of Scholarship
	AP_4222: Developmental Course Work
BP_4225: Course Repetition	AP_4225: Course Repetition
BP_4226: Multiple and Overlapping Enrollments	AP_4226: Multiple and Overlapping Enrollments
BP_4230: Grading and Academic Record Symbols	AP_4230: Grading and Academic Record Symbols
BP_4231: Grade Changes	AP_4231: Grade Changes
	AP_4232: Pass/No Pass
BP_4235: Credit for Prior Learning	AP_4235: Credit for Prior Learning
	AP 4236: Advanced Placement Credit
BP_4240: Academic Renewal	AP_4240: Academic Renewal
BP_4250: Probation, Dismissal, Readmission, and Disqualification	AP_4250: Probation, Disqualification, and Readmission

BP_4260: Prerequisites and Corequisites	AP_4260: Prerequisites and Corequisites
BP_4300: Field Trips and Excursions	AP_4300: Field Trips and Excursions
BP_4400: Fee-Based Community Education Programs	AP_4400: Fee-Based Community Education Programs
	AP_4500: Student News Media

Chapter 5: Student Services

Board Policies	Administrative Procedures
BP_5010: Admissions and Concurrent Enrollment	AP_5010: Admissions and Concurrent Enrollment
	AP_5011: Admission and Concurrent Enrollment of High School and Other Young Students
	AP_5012: International Students
	AP_5013: Students in the Military
BP_5015: Residence Determination	AP_5015: Residence Determination
BP_5020: Nonresident Tuition	AP_5020: Nonresident Tuition
BP_5030: Fees	AP_5030: Fees
	AP_5031: Instructional Materials
BP_5035: Withholding of Student Records	AP_5035: Withholding of Student Records
BP_5040: Student Records, Directory Information, and Privacy:	AP_5040: Student Records, Directory Information, and Privacy
	AP_5045: Student Records-Challenging Content and Access Log
BP_5050: Student Success and Support Program	AP_5050: Student Success and Support Program
BP_5052: Student Open Enrollment	AP_5052: Student Open Enrollment
BP_5055: Student Enrollment Limitations and Priorities	AP_5055: Student Enrollment Limitations and Priorities
	AP_5070: Attendance Accounting
BP_5110: Counseling	AP_5110: Counseling
BP_5120: Transfer Center	AP_5120: Transfer Center
BP_5130: Financial Aid	AP_5130: Financial Aid
BP_5140: Student Accessibility Services	AP_5140: Student Accessibility Services
BP_5150: Extended Opportunity Programs and Services	AP_5150: Extended Opportunity Programs and Services
BP_5200: Student Health Services	AP_5200: Student Health Services
	AP_5203: Lactation Accommodation
BP_5205: Student Accident Insurance	
BP_5210: Communicable Disease	AP_5210: Communicable Disease
BP_5300: Student Equity	AP_5300: Student Equity

BP 5400: Associated Student Government	AP 5400: Associated Student Government
BP 5410: Associated Student Government Elections	AP 5410: Associated Student Government Elections
BP 5420: Associated Student Government Finance	AP 5420: Associated Student Government Finance
BP 5500: Standards of Student Conduct	AP 5500: Standards of Student Conduct
BP 5505: Academic Integrity	AP 5505: Academic Dishonesty - Appeal Process
	AP 5520: Student Conduct Procedures
	AP 5530: Student Rights and Grievances
BP 5570: Student Credit Card Solicitations	AP 5570: Student Credit Card Solicitations
BP 5700: Athletics	AP 5700: Athletics
BP 5800: Prevention of Identity Theft in Student Financial Transactions	AP 5800: Prevention of Identity Theft in Student Financial Transactions

Chapter 6: Business And Fiscal Affairs

Board Policies	Administrative Procedures
BP 6100: Delegation of Authority - Business and Administrative Services	AP 6100: Delegation of Authority - Business and Administrative Services
BP 6150: Designation of Authorized Signatures	AP 6150: Designation of Authorized Signatures
BP 6200: Budget Preparation	AP 6200: Budget Preparation
BP 6250: Budget Management	AP 6250: Budget Management
BP 6300: Fiscal Management	AP 6300: Fiscal Management
	AP 6302: Board Reports
	AP 6304: Actual and Necessary Business Expenses
	AP 6305: Reserves
BP 6307: Debt Management	AP 6307: Debt Management
	AP 6310: Accounting
	AP 6315: Warrants
BP 6320: Investments	AP 6320: Investments
	AP 6322: Employee Indemnity Bonds
	AP 6325: Payroll
BP 6330: Purchasing and Contracts	AP 6330: Purchasing, Bids, and Contracts
BP 6340: Bids & Contracts	AP 6340: Bids & Contracts
	AP 6345: Bids & Contracts—UPCCA
	AP 6350: Contracts—Construction
	AP 6360: Contracts—Electronic Systems and Materials
	AP 6365: Contracts—Accessibility of Information Technology

	AP_6370: Contracts—Personal Services
	AP_6380: Purchasing and Contracts Best Practices
BP_6400: Financial Audits	AP_6400: Financial Audits
BP_6450: Mobile Communication Devices	AP_6450: Mobile Communication Devices and Cellular Phones
BP_6500: Property Management	AP_6500: Property Management
BP_6520: Security for District Property	AP_6520: Security for District Property
BP_6525: Responsibility for Personal Property	AP_6525: Responsibility for Personal Property
BP_6530: Vehicle Use/Driver Authorization	AP_6530: Vehicle Use/Driver Authorization
	AP_6535: Use of District Equipment
BP_6540: Insurance	AP_6540: Insurance
	2020-21 Schedule of Insurance Coverage
BP_6550: Disposal of Surplus Property	AP_6550: Disposal of Surplus Property
BP_6600: Capital Construction	AP_6600: Capital Construction
	AP_6610: Management of Vacated Spaces
BP_6620: Naming of Facilities	AP_6620: Naming of Facilities
BP_6700: Civic Center and Other Facilities Use	AP_6700: Civic Center and Other Facilities Use
BP_6740: Independent Citizens' Bond Oversight Committee	AP_6740: Independent Citizens' Bond Oversight Committee
BP_6750: Parking	AP_6750: Parking
BP_6800: Occupational Safety	AP_6800: Occupational Safety
	AP_6850: Hazardous Substances
BP_6900: Bookstore	AP_6900: Bookstore

Chapter 7: Human Resources

Board Policies	Administrative Procedures
BP_7100: Commitment to Diversity in Hiring	AP_7100: Commitment to Diversity in Hiring
BP_7110: Delegation of Authority - Human Resources	AP_7110: Delegation of Authority - Human Resources
BP_7120: Recruitment and Hiring	AP_7120.1: Recruitment and Hiring - Academic Administrators
	AP_7120.2: Recruitment and Hiring - Classified Administrators
	AP_7120.3: Recruitment and Selection-Classified
	AP 7120.4: Recruitment and Hiring - Full-Time Faculty
	AP_7120.5: Recruitment and Hiring - Associate Faculty
	AP_7125: Verification of Eligibility for Employment
	AP_7126: Applicant Background Checks
BP_7130: Compensation	

BP_7140: Collegial Negotiation and Collective Bargaining	
	AP_7145: Personnel Files
	AP_7150: Evaluation
BP_7150.1: Evaluation-Academic Administrators	AP_7150.1: Evaluation-Academic Administrators
BP_7150.2: Evaluation-Classified Administrators	AP_7150.2: Evaluation-Classified Administrators
BP_7150.3: Evaluation-Classified	AP_7150.3: Evaluation-Classified
BP_7150.4: Evaluation-Full-Time Faculty	AP_7150.4: Evaluation-Full-Time Faculty
BP_7160: Professional Development	AP_7160: Professional Development
BP_7210: Academic Employees	AP_7210: Academic Employees
	AP_7211.1: Faculty Service Areas
	AP_7211.2: Minimum Qualification and Equivalencies
	AP 7211.2B - Minimum Qualification and Equivalencies Related to Upper-Division Instruction
	AP_7212: Temporary Faculty
	AP_7215: Academic Employees: Probationary Contract Faculty
	AP_7216: Academic Employees: Grievance Procedure for Contract Decisions
	AP 7217: Reduced Workload
BP_7230: Classified Employees	AP_7230: Classified Employees
	AP_7231.3: Seniority - Classified
	AP_7232: Classification Review
	AP_7234: Overtime
	AP_7235.3: Probationary Period: Classified
	AP_7236.3: Substitute and Short-term Assignments
	AP_7237.3: Layoffs - Classified
BP_7240: Confidential Employees	AP_7240: Confidential Employees
BP_7250: Academic Administrators	
BP_7260: Classified Administrators	
BP_7270: Student Workers	AP_7270: Student Workers
BP_7280: Employee Recognition	AP_7280.1: Employee Recognition-Academic Administrators
	AP_7280.2: Employee Recognition-Classified Administrators
	AP_7280.3: Employee Recognition-Classified
	AP_7280.4: Employee Recognition-Full-Time Faculty
	AP_7280.5: Employee Recognition-Associate Faculty
BP_7310: Nepotism	AP_7310: Nepotism