



**Chaffey
Community
College District**

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

**Executive Expectations
Policy Category 3
Chapter 5: Student Services**

Admissions

Date: 2/5/02 **Section** 5.1

Revised: 9/26/02 **Page** 1 of 3

5.1 ADMISSIONS

[Education Code Section 76000; Labor Code Section 3077]

The district shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

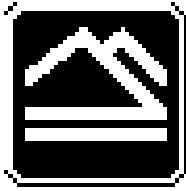
- A. Any person over the age of 18 and possessing a high school diploma or its equivalent.
- B. Other persons who are over the age of 18 years and who, in the judgment of the superintendent/president or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the district's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- C. Admission of high school and younger students is not mandated by law. If the district wishes to do so and there is agreement with the school district(s), students should be identified who may be admitted (generally by age or grade level) and the status (special part-time [Education Code 48800], special full-time [Education Code 48800.5]).

The superintendent/president shall establish procedures regarding ability to benefit and admission of high school and younger students.

5.1.1 Application [Education Code Sections 68040, 68041]

The district shall develop an application for admission to the Chaffey Community College District. Allow only application, admission, and residency determination forms or procedures that meet the law.

5.1.2 Residency Determination/Non-Resident Tuition [Education Code Sections 68040, 86050, 68051, 68052, 68130, 76140; Title 5, Section 54000 et seq.]



**Chaffey
Community
College District**

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

**Executive Expectations
Policy Category 3
Chapter 5: Student Services**

Admissions

Date: 2/5/02 **Section** 5.1

Revised: 9/26/02 **Page** 2 **of** 3

A. Residency

The superintendent/president shall establish procedures to make student residency determinations.

B. Non-Resident Tuition

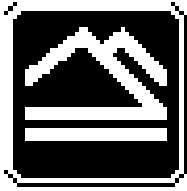
1. Non-resident students shall be charged nonresident tuition for all units enrolled.
2. The superintendent/president shall establish procedures regarding collection, waiver, and refunds of non-resident tuition.

5.1.3 Withholding of Student Records [Title 5, Section 59410]

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

5.1.4 Student Records and Directory Information [Education Code Section 76200 et seq.; Title 5, Sections 54600 et. seq.]

- A. The superintendent/president shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.
- B. Any currently enrolled or former student of the district has a right of reasonable access to any and all student records relating to him or her maintained by the district.
- C. No district representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.



**Chaffey
Community
College District**

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

**Executive Expectations
Policy Category 3
Chapter 5: Student Services**

Admissions

Date: 2/5/02 **Section** 5.1

Revised: 9/26/02 **Page** 3 **of** 3

D. Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

E. Directory information shall include:

1. Student participation in officially recognized activities and sports, including weight, height and high school of graduation of athletic team members.
2. Degrees and awards received by students, including honors, scholarship awards, athletic awards and dean's list recognition.
3. Enrollment status for purposes of enrollment verification [FERPA; 20 U.S.C. §1232g; 34 CFR Part 99].

5.1.5 Records, Retention, and Destruction [Education Code Sections 76200 et seq.; Title 5, Sections 54600 et seq., 59020 et seq.]

- A. The superintendent/president shall establish procedures governing activities with regard to student records in compliance with the California Education Code.
- B. The district shall establish, maintain, and destroy student records according to regulations adopted by the board of Governors of the California Community Colleges.

5.1.6 International Students [Education Code Sections 76000, 76001, 76002]

The superintendent/president shall establish procedures to admit international students.

5.1.7 Priority Registration [Title 5, Sections 581006; 58108]

All courses of the district shall be open to enrollment, subject to a priority system that should be established.