

Student Services

BP 5016 TRANSFER OF UNITS

Reference:
None

Students who enroll at Chabot [College](#) or Las Positas College and wish to transfer academic credit for courses taken at other accredited colleges/universities must submit official transcripts of that work to the admissions and records office.

To be credited by Chabot [College](#) or Las Positas College, the course work must meet the following criteria:

1. The course(s) must have been taken at an accredited college/university.
2. The course(s) must be lower division.
3. The course(s) must have been completed with a grade of "D" or higher.
4. The content of the course(s) must be recognized as equivalent to current Chabot [College](#) or Las Positas College course standards.

[Also see BP/AP 4100 Graduation Requirements for Degrees and Certificates.](#)

Adopted: March 19, 1996,

~~**Renumbered:** April 2014~~

Revised:

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Student Services

**AP 5017 RESPONDING TO INQUIRIES OF IMMIGRATION STATUS,
CITIZENSHIP STATUS, AND NATIONAL ORIGIN
INFORMATION**

References:

Education Code Sections [66093](#), [66093.3](#), and [68076](#);
[Title 5 Section 41905XXXX](#)

xxxxxUnless required by federal or state law, the District shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

The District is not permitted to use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create policies and procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law. The District shall avoid the disclosure of information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Vice Chancellor of Educational Services or designee of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver's license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;
- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank.

Where a District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this administrative procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this administrative procedure.

Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the college or university shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.)

Also see BP/AP 3410 Nondiscrimination, AP 3415 Immigration Enforcement Activities, BP/AP 5015 Residence Determination, and BP/AP 5040 Student Records, Directory Information, and Privacy.

Approved: Date

Student Services

BP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code Section 76224 [subdivision](#) (a);
[ACCJC Accreditation Eligibility Requirement 20](#);
[ACCJC Accreditation Standard IV.D](#);
Title IX, Education Amendments of 1972

The Administrative Rules and Procedures include the process which enables a student to initiate a grievance alleging violation of college/District policies and procedures. The grievance may be against another student, an instructor, an administrator, or a member of the classified staff.

[Also see AP 5530 Student Rights and Grievances.](#)

Adopted: June 17, 2014
(~~This policy r~~Replaces [former](#) CLPCCD Policy 5513)

Revised:

Student Services

AP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code Section 76224 subdivision (a);
~~Title IX, Education Amendments of 1972~~ ACCJC Accreditation Eligibility Requirement 20;
ACCJC Accreditation Standard IV.D

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances.

Grievance: A claim by any student who reasonably believes a college decision or action has adversely affected ~~his/her~~ their status, rights, or privileges as a student. A Grievance includes but is limited to, claims regarding:

- Course grades, to the extent permitted by Education Code Section 76224 subdivision (a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

A Grievance is not:

- Student disciplinary actions, which are covered under separate board policies and administrative procedures.
- Financial Aid actions, which are covered under separate board policies and administrative procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

~~These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his/ or her/their status, rights or privileges as a student. The procedures shall include grievances regarding:~~

- ~~— Course grades, to the extent permitted by Education Code Section 76224 subdivision (a), which provides: "When grades are given for any course of~~

instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

- ~~Violation of policies and procedures by the college to the extent they have a direct and significant impact on the student, such as on the student's exercise of rights of free expression. Under this section, a grievance may be initiated by a student alleging the violation of college/district policies and procedures against an instructor, an administrator or a member of the classified staff.~~

This procedure does not apply to:

- ~~Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.~~
- ~~Sex discrimination, sexual harassment, or illegal discrimination which are covered under separate Board Policies and Administrative Procedures.~~
- ~~Financial aid actions, which are covered under separate Board Policies and Administrative Procedures.~~
- ~~Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.~~

Definitions:

Grievant – A student who has filed a Grievance.

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224 [subdivision](#) (a).

Designee – A person designated by the college or District. The Vice President of Student Services or college President may name a designee for Vice President of Student Services. The Vice President of Academic Affairs ~~Services~~ or college President may name a designee for Vice President of Academic Affairs ~~Services~~. The Chancellor or college President may name a designee for President. The Chancellor may name the college President or another designee for Chancellor.

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Days during fall and spring semesters when the College is in session and regular classes are held, excluding Saturdays and Sundays. For the summer session, days—for purposes of notice and response under this Administrative Procedure—may be reasonably extended to ensure the responsible parties are able to appropriately attend to the issue. Notice of extension will be provided to the student.

Informal Resolution – Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Grievance Officer - The Chancellor or designee shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer.

The Vice President of Academic ~~Affairs~~ Services or designee shall serve as Grievance Officer on grade disputes and grievances arising out of instructional services. The Vice President of Student Services or designee shall serve as Grievance Officer for grievances arising outside of instructional services. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes ~~he/she/they~~ has ~~have~~ a grievance shall file a Statement of Grievance with the appropriate Grievance Officer within 10 days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within 5 working days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of ~~his/ or her/their~~ rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

Grievance Hearing Committee: The college President shall at the beginning of each academic year, establish a standing panel of ~~15-9~~ members of the college community, including ~~5-3~~ students, ~~5-3~~ faculty members and ~~5-3~~ administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit names to the Chancellor for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include at least 1 student, 1 instructor, and 1 college administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Grievance Officer-Chancellor or designee who shall determine whether cause for disqualification has been shown. If the Grievance Officer-Chancellor or designee feels that sufficient ground for removal of a member of the committee has been presented, the Grievance Officer-Chancellor or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not vote, except to break a tie. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

Request for Grievance Hearing – A request for a grievance hearing ~~shall be filed on a Request for a Grievance Hearing Form~~ can be made via email directly from the student to the Vice President of Student Services within no later than 10 days after filing the Statement of Grievance as described above ~~no later than 10 days following the student's first meeting with the Grievance Officer.~~

Within 10 days following receipt of the request for grievance hearing, the college President shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Grievance ~~Officer~~ Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 5 days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 15 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 5 days notice of the date, time, and place of the hearing.

Hearing Procedure

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

~~The~~ The Grievance Officer will provide members of the Grievance Hearing Committee ~~shall be provided~~ with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may ~~self-represent himself/herself~~, and may also have the right to be represented by a person of ~~his/her~~ their choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance ~~Officer~~ Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an

attorney, a request must be presented not less than 5 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the ~~Grievance Officer~~Chancellor or designee. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The ~~hearing shall be recorded by the~~ Grievance Officer will record the hearing ~~either by tape recording or stenographic recording,~~ and that shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. ~~In the event the recording is by tape recording,~~ The Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. ~~The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service.~~ Any party may request a copy of the ~~tape recording.~~

~~All testimony shall be taken~~ All witnesses must testify under oath; the oath shall be administered by the Grievance Hearing Committee Chair. The Grievance Hearing Committee will only admit written statements of witnesses under penalty of perjury ~~shall not be used unless if~~ the witness is unavailable to testify. A witness who refuses to be ~~tape recorded~~ shall be considered to be unavailable.

Within 10 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the college President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether the hearing established a grievance ~~has been established~~ as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The Grievance Hearing Committee will base its decision ~~shall be based~~ only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Appeal: Any appeal relating of a Grievance Hearing Committee decision that the Statement of Grievance does not present a Grievance as defined in these procedures shall be made in writing to the college President within 3 days of that decision. The college President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a Grievance provided in these

procedures, but shall not consider any other matters. The college President's decision whether or not to grant a Grievance hearing shall be final and not subject to further appeal.

College President's Decision: Within 5 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the college President shall send to all parties his/hers written decision, together with the Hearing Committee's decision and recommendations. The President may accept or reject the findings, decisions, and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight. If the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below.

~~Appeal: Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the college President within 5 days of that decision. The President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~

~~Any party to the grievance may appeal the decision of the President after a hearing before a Grievance Hearing Committee by filing an appeal with the President. The President may designate a college administrator or request that the Chancellor designate a District administrator to review the appeal and make a recommendation.~~

~~Any such appeal shall be submitted in writing within five days following receipt of the President's decision and shall state specifically the grounds for appeal.~~

~~The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.~~

~~The President's designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the President's designee shall make a written recommendation to the President regarding the outcome of the appeal.~~

~~The President may decide to sustain, reverse or modify the decision of the President's designee. The President's decision shall be in writing and shall include a statement of reasons for the decision. The President's decision shall then be final.~~

~~The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the appeal decision shall be sent to all parties.~~

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties

[Also see BP/AP 3410 Nondiscrimination, BP/AP 3430 Prohibition of Harassment, BP/AP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX, AP 3435 Discrimination and Harassment Complaints and Investigations, AP 5130 Financial Aid, BP/AP 5500 Standards of Student Conduct, AP 5520 Student Discipline Procedures, and BP 5530 Student Rights and Grievances.](#)

Approved: March 18, 2014;

Revised: August 2016

Revised:

(~~This procedure r~~Replaces former Administrative Rules and Procedures 5513)