

**SECTION FOUR**  
**STUDENTS/INSTRUCTIONAL SERVICES**

**4A** Admission and Registration

4A1 Eligibility for Admission

- 4A1A Persons with high school diplomas or the equivalent thereof shall be admitted. (Education Code 76000)
- 4A1B Non-high school graduates over eighteen (18) years of age who are judged capable of profiting from instruction may be admitted. (Education Code 76000)
- 4A1C Persons who are apprentices as defined in Section 3077 of the Labor Code (16 years of age and entered into an “apprentice agreement”) may be admitted. (Education Code 76000)
- 4A1D Certain students who are enrolled in K-12 programs, including public, private, and charter schools, may be admitted as special part-time students, or special full-time students (Education Code 76001[a]), upon recommendation of the school principal or designee, and with parental consent.
- 4A1E A parent or guardian of a pupil who is not enrolled in a public, private, or charter school, regardless of the pupil’s age or class level, may directly petition the president or designee, of any community college to authorize attendance of the pupil at the community college as a special part-time or full-time student (Education Code 48800.5 [c]).
- 4A1F The Colleges are authorized to restrict the admission or enrollment of a special part-time or full-time student, noted in the Policies 4A1D and 4A1E, based on any of the following criteria: (Education Code 76002[b])

- Age
- Completion of a specified grade level
- Demonstrated eligibility for instruction using assessment methods and procedures adopted by the Board of Governors

4A1G The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California Community College District, and the applicant continues to present a danger to the physical safety of students and/or employees of the District.

#### **4A2** Student Responsibilities

4A2A Upon admission to the College, each student shall express at least a broad educational intent for attending College.

4A2B All students are matriculating students unless exempt (see [Procedure 4A3\(a\)](#) of this Manual for the Matriculation Component Exemption Criteria). Each matriculating student must identify a specific educational goal no later than the semester following the completion of fifteen (15) semester units.

4A2C After specifying an educational goal, each matriculating student must develop a Student Educational Plan within ninety (90) instructional days.

4A2D Matriculating students in the following categories shall participate in counseling/advisement:

- students on probation
- students who have not declared a specific educational goal
- students who are enrolled in pre-collegiate basic skills courses

4A2E All students shall comply with attendance and progress requirements established by each College.

4A2F All students shall complete assigned work in a timely manner.

4A2G Student failure to take responsibilities as cited above may lead to disciplinary action as defined in Title 5.

**4A3** Matriculation - The matriculation process for students includes assessment, orientation, counseling/advising and the completion of a Student Educational Plan. Each College in the District shall develop, regularly update, and post to the District/College website a complete description of all of the opportunities available

to students so that they can become fully matriculated in a timely manner. See [Procedures 4A3\(a\), 4A3\(b\), and 4A3\(c\)](#).

4A3A Assessment - Students shall be required to complete assessment testing. Assessment is mandated for courses with assessment level prerequisites. The Colleges are authorized to develop and use assessment equivalencies. Assessment requirements shall be noted in appropriate College publications.

4A3B Orientation - Each College shall develop and offer orientation opportunities that provide students with information including, but not limited to, the college's programs, services, facilities, grounds, academic expectations, and institutional procedures.

4A3C Counseling/Advising - Each College shall develop and staff counseling and advising programs that provide appropriate support services to assist students in their academic and personal development.

4A3D Student Educational Plan - Each College shall provide resources for students to complete a Student Educational Plan which shall outline the courses necessary to satisfy a student's academic goal in a recommended term-by-term sequence.

4A3E Priority Registration - The District recognizes that matriculation enhances students' success in achieving their educational goals. The District shall provide priority registration to students who have completed the following matriculation components: assessment, orientation, counseling/advising, and a Student Educational Plan. See [Procedures 4A3\(a\), 4A3\(b\), and 4A3\(c\)](#).

4A3F Evaluation - Each College shall annually evaluate the effectiveness of its matriculation process.

#### **4A4** Prerequisites, co-requisites, and advisories on recommended preparation

References:  
Title 5 Sections 55000 and 55003

The District Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students. [See Procedure 4F9](#)

**4A5** **Residence Eligibility** *(Revised July 14, 1994)*

**4A5A** District Residents--Any legal residents of the Kern Community College District may be admitted to the campus of their choice. To be a legal resident of the Kern Community College District, a student must establish residency within the College District and meet State residency requirements. (Education Code Sections 68017-68019)

**4A5B** Out-of-State Resident Tuition--Out-of-State residents shall be charged tuition in accordance with the regulations of the Board of Governors of the California Community Colleges. (Education Code Sections 68051 and 76004) See Procedure 4A5B of this Manual for Non-Resident Tuition Refund procedures.

**4A5C** Resident Classification for Employees--A full-time employee of the Kern Community College District or a student who is a child or spouse of a full-time employee of the District is entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident. (Education Code Section 68079)

**4A6** **Admission to Impacted Programs** *(May 6, 2010)*

In the event the number of applicants designated to be eligible for admission exceeds the number of student positions in a program, the following selection process may be used to determine student admission.

4A6A Applicants who are eligible will be admitted in the order in which their names appear on an eligibility list established for each program. The applicant's position on the list will be determined by specific procedures established for each program. Screening and selection criteria will be applied consistently for all applicants at each College. Criteria which may be used to establish priority for admittance are noted in the following sections or may be allowed by using other non-evaluative techniques to determine who may enroll.

4A6B Academic prerequisites may include high school graduation or equivalent, grade point average, completion of high school, or college courses which are directly related to the curriculum content of the impacted program.

4A6C Standard testing procedures may include aptitude tests, attitude or personality tests, skills performance, and competency tests in specific fields.

4A6D Criminal background checks, drug screening, and physical health assessments of an applicant may be used to assure that the health and

safety of the public is protected and to assure the student is able to perform the work required in the program. [See Title 5, Section 58106(b)]

- 4A6E An interview procedure may be used in the screening and selection process. The interview shall be preceded by instructions to the applicant indicating the purpose, conduct, and general content of the interview. The interview procedure shall be uniform for all applicants, contain items relevant to the discipline, and result in a quantitative evaluation. The interview committee shall consist of two (2) or more persons.
- 4A6F Previous experience may be used as a criterion for screening and selection.
- 4A6G Student failure to complete the application procedure may preclude admittance.
- 4A6H Each College shall have available for interested applicants the specific and current criteria for implementing this policy.
- 4A6I In Administration of Justice courses approved by the Commission on Peace Officer Standards and Training, preference in enrollment may be given to employed law enforcement trainees who are required to complete such courses pursuant to law. Preference should only be given when the trainee cannot complete the course within the time required by statute and when no other training program is reasonably available. Preference is limited to eighty-five percent (85%) of enrollment when there are sufficient numbers of non-law enforcement trainees available.

#### **4A7 Limitations on Enrollment in Courses or Programs**

- 4A7A Enrollment may be limited by the College President or designee to students meeting validated prerequisites and co-requisites established by the Curriculum Committee. (See Title 5, Section 55003.)
- 4A7B Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.
- 4A7C Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.
- 4A7D Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.

4A7E Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.

4A7F The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. [See Board Policy Manual Procedure 4C5]

4A7G Students may challenge an enrollment limitation on the grounds that: the limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or, the basis upon which the district has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. (See Board Policy 4F9, Student Complaint Policy.)

#### **4A8 Student Fees**

4A8A Student fees must be established by the Board of Trustees and must be expressly authorized by State law.

4A8B Enrollment Fee – Unless expressly exempted, or entitled to a waiver, all students enrolling in credit courses shall pay the enrollment fee established by law. K-12 students admitted as special part-time students are exempt from paying the enrollment fee.

Prior to the last day of open registration, students will be dropped for non-payment of enrollment and tuition fees of two hundred dollars (\$200.00) or more, ten (10) days after the date that they registered for the particular course(s). Students whose unpaid enrollment and tuition fees are less than two hundred dollars (\$200.00) will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid.

Beginning with the first day of the term, students owing two hundred dollars (\$200.00) or more will not be dropped for non-payment of enrollment fees; however, these students will have holds placed on their transcripts, grades, diplomas, and registration privileges until all fees are paid. Students whose unpaid fees are less than two hundred dollars

(\$200.00) will have holds placed on their transcripts, grades, and diplomas until all fees are paid.

See [Procedure 4A8C\(a\)](#) of this Manual for Enrollment Fee Refund procedures.

Enrollment fee waivers will be granted according to law. See [Procedure 4A8C\(b\)](#) of this Manual for Enrollment Fee Waivers.

4A8C Nonresident enrollment fees and tuition – Unless expressly exempted, or entitled to a waiver, nonresident students shall be charged nonresident fees and tuition for all units enrolled, unless otherwise required by law.

Permissive exemptions from nonresident tuition and fees apply to the following students:

Any nonresident who is both a citizen and a resident of a foreign country who has demonstrated a financial need will be exempted. Not more than 10 percent of the nonresident foreign students attending any community college district may be so exempted.

A special part-time student, admitted pursuant to current law.

4A8D **Parking Fee**--Colleges may assess a parking fee for services according to law (Education Code Section 76360). The fee may be assessed only to those students who use parking facilities.

4A8E **Health Fee**--Each College may charge a student fee for health services (Education Code Section 76355).

Health Fee exemptions will be granted according to law. See [Procedure 4A8E](#) of this Manual for Health Fee Exemptions and Refund Guidelines.

4A8F **Course Audit Fee**

4A8F1 Students auditing credit classes shall be charged a fee, except as excluded in ([Policy 4A8F3](#)) below.

4A8F2 The course audit fee for credit courses shall be assessed in the same manner as the enrollment fee ([Policy 4A8C](#)).

4A8F3 Students enrolled in classes for ten (10) or more semester credit units shall not be charged a fee to audit classes taken during that semester.

4A8F4 A student in a course shall not be permitted to change enrollment from credit to audit or audit to credit.

4A8F5 Priority in class enrollment shall be given students desiring to take the course for credit.

4A8F6 A course audit shall be approved under only one of the following conditions:

- Participation by audit serves a specific educational purpose necessary to achieve the student's educational goal
- Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses.

4A8F7 The course instructor and College President or designee shall approve audit enrollments.

4A8G **Student Body Operating and Building Fee**--Effective Fall Semester 1990 through Spring Semester 2020, Bakersfield College may charge an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing and operating a student body center. The fee shall not exceed one dollar (\$1.00) per credit hour for courses offered on the main campus up to a maximum of ten dollars (\$10.00) per student per fiscal year. See [Procedure 4A8G](#) of this Manual for specific procedures to implement this fee and for waiver and refund procedures.

4A8H **Community Service Course Fee**--Student fees for non-credit community service classes are authorized by the Board of Trustees. The fees are set by each College President at a level to be self-supporting.

#### **4A9 Instructional and Other Materials** (Title 5, Sections 59400-59408)

4A9A The Colleges may require students to provide instructional and other materials required for a credit or noncredit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the District.

4A9B A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual costs; and (a) the material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or (b) the material is provided in-lieu of other generally available but more expensive material which would otherwise be required.



4A9C The Colleges shall adopt procedures for required instructional and other materials consistent with Title 5 regulations.

4A9D District policies and College procedures for required instructional materials shall be published in the College catalog.

## **4B Programs/Courses**

### **4B1 Educational Programs -**

#### References:

Legally Required

Education Code Sections 70901(b), 70902(b), and 78016;

Title 5 Sections 51000, 51022, 55100, 55130, and 55150;

U.S. Department of Education regulations on the Integrity of Federal Student

Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;

WASC/ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the District Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- a regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

All new programs and program deletions shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

## Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, and Title 5, Section 55002.5, as they apply to community college districts.

The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The District Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

**4B2** **Courses** – Course additions, deletions, and modifications shall be determined through established College procedures.

4B2A The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B2B College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

4B2C In addition to course additions, deletions, and modifications initiated by the College procedures, College administration may initiate the appropriate College procedures.

4B2D Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

### **4B3 Distance Education**

4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology.

4B3B The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses.

4B3C Any portion of a course conducted through distance education must include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

4B3D If a portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course shall be separately reviewed and approved using both College and District course approval procedures.

4B3E Instructors of course sections delivered by distance education technology shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls.

The number of students assigned to any one course section offered by distance education shall be determined by, and be consistent with, other district procedures related to faculty assignments.

Procedures for determining the number of students assigned to courses provided through distance education may be reviewed by the Curriculum Committee.

Nothing in this section shall be construed to impinge upon or detract from negotiated agreements between the exclusive representatives and the Board of Trustees.

4B3F Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. (See **Procedure 4B3**)

**4B4** **Programs** – Program additions and modifications shall be determined through established College procedures. (*Revised February 5, 2009*)

4B4A The programs of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B4B College procedures for program additions and modifications shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of programs and program descriptions;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program additions and modifications; and
- Consideration of the impact of the proposed additions and modifications.

4B4C In addition to program additions and modifications initiated by the College procedures, College or District administration may also initiate the appropriate College procedures.

4B4D Final recommendations for program additions and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

**4B5** **Program Review** – Program review shall be determined through established College procedures and shall meet all statutory and accreditation requirements. (*Revised February 5, 2009*)

4B5A College procedures for program review shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Regular review and justification of programs and course descriptions; and
- Consideration of job market and other related information for vocational and occupational programs.

**4B6** **Program Discontinuance** – Program discontinuance shall be determined through established College procedures. *(Revised February 5, 2009)*

4B6A College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Plan and schedule for implementing the program deletion;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

4B6B The procedure for discontinuance of vocational or occupational programs should include:

- Process for reviewing such programs every two (2) years to ensure they meet legal standards; and,

4B6C In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures.

4B6D Final recommendations for program discontinuance shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

- Discontinued programs may also be deleted subject to review.

- Process for termination of program by the Board of Trustees if legal and other District standards are not met.

## **4B7 Articulation**

The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses, and with four-year (4- year) institutions.

4B7A Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions.

4B7B Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. University articulation agreements may include, but shall not be limited to, general education requirements and major subject prerequisites. Individual articulation agreements shall be updated and maintained on file at each College.

4B7C Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented at each College.

4B7D An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

4B7E Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

1. The requirements for a certificate program, including the total number of units required for a certificate;
2. The major requirements in a degree program.

4B7F Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record if credit for these comparable college courses has been earned via credit by examination.

With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade (“A”, “B”, or “C” level).

4B7G Except through credit by examination, articulated high school courses may not be used to satisfy:

1. The requirement that students complete at least 60 units in order to receive an associate degree;
2. Any general education requirement for the associate degree.

4B7H University Transfer Agreements

University transfer agreement programs specify the curricular requirements that must be met, and the level of achievement that must be attained, by community college students in order for those students to transfer to the campus, undergraduate college, or major of choice in the four-year college segment.

#### **4B8 Independent Study**

4B8A The purpose of Independent Study is to fulfill a student’s immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.

4B8B Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.

4B8C Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.

4B8D Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.

4B8E Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours. (See AP 4B8)

4B8F Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.

## **4B9 Student Field Trips, Excursions, and Transportation**

(See *Procedure 4B9* and related forms)

4B9A In recognition of the value of combining academic instruction with on-site experience, the Kern Community College District establishes the following policies for instructional programs and courses in which students travel within the United States or to foreign countries.

4B9B The Colleges of the District may conduct field trips and excursions for enrolled students in connection with courses of instruction, or College-related social, educational, cultural, athletic, or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country. Students participating in the activities cited in this Section are governed by the provisions of Board **Policy Section 4F7**, Student Conduct.

4B9C Travel activity must be a valid educational experience rather than simply a guided tour.

4B9D The District may pay expenses of District employees who are required to participate in a field trip or excursion.

### **4B9E Student Transportation**

4B9E1 The College may provide transportation for:

- Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.
- Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.

### **4B9J Crediting Attendance for Apportionment**

4B9J1 The attendance or participation of a student in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

### **4B9K Student Transportation**



- 4B9K1 The College may provide transportation for:
- Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.
  - Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.
- 4B9K2 When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:
- 4B9K3 The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic staff member must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. (See [Policy 4F7](#) of this Manual for applicable Policies and Procedures governing student conduct.)
- 4B9K4 Students may elect not to use District-provided transportation, except where the College President or designee determines that transportation of the participating students, as a unit, is a requirement of the activity.
- 4B9K5 Students who elect to use private modes of transportation, where transportation is provided by the District, are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. Students shall sign a statement affirming the condition of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. (See [Procedure 4B9K5](#) of this Manual for the Student Election of Private Transportation for Approved Student Trip form.) Private vehicles must be operated in accordance with all applicable state and local laws and regulations.
- 4B9K6 Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees. (See [Procedure 4B9I](#) of this Manual for

the Parent/Guardian/Student Consent form for excursions, field trips, and transportation of students.)

- 4B9K7 Duplicate lists of students participating in the trip shall be prepared by the supervising academic staff member, one (1) copy to be retained by the responsible staff member in each vehicle and one (1) copy retained by the College President or designee. If no staff member is in a particular vehicle, the list is to be kept by a designated person in that vehicle. (See [Procedure 4B9K7](#) of this Manual for the Student Trip Emergency Contact List form.)
- 4B9K8 Requests for transportation are to be made in writing on appropriate forms and not less than one (1) week before transportation is desired. Requests are to be made by or approved by the College President or designee.
- 4B9K9 College trips will begin and end at one (1) of the College campuses or a College outreach center. Other arrangements must be approved by the College President or designee. (See [Procedure 4B9K9](#) of this Manual for the Request for Student Trip form.)
- 4B9K10 College vehicles may not be used for the transportation of individuals who are not (a) registered students or (b) District staff members, except as authorized by the College President or designee.
- 4B9K11 Only students enrolled in the relevant courses or activity or District staff members may participate in student trips, except as authorized by the College President or designee.
- 4B9L When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation.
- 4B9L1 Students who use private modes of transportation are deemed to have accepted liability for injury or damages, which may result from, or in the course of, said transportation. Students shall sign a statement affirming the conditions of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. Private vehicles must be operated in accordance with all applicable state and local laws and regulations.

**4B10 Guest Lecturers/Classroom and Campus Visitors** *(Revised June 10, 1999)*

- 4B10A Persons other than students and staff are allowed to speak on the College campus in accordance with the following principles and regulations:
- 4B10A1 The College recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society.
- 4B10A2 Events or activities employing College facilities and/or personnel and sponsored by recognized student organizations or by others must not be advertised or promoted in such a way as to suggest sponsorship or endorsement by the College.
- 4B10A3 Meetings or events involving off-campus speakers may be held in College facilities with prior approval of the College President. Speakers must be sponsored either by staff members of the College, by chartered student organizations, or by ten (10) or more registered students whose names appear on a petition obtained from an administrator properly designated by the College President.
- 4B10A4 No special meetings or events shall be authorized which will result in interference with the physical operations of the campus.
- 4B10A5 Whenever the College President considers it appropriate in furtherance of educational objectives, any or all of the following may be required:
- That the meeting be chaired by a member of the faculty.
  - That the speaker be subject to questions from the audience.
  - That the speaker be appropriately balanced in debate with a person of contrary opinions.
  - That the request for an off-campus speaker state the subject and/or the exact title of the speech.

- 4B10A6 An applicant who is denied the use of College facilities and who contends that the denial is based on incorrect or inequitable application of these regulations may appeal the denial as provided in the College policy on advocacy and free expression.
- 4B10A7 This policy is not intended to supersede the provisions of the Civic Center Act.
- 4B10B Non-student visitors to College classes may be approved but must not disrupt the classes.
- Specific procedures shall be developed by each College for classroom visitors.

#### **4B11 Controversial Issues in Curriculum**

All criticisms of the curriculum, publications, or instructional materials authorized for use in the Kern Community College District which are directed to the attention of the Board of Trustees or the College administration must be presented in writing so that proper consideration and reply can be made. This policy also applies to textbooks, library books or materials, magazines, audio-visual aids, courses of study, or instructional guides.

- 4B11A Criticisms in writing must include specific reference to titles, authors, publishers, and page numbers of each individual item against which charges are made.
- 4B11B When such criticisms are referred to the Chancellor, the Board of Trustees shall be notified and a committee of College personnel may be assigned to study and report on the criticisms. Interested lay citizens may be consulted. Results of such a study shall then be reported to the Board of Trustees for further action.
- 4B11C The discussion of controversial issues in the classroom is essential to the development of informed and responsible citizens. Instructors are to be encouraged to provide opportunities for the development of clear thinking, balanced judgment, intelligent choices, and an understanding of the methods and devices of propaganda.

In such activities, instructors shall emphasize loyalty to the United States, the importance of good citizenship, and vigilance in protecting our freedom and shall refrain from using classroom privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

#### **4B12 Personal Expression and Advocacy**

The College staff is authorized to establish regulations for students and staff which will affirm the rights of free expression and advocacy and to assure that, in their exercise, the rights of all members of the College community are protected. Principles and regulations relating to persons other than students and staff are hereby established.

- 4B12A Regulations shall be established by the College staff regarding the time, place, and manner of public delivery of speeches and for gathering. The regulations shall assure that orderly conduct prevails, that there will be no interference with free flow of traffic, that there will be no disturbance of offices, classes or study facilities, and that there will be no harm to property.
- 4B12B The conduct of these activities shall be consistent with all civil laws.
- 4B12C Use of available media on campus shall be regulated as to reasonable time, place, and manner. Since the function of the College is education, any use of media that diminishes that function shall be avoided.
- 4B12D Students shall be held responsible for the manner in which they advocate. The College staff shall exercise disciplinary procedures for breach of these regulations in the same manner as with other student violations. An appeal procedure may be established to review administrative judgments regarding the exercise of advocacy.

#### **4C Academic Regulations**

- 4C1 Credit by Examination – Credit may be granted to any student, who satisfactorily passes an authorized examination approved by discipline faculty and conducted by a designated authority of the College. The College President or designee shall establish administrative procedures to implement this policy. (See Procedure 4C1) Such credit may be granted only to a student who is registered at the College and is in good standing, and only for a course listed in the College catalog.
  - 4C1A The District may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded.
  - 4C1B Colleges may use Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) examinations to award credit or placement as approved.